

CM/ECF Filing Reference Guide

Application To Employ

Step	Action
1.	Select Bankruptcy
2.	From the Events list, select Motions/Applications
3.	Enter the case number Select NEXT
4.	Select NEXT
5.	From the Events list, choose Employ Select NEXT
6.	<p>From the party listing either:</p> <p>(A) Select the party filing the application</p> <p>Select NEXT and move on to step 7</p> <p>OR</p> <p>(B) Add/Create New Party</p> <p>Fill in the requested information</p> <p>Select SEARCH</p> <p>If your party is found in the search results, select the name.</p> <p>If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role.”</p> <p>Select SUBMIT</p> <p>From the party listing make a selection.</p> <p>Select NEXT</p> <p>This screen solidifies the attorney/client relationship. You will get the following message:</p> <p>IMPORTANT: The following attorney/party association(s) will be created in this case. Deselecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</p>
7.	ONLY COMPLETE THE NEXT SCREEN IF YOU ARE FILING THE HEARING NOTICE WITH THIS MOTION. If the hearing notice is not included with this

	<p>filing please skip the next screen.</p> <p>Select NEXT</p>
8.	<p>Hearing Information (Date/Time/Location/Objection Due Date) should only be filled in if YOU are noticing the motion for hearing</p> <p>Select NEXT</p> <p>If NOT</p> <p>Bypass screen by</p> <p>Selecting NEXT</p>
9.	<p>This screen allows you to browse your system to attach the PDF of the application to employ.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat. If the document is correct select OPEN</p> <ul style="list-style-type: none"> In order to include a Proposed Order and/or a Notice of Hearing choose Yes at Attachments to Document <p>Select NEXT</p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the application to employ.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is the correct document select OPEN.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the application to employ</i></p> <p>If correct,</p> <p>Select NEXT</p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select NEXT to move to step 10</p>
10.	<p>Enter Name of Person to be Employed and Type of Position</p>

	Select NEXT .
11.	<p>This screen serves as the last chance to verify that the Docket Text: Modify as appropriate is correct. Using the dialogue boxes, make any necessary modifications. If correct,</p> <p>Select NEXT</p>
12.	<p>This screen serves as the last chance to verify that the Docket Text: Final Text is correct. If correct,</p> <p>Select NEXT - the docketing process will be committed.</p> <p>If any changes need to be made use the back navigation arrow to make correction. Retrace actions once correction is made.</p>
13.	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete</p>

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