3.3 APPLICATION FOR COMPENSATION

This process shows the steps and screens required for you to file an Application for Compensation using CM/ECF.

NOTE: File separate Notice of Hearing if requested fees/expenses exceed \$1,000.00.

Step 1 - Click on the Bankruptcy hyperlink on the blue CM/ECF Main Menu Bar.



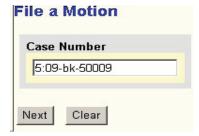
Step 2 - The BANKRUPTCY EVENTS screen displays.



Click on Motions/Applications hyperlink.

For further information on each of these categories, click the (Help) icon.

Step 3 - The CASE NUMBER screen displays.



Enter the case number for the appropriate case.

Click the [Next] button.

Step 4 - The EVENTS screen displays.

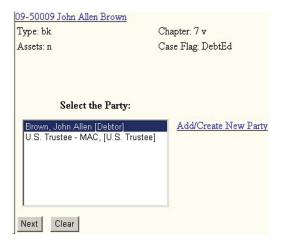


Select **Compensation** from the list of events.

Click the [Next] button.

NOTE: You can type the first letter (C for Compensation) and the highlight bar will immediately select the first entry beginning with C.

Step 5 - The SELECT PARTY screen displays.



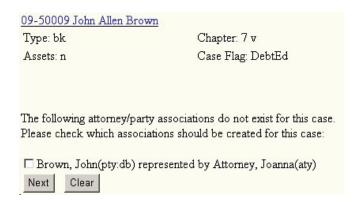
Select the party that the filing attorney is representing from the list. If you are the attorney for the debtor and the application you are filing is for yourself, you must add yourself (Add/Create New Party) as a party filer (if you are not already listed as a party in the Select the Party box), then pick yourself from this screen.

If the correct party does not appear in the drop down box, click Add/Create New Party and

complete the information. For more detailed information about adding parties, see instructions: Adding A Party.

Click the [Next] button.

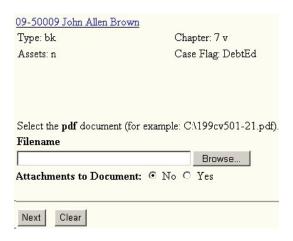
Step 6 - The ASSOCIATION screen appears.



NOTE: <u>DO NOT</u> click box to associate filing attorney with the filing party.

Click the [Next] button.

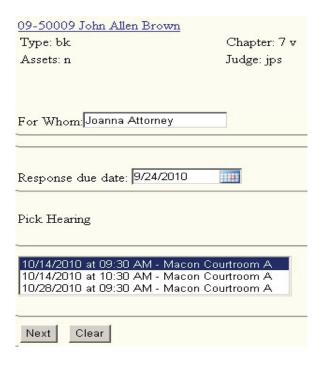
Step 7 - The SELECT PDF screen displays.



Select the .pdf file to associate with this event. For more detailed information about creating and attaching .pdf files, see instructions: Converting a Document to PDF.

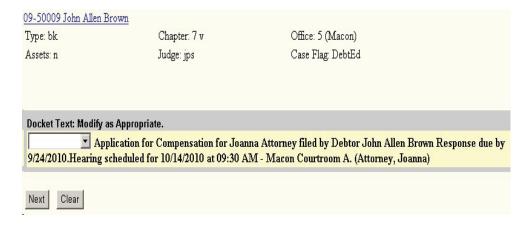
Click the [Next] button.

Step 8 - A PROMPT box displays.



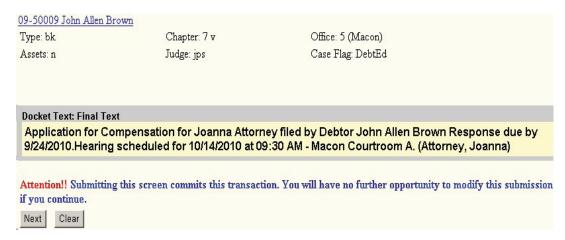
In the "For Whom" field, type the name of the person requesting compensation. In the "Response due date" field, enter the response deadline, then click to highlight the hearing date that you previously selected from the Court Hearing Scheduler for your notice. Click the [Next] button.

Step 9 - The MODIFY DOCKET TEXT screen appears.



Choose from options in the drop down box to modify text if necessary. Click the [Next] button.

Step 10 - The FINAL DOCKET TEXT screen displays.



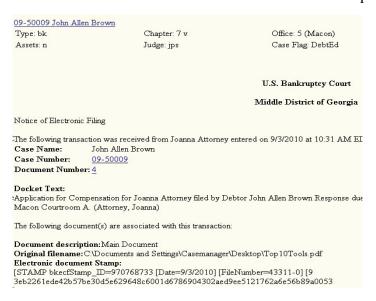
This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.

If the final docket text is incorrect, click the browser [Back] button to find the screen you need to modify.

To abort or restart the transaction, click on an option on the blue CM/ECF Main Menu Bar.

Click the [Next] button if correct.

Step 11 - The NOTICE OF ELECTRONIC FILING screen displays.



Step 12 - Submit a proposed order. Follow separate instructions: Uploading a Proposed Order.