

### 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.**

[09-50009 John Allen Brown](#)

Type: bk Chapter: 7 v Office: 5 ( )  
Assets: n Case Flag: DebtEd

com Click your selection, or use arrows to highlight

**Available Events** (click to select events)

- Amend Order or Complaint
- Appoint Creditors Committee
- Compel
- Compensation**
- Compromise Controversy
- Extend Time to File Complaint

Next Clear

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.**

[09-50009 John Allen Brown](#)

Type: bk Chapter: 7 v  
Assets: n Case Flag: DebtEd

**Select the Party:**

- Brown, John Allen [Debtor]**
- U.S. Trustee - MAC, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

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.

[09-50009 John Allen Brown](#)  
Type: bk Chapter: 7 v  
Assets: n Case Flag: DebtEd

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

Brown, John(pty.db) represented by Attorney, Joanna(aty)

**NOTE:** DO NOT click box to associate filing attorney with the filing party.

Click the [Next] button.

**Step 7** - The SELECT PDF screen displays.

[09-50009 John Allen Brown](#)  
Type: bk Chapter: 7 v  
Assets: n Case Flag: DebtEd

Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

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.

09-50009 [John Allen Brown](#)  
Type: bk Chapter: 7 v  
Assets: n Judge: jps

For Whom:

Response due date:

Pick Hearing

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.

09-50009 [John Allen Brown](#)  
Type: bk Chapter: 7 v Office: 5 (Macon)  
Assets: n Judge: jps Case Flag: DebtEd

Docket Text: **Modify as Appropriate.**

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.**

[09-50009 John Allen Brown](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: jps	Case Flag: DebtEd

**Docket Text: Final Text**

**Application for Compensation for Joanna Attorney filed by Debtor John Allen Brown Response due by 9/24/2010.Hearing scheduled for 10/14/2010 at 09:30 AM - Macon Courtroom A. (Attorney, Joanna)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

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.**

[09-50009 John Allen Brown](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: jps	Case Flag: DebtEd

**U.S. Bankruptcy Court**  
**Middle District of Georgia**

Notice of Electronic Filing

The following transaction was received from Joanna Attorney entered on 9/3/2010 at 10:31 AM ET  
**Case Name:** John Allen Brown  
**Case Number:** [09-50009](#)  
**Document Number:** [4](#)

**Docket Text:**  
Application for Compensation for Joanna Attorney filed by Debtor John Allen Brown Response due by 9/24/2010.Hearing scheduled for 10/14/2010 at 09:30 AM - Macon Courtroom A. (Attorney, Joanna)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**C:\Documents and Settings\Casemanager\Desktop\Top10Tools.pdf  
**Electronic document Stamp:**  
[STAMP bkectfStamp\_ID=970768733 [Date=9/3/2010] [FileNumber=43311-0] [93eb2261ede42b57be30d5e629648c6001d6786904302aed9ee5121762a6e56b89a0053]

**Step 12 - Submit a proposed order. Follow separate instructions: [Uploading a Proposed Order.](#)**