

Application for Compensation

- ◆ This lesson shows how to process applications for compensation filed
 - by trustees or attorneys for other professionals,
 - by trustees for their own fees and expenses,
 - and by attorneys for their own fees and expenses.

Follow this path from the **Main Menu: Bankruptcy** → **Motions/Applications**

STEP 1 The **Case Number** screen opens. (See Figure 1.)

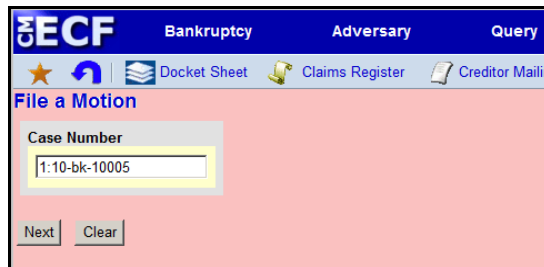
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and tabs for 'Bankruptcy', 'Adversary', and 'Query'. Below the navigation bar, there are icons for 'Docket Sheet', 'Claims Register', and 'Creditor Mailin'. The main content area is titled 'File a Motion' and features a 'Case Number' label above a text input field containing the value '1:10-bk-10005'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 1

- ◆ If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it the correct case for this application, or enter the correct case number (yy-nnnnn), including the hyphen.
- ◆ As the case number is entered, an additional button appears. The **Find This Case** button may be used to verify the case number.

NOTE: If the system displays a “Cannot find case XX-XXXXX” message, you may re-enter the case number in the Case Number field.

- ◆ Click **[Next]**.

Step 2 The Motions Applications Available Events selection screen opens. (See Figure 2.)

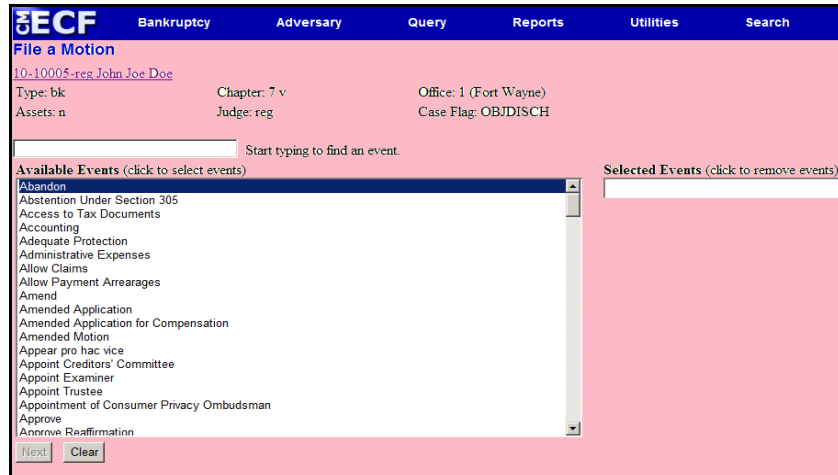


Figure 2

STEP 3 A text entry box is provided and can be utilized to narrow the event search. A key work or string of characters to match the event description may be entered in this text box. In this lesson, we will enter the partial work “**compen**” for compensation. This will limit the number of events shown. (See Figure 3.)

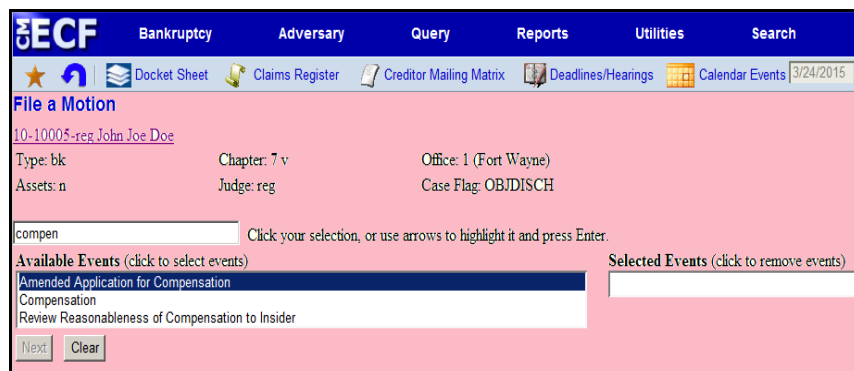


Figure 3

STEP 4 Once the Event has been located, select it by clicking the event name. This will place the event in the **Selected Events** field. (See Figure 4.)

The screenshot shows the ECF 'File a Motion' interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below these are icons for Docket Sheet, Claims Register, Creditor Mailing Matrix, Deadlines/Hearings, and Calendar Events (dated 3/24/2015). The main area is titled 'File a Motion' and displays case information: '10-10005-reg John Joe Doe', 'Type: bk', 'Chapter: 7 v', 'Office: 1 (Fort Wayne)', 'Assets: n', 'Judge: reg', and 'Case Flag: OBJDISCH'. A search box contains the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search box are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Compel, Compel Assumption or Rejection, **Compensation** (highlighted), Compromise Under Rule 9019, Conditional Use of Cash Collateral, Confirm Plan Over Rejection, Confirm Termination or Absence of Stay, Consolidate, Contempt, Continuation of Utility Service, Continue Automatic Stay, Continue Hearing, Continue Meeting of Creditors, Convert Case 11 to 7, Convert Case 12 to 11, Convert Case 12 to 13, Convert Case 12 to 7, Convert Case 13 to 11, and Convert Case 13 to 12. The 'Selected Events' field contains 'Compensation'. At the bottom of the list are 'Next' and 'Clear' buttons.

Figure 4

◆ Click **[Next]**

STEP 5 The **Joint Filing** screen opens. (See Figure 5.)

The screenshot shows the ECF 'File a Motion' interface, similar to Figure 4. It displays the same case information: '10-10005-reg John Joe Doe', 'Type: bk', 'Chapter: 7 v', 'Office: 1 (Fort Wayne)', 'Assets: n', 'Judge: reg', and 'Case Flag: OBJDISCH'. Below the case information is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom are 'Next' and 'Clear' buttons.

Figure 5

- ◆ Check the box if this filing is joint with another attorney. *For this lesson, we will skip the joint filing screen, because the trustee is filing for compensation for the auctioneer.*
- ◆ Click **[Next]** to continue.

STEP 6 The **Party Filer** screen opens. (See Figure 6.)

ECF Bankruptcy Adversary Query Reports

File a Motion:

[10-10005-reg John Joe Doe](#)

Type: bk Chapter: 7 v Office: 1 (Fort Wayne)
Assets: n Judge: reg Case Flag: OBJDISCH

Select the Party:

Doe, John Joe [Debtor] [Add/Create New Party](#)
Gargula, Nancy J. [U.S. Trustee]
si, [Trustee]

Next Clear

Figure 6

- ◆ If you are the **trustee** filing for compensation **on your own behalf**, select your name.
- ◆ If you are the **trustee** filing for compensation **for another professional**, select your name.
- ◆ If you are an **attorney** filing for compensation **on your own behalf**, select the party you represent.
- ◆ If you are an **attorney** filing for compensation **on behalf of your law firm**, select the party the firm represents.
- ◆ *For this lesson, we will highlight the trustee because he is filing the application on behalf of the auctioneer.*
- ◆ Click **[Next]**.

STEP 7 The **PDF Document** screen opens. (See **Figure 7**.)

ECF Bankruptcy Adversary Query Reports

File a Motion:

[10-10005-reg John Joe Doe](#)

Type: bk	Chapter: 7 v	Office: 1 (Fort Wayne)
Assets: n	Judge: reg	Case Flag: OBJDISCH

Filename

Attachments to Document: No Yes

Figure 7

- ◆ Click **[Browse]** to navigate to the appropriate directory to select the file. (See **Figure 8**.)

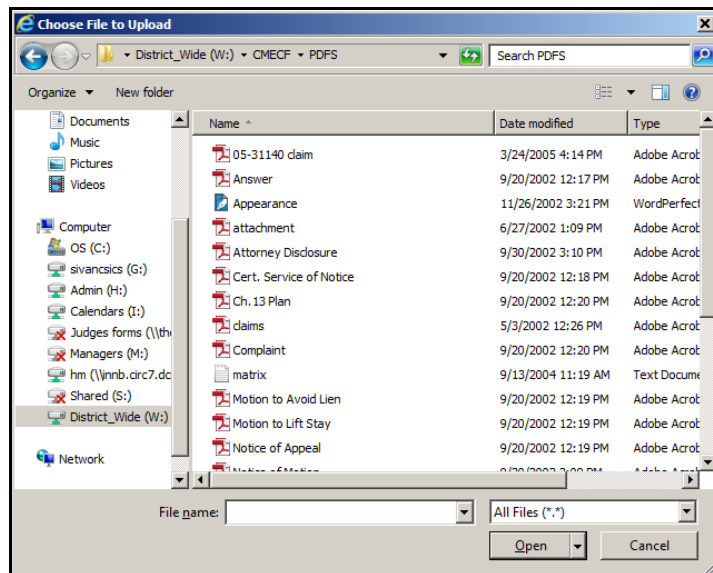
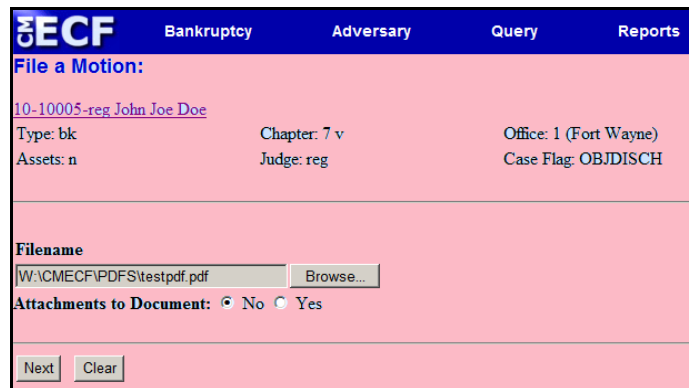


Figure 8

NOTE: For a quality assurance measure, you should open the file to verify this is the correct PDF document that will be associated with this filing.

- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click the filename and select **Open**.
- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if the file is correct, click **Open** in the **Choose File** dialogue box.

NOTE: The path and file name now appear in the **File name** field. (See Figure 9.)



The screenshot shows a web-based form titled "File a Motion:" with a blue header containing the CM/ECF logo and navigation tabs for "Bankruptcy", "Adversary", "Query", and "Reports". The form content is on a pink background. It displays case information: "10-10005-reg John Joe Doe", "Type: bk", "Assets: n", "Chapter: 7 v", "Judge: reg", "Office: 1 (Fort Wayne)", and "Case Flag: OBJDISCH". Below this is a "Filename" section with a text input field containing "W:\CMECF\PDFS\testpdf.pdf" and a "Browse..." button. The "Attachments to Document:" section has radio buttons for "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

Figure 9

- ◆ There are no attachments to this document, so we will leave the **Attachments to Document** set to the default of **No**.
- ◆ Click **[Next]**.

STEP 8 The **Fee Information** screen opens. (See Figure 10.)

ECF			
Bankruptcy	Adversary	Query	Reports
File a Motion:			
10-10005-reg John Joe Doe			
Type: bk	Chapter: 7 v	Office: 1 (Fort Wayne)	
Assets: n	Judge: reg	Case Flag: OBJDISCH	
Name of Applicant:			
<input type="text" value="Hank Schroeder"/>			
Professional Roletype (e.g., Trustee; Attorney for Debtor):			
<input type="text" value="Auctioneer"/>			
Fee Amount Requested:			
<input type="text" value="400.00"/>			
Expense Amount Requested:			
<input type="text" value="10.00"/>			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Figure 10

- ◆ Enter the name of the individual or firm that is requesting compensation.
- ◆ The professional roletype (e.g., Trustee, Attorney for Debtor, Auctioneer) must be inserted to record the applicant's role in the case.
- ◆ Enter the amount in the Fee field in dollars and cents. Do not enter a dollar sign (\$) or commas. If zero, leave the field blank.
- ◆ Enter the amount in the Expense field in dollars and cents. Do not enter a dollar sign (\$) or commas. If zero, leave the field blank.
- ◆ When the **Fee Information** screen is complete, click **[Next]**.

STEP 9 The **Modify Text** screen will allow you to select pre-text or add more detail to the docket text. (See Figure 11.)

ECF Bankruptcy Adversary Query Reports Utilities Search

File a Motion:

[10-10005-reg John Joe Doe](#)

Type: bk Chapter: 7 v Office: 1 (Fort Wayne)
 Assets: n Judge: reg Case Flag: OBJDISCH

Docket Text: Modify as Appropriate.

Application for Compensation for Hank Schroeder, Auctioneer. Fees: \$400.00, Expenses: \$10.00.
 Filed by Trustee si (si)

Figure 11

- ◆ Click **[Next]**.

STEP 10 The **Final Text** screen opens. (See Figure 12.)

This is the last opportunity to make any changes to this event.

ECF Bankruptcy Adversary Query Reports Utilities Search

File a Motion:

[10-10005-reg John Joe Doe](#)

Type: bk Chapter: 7 v Office: 1 (Fort Wayne)
 Assets: n Judge: reg Case Flag: OBJDISCH

Docket Text: Final Text

Application for Compensation for Hank Schroeder, Auctioneer. Fees: \$400.00, Expenses: \$10.00. Filed by Trustee si (si)

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

Figure 12

- ◆ Verify the accuracy of the final docket text. If correct, click **[Next]**.
- ◆ If the final docket text figures are incorrect, it is suggested that you click your browser's **Back** button to the **Fee Information** screen and change the figures there.
- ◆ To abort or restart the transaction, click the Bankruptcy hyperlink on the Main Menu bar.

STEP 11 The Notice of Electronic Filing screen opens. (See Figure 13.)

ECF		Bankruptcy	Adversary	Query	Reports	Utilities
File a Motion:						
10-10005-reg John Joe Doe						
Type: bk	Chapter: 7 v	Office: 1 (Fort Wayne)				
Assets: n	Judge: reg	Case Flag: OBJDISCH				
U.S. Bankruptcy Court						
Northern District of Indiana (Test Database)						
Notice of Electronic Filing						
The following transaction was received from si entered on 4/14/2015 at 3:10 PM EDT and filed on 4/14/2015						
Case Name:	John Joe Doe					
Case Number:	10-10005-reg					
Document Number:	21					
Docket Text:						
Application for Compensation for Hank Schroeder, Auctioneer. Fees: \$400.00, Expenses: \$10.00. Filed by Trustee si (si)						
The following document(s) are associated with this transaction:						
Document description: Main Document						
Original filename: testpdf.pdf						
Electronic document Stamp:						
[STAMP bkecfStamp_ID=1006806559 [Date=4/14/2015] [FileNumber=79700-0]						
[1f76112333a34959b083f5de1e7cf6a0bdc21b2f901645316f64df6d4d345d2fc58dd1bfe4f62c0a7737d93ed40e66db3d8a338f535cd1d5396f2edf956af6a0]						
10-10005-reg Notice will be electronically mailed to:						
si						
10-10005-reg Notice will not be electronically mailed to:						
John Joe Doe 1234 Main Str. Fort Wayne, IN 46802						

Figure 13

- ◆ Clicking the case number hyperlink on the Notice of Electronic Filing will present a **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present a **PACER** login screen.
- ◆ Scroll down to see participants who have or have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ You may also save the notice through the browser **File/Save As...** option.