

FILING A DOCUMENT/DOCKETING – APPLICATION FOR COMPENSATION

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals. Applications filed will no longer record date ranges of services performed or the amounts of fees and expenses requested.

This lesson will guide the user through the process of filing an application:

- by trustees or attorneys for other professionals,
- by trustees on their own behalf,
- by attorneys for their own fees and expenses.

STEP 1 Click **Bankruptcy** on the CM/ECF Main Menu.



STEP 2 The **Bankruptcy Events** screen appears.



- Click **Motions/Applications**

STEP 3 The **Case Number** screen appears.

File a Motion/Application

Case Number

99-12345, 1:99-bk-12345 or 1-99-bk-12345

Enter a valid case number, and click **Next** to continue.

- If the computer prompts that you entered an invalid case number, click **Back** to re-enter.
- Click **Next** to continue.

STEP 4 The **Select the Party** screen appears.

File a Motion/Application

03-30162-DOT William R. Powell Please select the filer.

Select the Party:

[Add/Create New Party](#)

Lowe, Debra H. [Attorney]
 McDow, Jr., W. Clarkson 11 [U.S. Trustee]
 Phillips, Keith L. [Trustee]
 Powell, William R. [Debtor]

(T) indicates a terminated party

- If the name of the party/professional does not appear, click on **Add/Create New Party** and proceed to **STEP 5**.
- If the name of the party you are searching does appear, click to highlight, click **Next** and proceed to **STEP 10**.

[NOTE: All parties/professionals included in the application should be added at this time; if requesting compensation on behalf of a firm, the firm name may need to be added as a new party.]

STEP 5 The **Search for a party** screen appears.

Search for a party

SSN **Tax Id**

Last/Business name

- Enter the party's last name (or business name).
- Click **Search**.
- The **Party search results** screen appears.

- If the party's name appears in the Party search results window, click to highlight the name (A pop-up window will appear listing the name and any address for the party selected.) If the party is listed with an address, select the party and modify or remove the address on the Party Information screen. Click **Select name from list** and proceed to **STEP 6**.
- If name is not listed, proceed to **Step 7**.

STEP 6 The **Party Information** screen appears.

- Change the **Role** field to reflect the role of the party being added. The field

defaults to **blank (blank:)** and must be changed before you are allowed to proceed.

- If an address is included for the party, either modify or remove as necessary.
- If there is text that you wish to appear on the docket in the header information (after the party's name: i.e. 'a Virginia Corporation', 'as Trustee', etc.) key information in **Party text** field.
- Select appropriate status for the party in the **Pro Se** field.
- Click **Submit** to proceed to **STEP 10**, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

STEP 7 If, in the party search results in **STEP 5** the party did not appear, or the search results specified **No Person found**, click **Create a New Party**.

The screenshot shows the 'Search for a party' form with the following fields: SSN, Tax Id, and Last/Business name. Below these are 'Search' and 'Clear' buttons. The 'Party search results' section displays a list of names: Lee, Watson Johnette; Leedy, Eugene B.; Leedy, June; Legal Aid Justice Center; Legal Peds, Inc.; and Leghorn, Foghorn B. At the bottom, there are 'Select name from list' and 'Create new party' buttons.

OR

The screenshot shows the 'Search for a party' form with the same fields as the previous one. The 'Party search results' section displays the message 'No person found.' and a 'Create new party' button.

STEP 8 The **Party Information** screen appears (to add new party information).

The screenshot shows the 'Party Information' form with the following fields: Last name (Ledgeplus), First name, Middle name, Generation, Title, SSN (222-11-1234), Tax ID, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, ProSe (no), Role (Accountant (acc.prf)), and Party text. At the bottom, there are 'Submit', 'Cancel', and 'Clear' buttons.

- Enter the party information in appropriate fields. (If you are adding a business, use the **Last Name** field for the full business name.) Please **DO NOT** add address information, on this screen, for any party that you are associating with a case.
- Select the appropriate **Role** by clicking in the box or on the down arrow next to the field name.
- If there is text that you wish to appear on the docket in the header

information (after the party's name: i.e. 'a Virginia Corporation', 'as Trustee', etc.) key information in **Party text** field.

- Select appropriate status for the party in the **Pro Se** field.
- Click **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

STEP 9 The **Select the Filer** screen appears with party highlighted.

File a Motion/Application:
03-30162-DOT William R. Powell

Please select the filer.

Select the Party:

Ledgerplus, [Accountant] [Add/Create New Party](#)
Duck, Donald [Trustee] (T)
Lowe, Debra H. [Attorney]
McDow, Jr., W. Clarkson 11 [U.S. Trustee]
Phillips, Keith L. [Trustee]
Powell, William R. [Debtor]

(T) indicates a terminated party

Next Clear

- Click **Next** to continue or **Clear** to restart. Proceed to **STEP 10**.

***NOTE:** The following screen appears if the attorney has not been previously associated with the selected party. Check the box next to the proper association and click Next to continue (Clicking Clear will uncheck the box.).*

File a Motion/Application:
02-60185 Albert J Williamson

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

Emerald Jewels, Etc., (cr:cr) represented by Jones, D. (aty)

Next Clear

- If attorney/trustee does not represent professional as his/her/its attorney, **DO NOT** check the box.
- Click **Next** to continue.

STEP 10 The **Select the Event** screen appears.

File a Motion/Application:
[03-30162-DOT William R. Powell](#)

Application for Compensation
 Application for Ex Parte Relief
 Application to Employ
 Application to Pay Filing Fee in Installments
 Application to Proceed In Forma Pauperis
 Final Report and Motion for Final Decree
 Motion for 2004 Examination
 Motion for Abstention

Next Clear

- Select the event **Application for Compensation**.
- Click **Next**.

STEP 11 The **Select the pdf document** screen appears.

File a Motion/Application:
[03-30162-DOT William R. Powell](#)

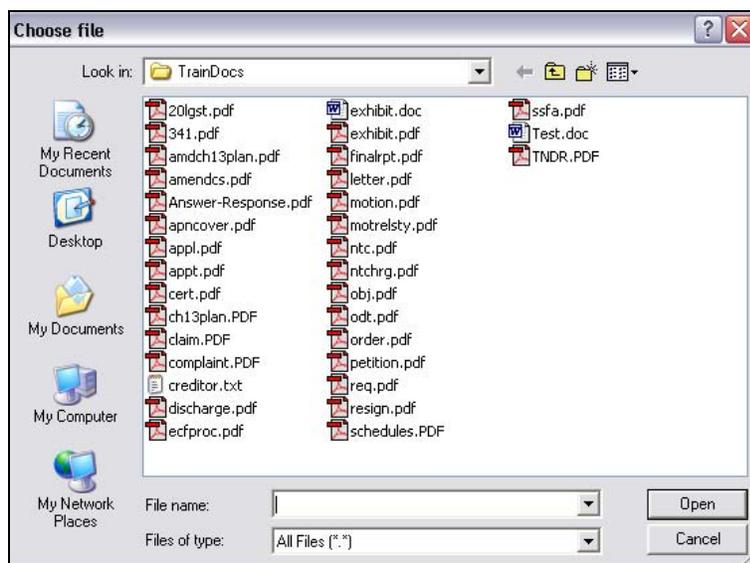
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: No Yes

Next Clear

- Key the complete pathname in the filename box or click **Browse** to select the file.
- In the **File Upload** (or **Choose File**) box:
 - Change **Files of type:** to Acrobat [*.pdf] or All Files, *if appropriate*.
 - Change **Look in:** to appropriate drive where document is located.
 - Click on filename to be associated with this entry.
 - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box). (Clicking **Clear** would remove the file from the **Filename** box).



- The **Select the PDF Document** screen re-appears, with the filename included.

File a Motion/Application:
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Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

If there are no attachments to document:

- Click **Next** to proceed to **STEP 13**.

If there are attachments to document, e.g. exhibit, appendix, etc.

- Click the radio button next to **Yes**.
- Click **Next** to proceed to **STEP 12**.

STEP 12 **Select one or more attachments** screen appears. All additional documents must be attached, one at a time, using this screen.

File a Motion/Application:
[03-30162-DOT William R. Powell](#)

Select one or more attachments.
 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Select a document type and/or enter a description.
Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- As in **Step 11**, key the complete pathname in the filename box or click the **Browse** button to select the file.
- Also as in **Step 11**, in the **File Upload (or Choose File)** box:
 - Change **Files of type** to: Acrobat [*.pdf] or All Files, *if appropriate*
 - Change **Look in:** to appropriate drive where document is located.
 - Click on filename to be associated with the entry.
 - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box).
- To include a description of the attachment:
 - Click on the down arrow next to **Type** and click the type of attachment, or
 - Click in the **Description** box and key the description of the attachment
- Click **Add to List**.
 - (NOTE: If you select the wrong document, you can highlight it and click “Remove from List”)
- Continue the above steps until all attachments have been added, then
- Click **Next** to proceed.

STEP 13 The screen appears prompting the user to **Enter Name of Person Requesting Compensation** and **Enter Type of Professional**.

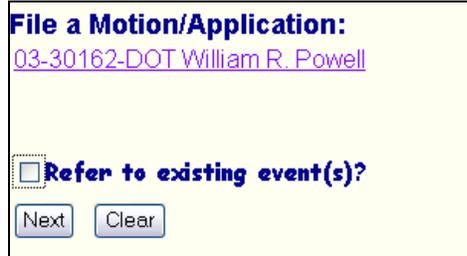
File a Motion/Application:
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Enter Name of Person Requesting Compensation:

Enter Type of Professional:

- Key the appropriate information in the appropriate boxes, and
- Click **Next** to proceed.

STEP 14 The **Refer to existing event(s)?** screen displays.

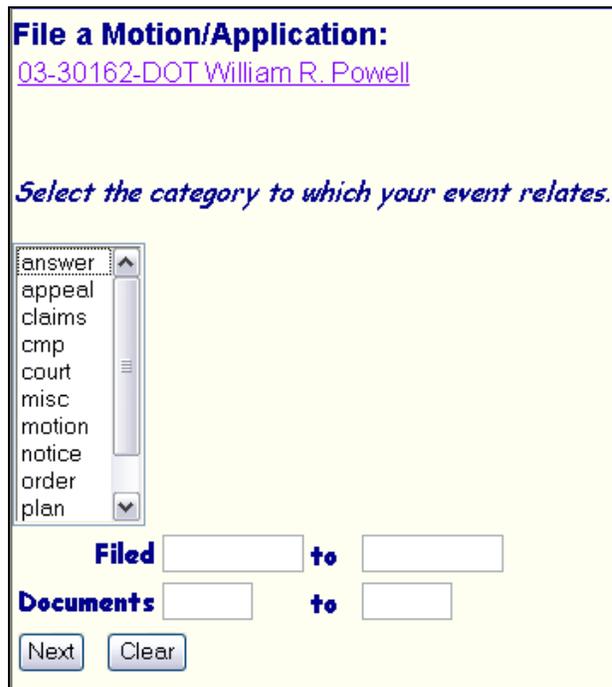


File a Motion/Application:
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Refer to existing event(s)?

Next Clear

- If filing original application, leave box unchecked and click **Next** to proceed to **STEP 15**.
- If filing an amended/modified/supplemental application, check the box and click **Next** to proceed as below.
- The **Select the Category** screen appears.



File a Motion/Application:
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Select the category to which your event relates.

answer
appeal
claims
cmp
court
misc
motion
notice
order
plan

Filed **to**

Documents **to**

Next Clear

- Select the category **motion**, then click **Next**, to proceed. Clicking **Clear** would de-select the category, and allow you to re-select. You may limit the search further by selecting a Filed range or a Document range.
- The **Select the appropriate event(s) to which your event relates** screen appears.

File a Motion/Application:
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Select the appropriate event(s) to which your event relates:

09/12/2003 [8](#) Application for Compensation for Debra H. Lowe as Attorney for Trustee *Donald Duck* filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Debra H. Lowe. (Lowe, Debra)

- Check the box (unless pre-checked) to select the document to which you are relating. Click **Next**, to proceed to **STEP 15**. Clicking **Clear** would un-check the box and allow you to re-check.

STEP 15 The **Modify as Appropriate** docket text screen appears to allow you to select a prefix or add more detail to the docket text.

File a Motion/Application:
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Docket Text: Modify as Appropriate.

Application for Compensation for Debra H. Lowe as Attorney for Trustee filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Debra H. Lowe . (Lowe, Debra)

To add a prefix:

- Click on the arrow to left of the application for compensation event description.
- Select appropriate modifier.

To add additional text :

- Click in the box behind the application for compensation event description.
- Type in any additional descriptive text that further supports the application entry.
- Click **Next** to continue.

STEP 16 The **Final Text** screen appears.

File a Motion/Application:
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Docket Text: Final Text
 Application for Compensation for Debra H. Lowe as Attorney for Trustee filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Debra H. Lowe. (Lowe, Debra)

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

- Verify docket entry as it appears on screen.
- If correct, click **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking the **Bankruptcy** link on the main menu bar.
- **Note:** Any text added in the additional text field(s), will appear in italics on the docket.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

File a Motion/Application:
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U.S. Bankruptcy Court TRAIN
Eastern District of Virginia - TRAIN

Notice of Electronic Filing

The following transaction was received from Lowe, Debra H. entered on 9/12/2003 at 12:09 PM EDT and filed on 9/12/2003

Case Name: William R. Powell
Case Number: [03-30162-DOT](#)
Document Number: [9](#)

Docket Text:
 Application for Compensation for Debra H. Lowe as Attorney for Trustee filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Debra H. Lowe. (Lowe, Debra)

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

Document description: Main Document
Original filename: N:\ecf\TrainDocs\appl.pdf

The **Notice of Electronic Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:
- Original filename (*pdf*):
- Electronic document Stamp:

Print receipt

- Click on **File** at top of Netscape screen and select **Print (or Print Frame)**, *or*
- Click on the Printer Icon at the top of the page.

If you attempt to access the docket or the document through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login