

Application To Employ

This lesson shows the steps of submitting an Application to Employ filed by a Chapter 7 trustee. The same process can be applied to filing other motions or applications.

Internet users will access CM/ECF filing, queries and reports using PACER.

This module will assume that the internet user has accessed CM/ECF using their PACER username and password.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

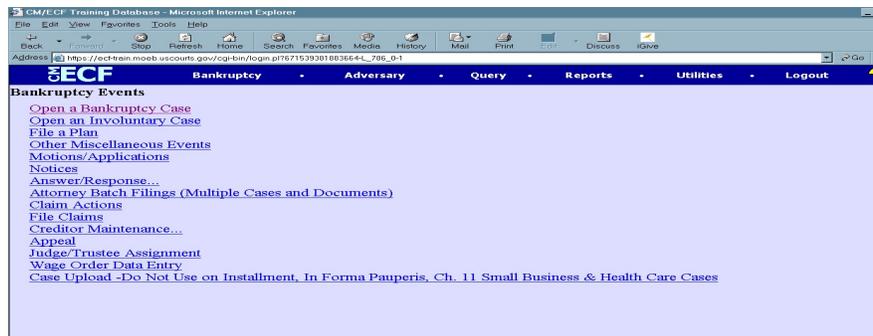


Figure 2

◆ Click the Motions/Applications hyperlink.

STEP 3 Enter the case number in YY-NNNNN format in the **CASE NUMBER** screen and click **[Next]**. (See Figure 3.)

Figure 3

The **CASE INFORMATION** screen displays. Click [**Continue**].

STEP 4 The **APPLICATION FOR COMPENSATION** screen appears. (See **Figure 4**.)

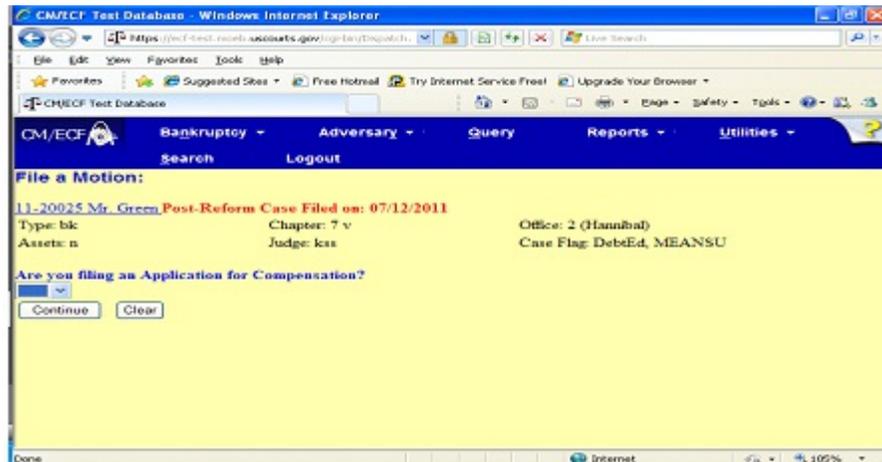


Figure 4

Since you not filing an Application for Compensation type “n.”

Click [**Continue**].

STEP 5 The **MOTION EVENT SELECTION** screen is displayed. (See **Figure 5**.)

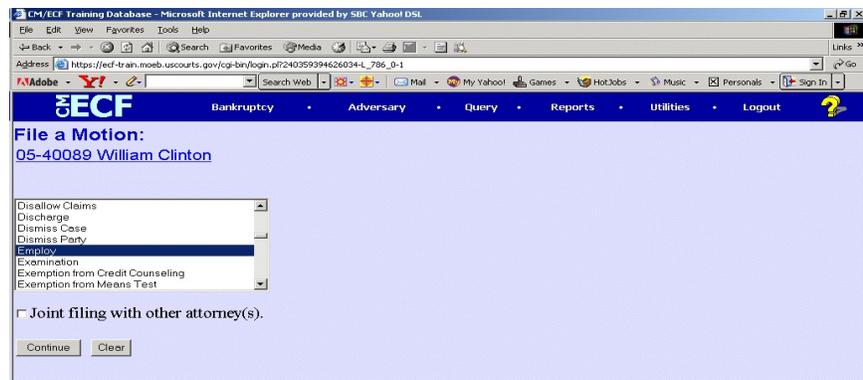


Figure 5

◆ Scroll the **File a Motion** box to select the **Employ** event.

NOTE: To locate your event quickly, type the first letter of the entry (**E** for **Employ**) and the highlight bar will immediately select the first event beginning with E.

- ◆ Click **[Continue]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)



Figure 6

- ◆ Locate and select the trustee in the **Party Selection** window.
- ◆ Click **[Continue]**.

STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen may appear. (See Figure 7.)

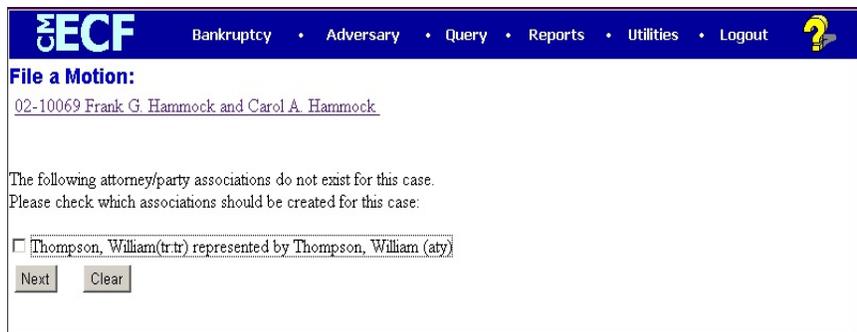


Figure 7

- ◆ This screen presents a check box to link the filer to the attorney. As a trustee, if you are not filing this application in the capacity of the *attorney for the trustee*, skip this screen.

If an attorney is filing this for another party she or he represents and this screen is presented, check the box to establish this relationship.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 8a.)

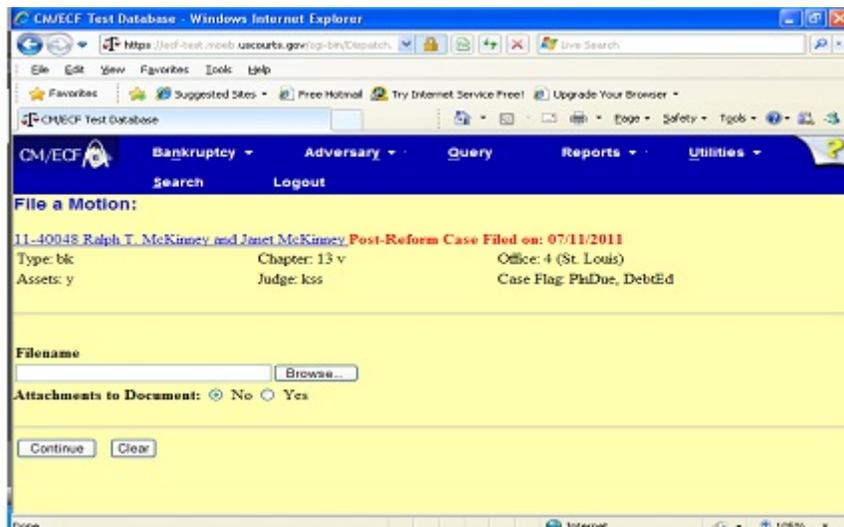


Figure 8a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- ◆ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 8b.)

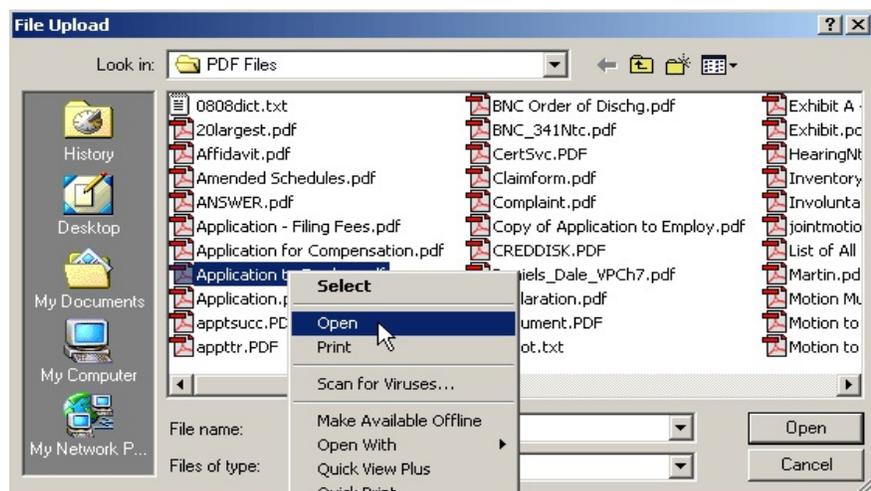


Figure 8b

- ◆ This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the **FILE UPLOAD** dialogue box. (See Figure 8c.)

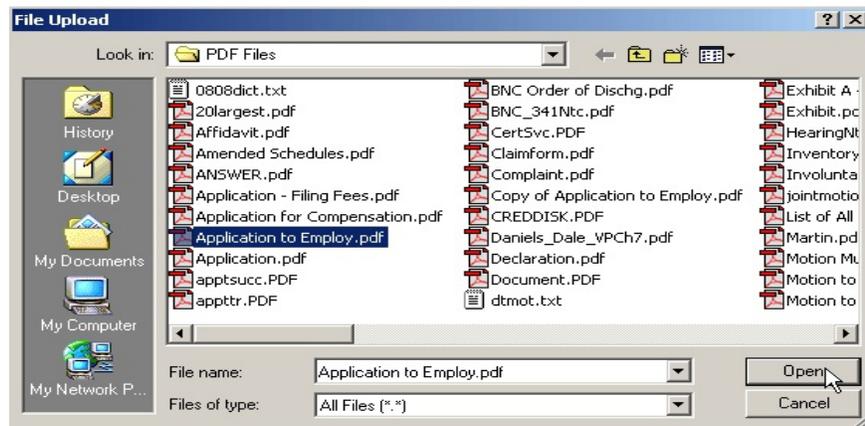


Figure 8c

- ◆ The path and name of the selected PDF file is placed in the **Filename** box. The file will be associated with the current event and a hyperlink will be created to it. (See Figure 8d.)

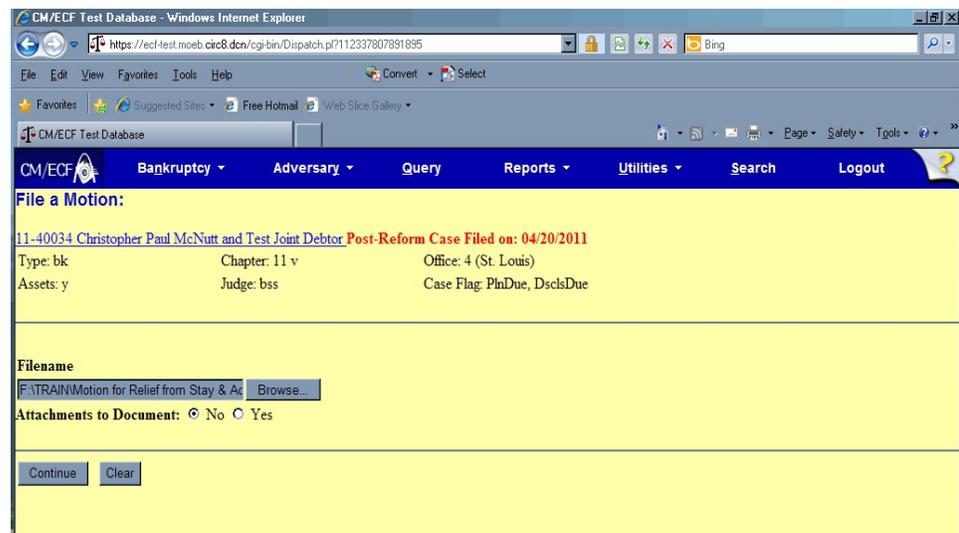


Figure 8d

- ◆ There may be a requirement to **attach** supporting documentation to the main PDF document. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt. (See Figure 8d.)

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

◆ Click **[Continue]**.

STEP 9 If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. (See Figure 9.)

Figure 9

◆ There are three steps to the attachment process:

1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
 - To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on “-” or “X” in the control box in the upper right hand corner.
2. Select the appropriate attachment type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if

you were using an attached exhibit, you would enter "A " to signify this is Exhibit A. This description goes into docket text.

NOTE: You must enter a **Type** or a **Description**, or both. This will be court-specific.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3.

◆ Click **[Continue]**.

STEP 10 A **DOCUMENT INFORMATION** screen displays next. (See Figure 10.)

Figure 10

◆ The information typed in the windows displayed above will appear in docket text. Follow local court conventions for entering this data.

◆ Click **[Continue]**.

STEP 11 The **HEARING INFORMATION** screen appears. (See Figure 11).

Figure 11

- ◆ Insert hearing information only if motion is submitted as combined motion and notice.

Click **[Continue]**.

STEP 12 The **MODIFY TEXT** screen will display a prefix box and a supplemental text box to add more detail to the docket text. (See Figure 12.)

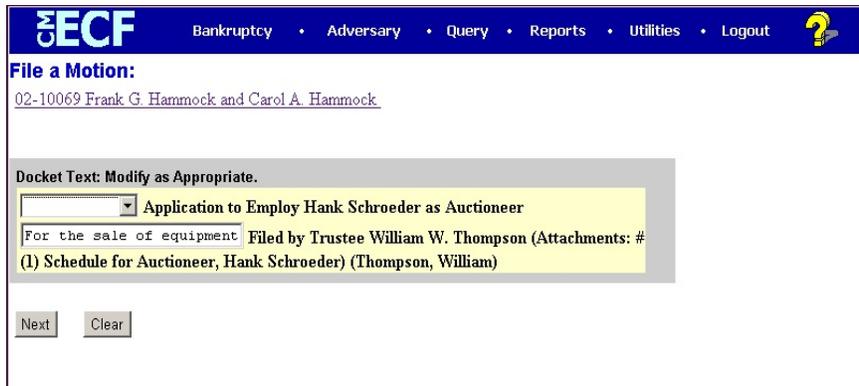


Figure 12

- ◆ Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if it is appropriate.
- ◆ If necessary, add detail to the final text.
- ◆ Click **[Continue]**.

STEP 13 The **FINAL APPROVAL** screen will appear. (See Figure 13.)

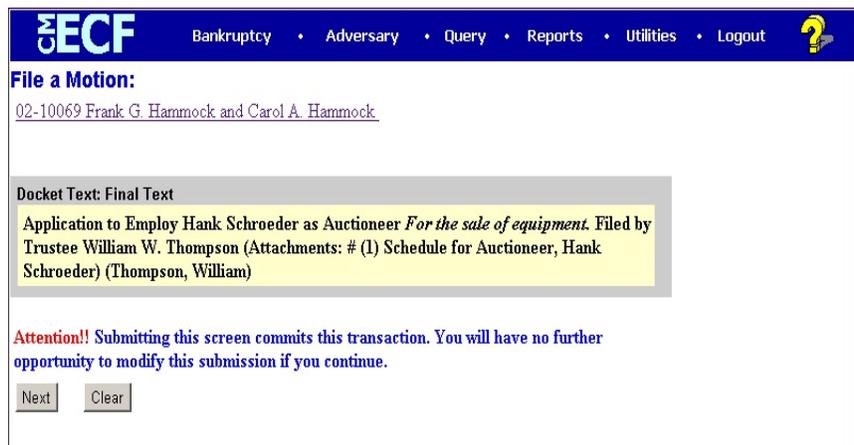


Figure 13

- ◆ Verify the final docket text. Read the warning message and proceed.

- ◆ If correct, click [**Continue**].
 - Click the browser [**Back**] button to find and correct the error(s) and then proceed with the event.
 - To abort or restart the transaction (at any time before final submission), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 14.)

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case name "02-10069 Frank G. Hammock and Carol A. Hammock". The main content area displays the following information:

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Thompson, William W. entered on 8/20/2002 at 3:37 PM CDT and filed on 8/20/2002

Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10069](#)
Document Number: [2](#)

Docket Text:
Application to Employ Hank Schroeder as Auctioneer *For the sale of equipment*. Filed by Trustee William W. Thompson (Attachments: # (1) Schedule for Auctioneer, Hank Schroeder) (Thompson, William)

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

Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\Application to Employ.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981735245 [Date=8/20/2002] [FileNumber=7167-0] [d9E5ece2c58895cf39a6c25d0f131caa3c997bea766a1dd364aead34e8f265ba7a2cabe7bf9794b627ef2a30641704f2981aab60db60217e5abdc72889812]]

Document description:Schedule for Auctioneer, Hank Schroeder
Original filename:O:\ECF_Students\PDF Files\Supporting Document.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981735245 [Date=8/20/2002] [FileNumber=7167-1] [9944e3a926e4b6ba787ce682954673eb5fab07090ff6d08b4ad778a924dd1fe51889278c82a8b502e5307e942da5248f5133739a9b9eb564ad0b754d91215]]

1:02-bk-10069 Notice will be electronically mailed to:

William W. Thompson wwthompson@trustee.net,
George T. Walker John_P._Walker@aotz.uscourts.gov

1:02-bk-10069 Notice will not be electronically mailed to:

Figure 14

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the Public Access to Electronic Records (**PACER**) login screen.

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