

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 through PACER and will use two different sets of logins; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

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

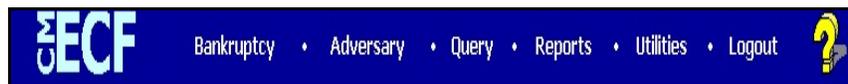


Figure 1

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

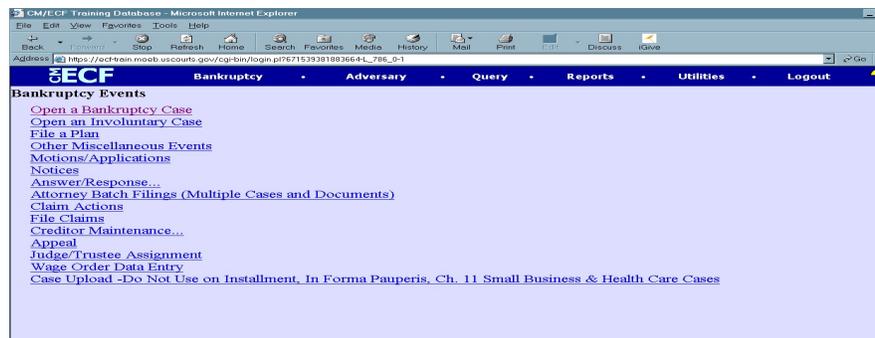


Figure 2

◆ 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.)

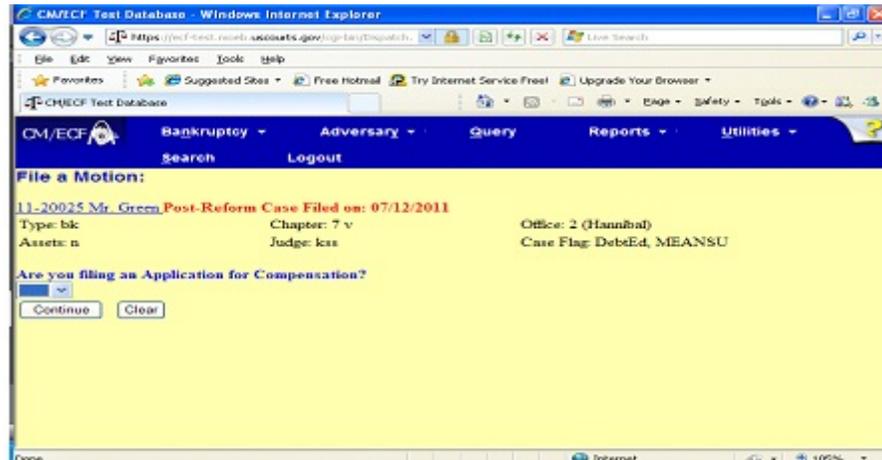


Figure 4

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

Click [**Continue**].

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

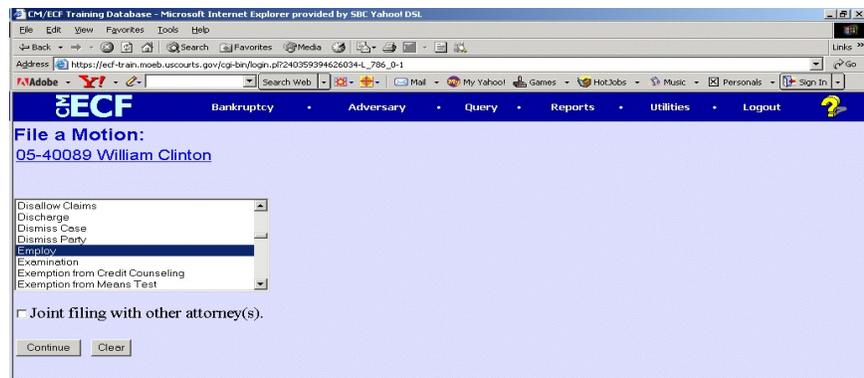


Figure 5

- ◆ 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.)

The screenshot shows the ECF interface for filing a motion. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. The main content area is titled 'Select the Party:' and contains a scrollable list of parties: 'Carol A. Hammock [Joint Debtor]', 'Frank G. Hammock [Debtor]', and 'William W. Thompson [Trustee]'. To the right of the list is a link 'Add/Create New Party'. Below the list are two buttons: 'Next' and 'Clear'.

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.)

The screenshot shows the ECF interface for filing a motion. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. The main content area contains the following text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox followed by the text 'Thompson, William(tr,tr) represented by Thompson, William (aty)'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

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.)

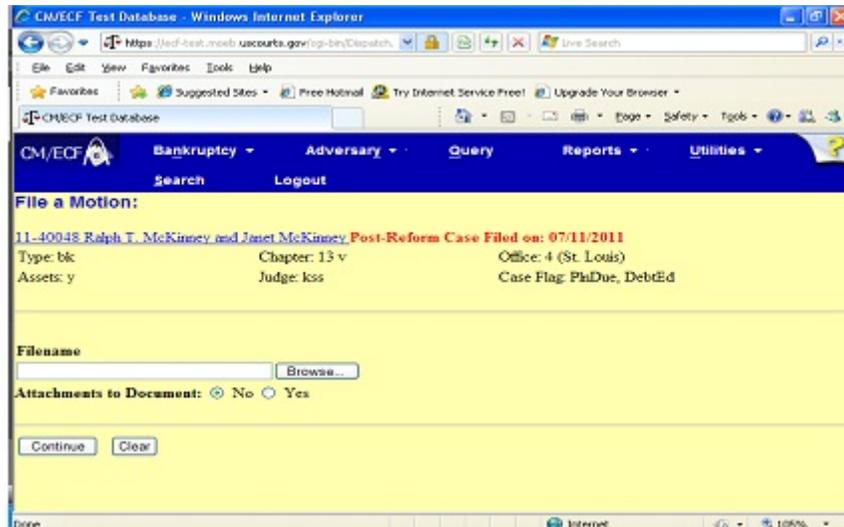


Figure 8a

- ◆ 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.)

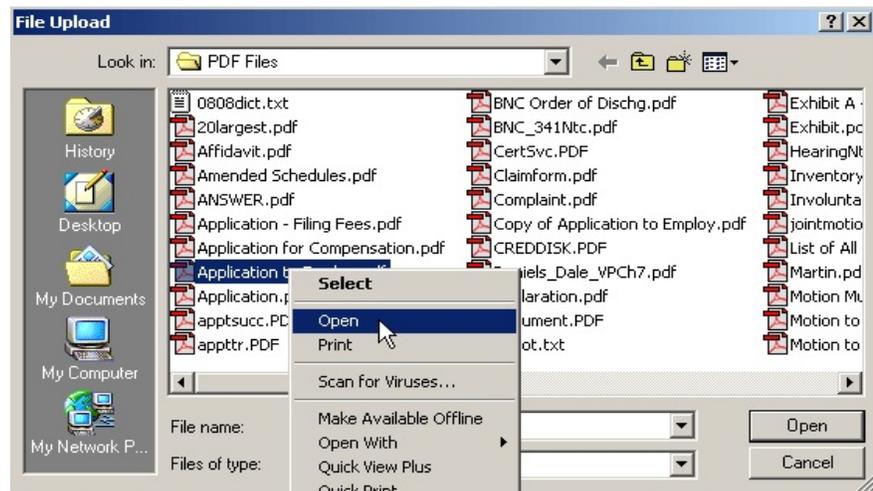


Figure 8b

- ◆ 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.)

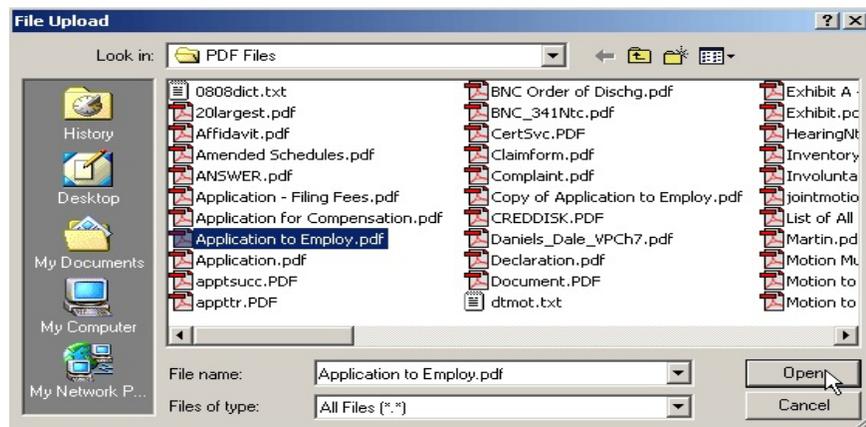


Figure 8c

- ◆ 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.)

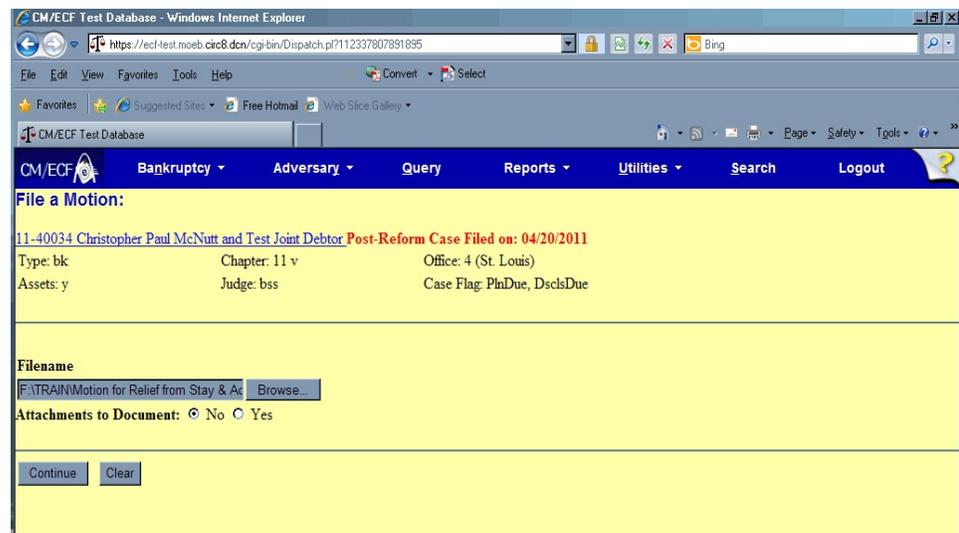


Figure 8d

- ◆ 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.)

The screenshot shows the ECF interface for filing a motion. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. The main section is titled 'Docket Text: Modify as Appropriate.' It features a dropdown menu with 'Application to Employ Hank Schroeder as Auctioneer' selected. Below the dropdown is a text box containing 'For the sale of equipment Filed by Trustee William W. Thompson (Attachments: # (1) Schedule for Auctioneer, Hank Schroeder) (Thompson, William)'. At the bottom of this section are 'Next' and 'Clear' buttons.

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.)

The screenshot shows the ECF interface for the final approval of a motion. The header is identical to Figure 12. The page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. The main section is titled 'Docket Text: Final Text' and contains the 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)'. Below this text is a warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are 'Next' and 'Clear' buttons.

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 interface with a blue header bar containing the logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area is titled "File a Motion:" and displays the following information:

02-10069 Frank G. Hammock and Carol A. Hammock

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] [d9f5ece2c58895cf39a6c25d0f131caa3c997bea766a1dd364aeac34e8f265ba7a2cabe7bf9794b627fd2a30641704f2981aabc60db60217e5abdc72889812]]

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] [9944e3a9226e4b6ba787ce682954673eb5fab07090ff6d08b4ad778a924dd1fe51889278c82a8fb502e5307e942da5248f5133739a9b9eb564ad0b754d91215]]

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

William W. Thompson wwthompson@trustee.net,
 George T. Walker John_P._Walker@aotx.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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