

## Application For Compensation for Attorney/Trustee on their own behalf

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

In this process the user records as many applicant requests as necessary and has the option of permanently adding those parties to the case.

This lesson shows how to process applications filed

- ◆ by trustees for their own fees and expenses,
- ◆ by attorneys for their own fees and expenses.

**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** Click the [Motions/Applications](#) hyperlink on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)



**Figure 2**

**STEP 3** The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Continue]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Continue]**. (See Figure 3.)



Figure 3

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

**STEP 4** When filing a motion/application, this screen will always appear. Since we are filing an Application for Compensation in this lesson you will answer by typing “y” in the text box. (See Figure 4.)

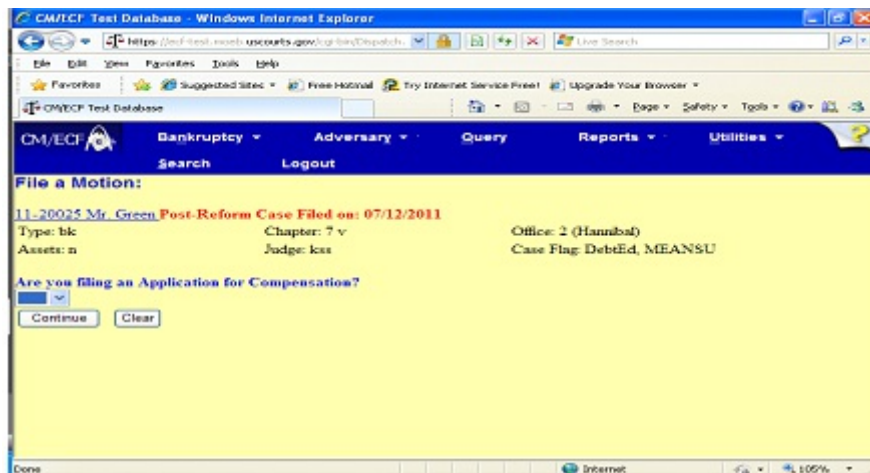


Figure 4

**STEP 5** The next screen will appear and for this lesson you will answer by typing “y” in the text box. (See Figure 5.)

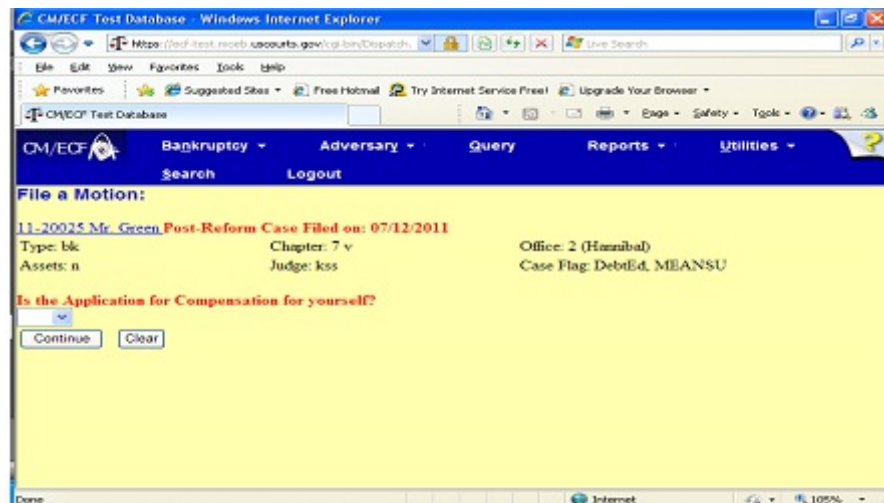


Figure 5

**STEP 6** Select the Compensation event from the **MOTION EVENT SELECTION** screen. (See Figure 6)

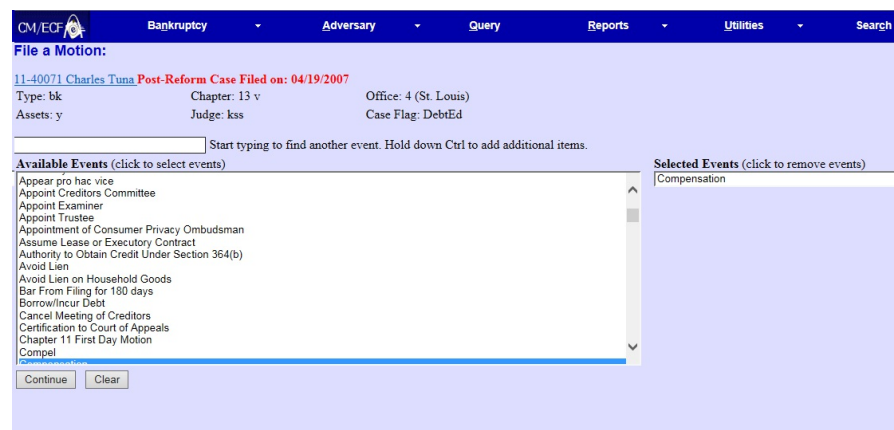


Figure 6

**NOTE:** To find the application or motion you need fast, type the first letter of the event (C for Compensation) and the highlight bar will immediately select the first entry beginning with C. Scroll or press the **Down Arrow** until you locate the event you want.

◆ Click [**Continue**].

The **HEARING INFORMATION** screen appears. Complete hearing information only if motion is submitted as combined motion and notice - otherwise click continue.

The **JOINT FILING** screen displays. This is only used if another attorney is joining in a filing, such as a stipulation. If you are the trustee or the only attorney filing this application, skip this screen. Click **[Continue]**.

**STEP 7** The **PDF DOCUMENT SELECTION** screen will then display. (See Figure 7a.)

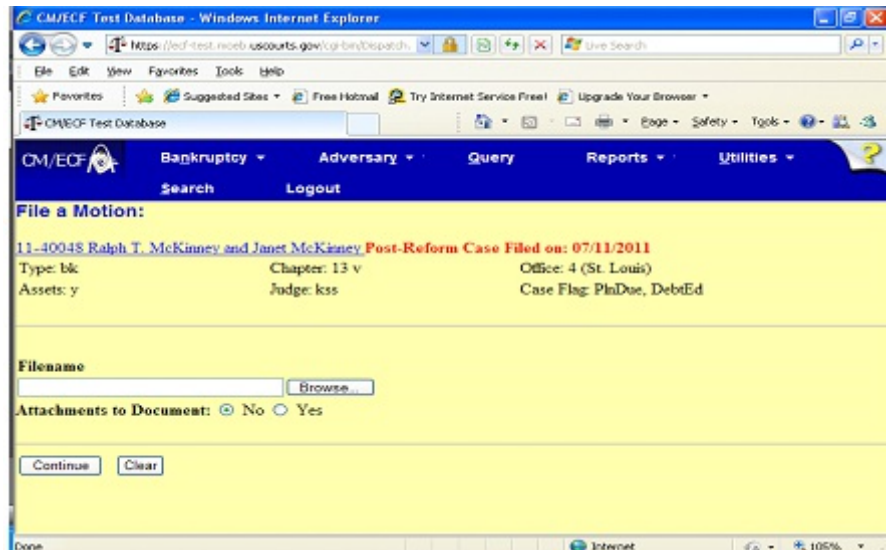


Figure 7a

- ◆ 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 7b.)

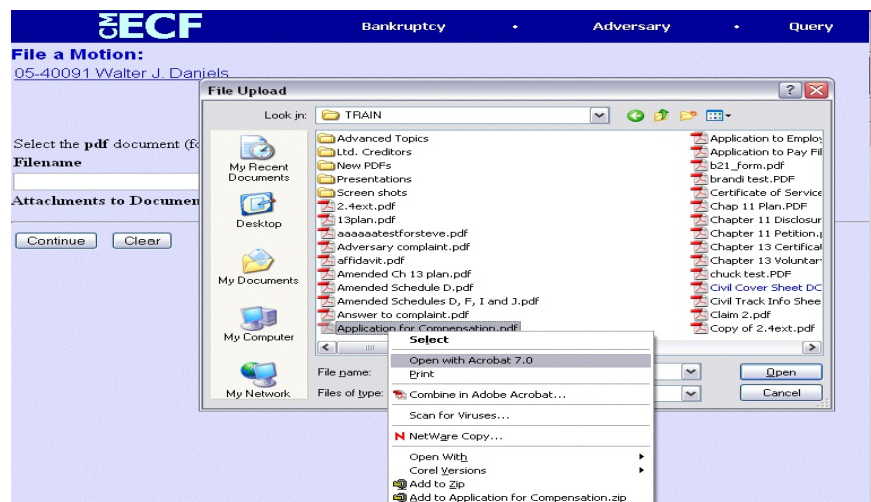


Figure 7b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See Figure 7c.)

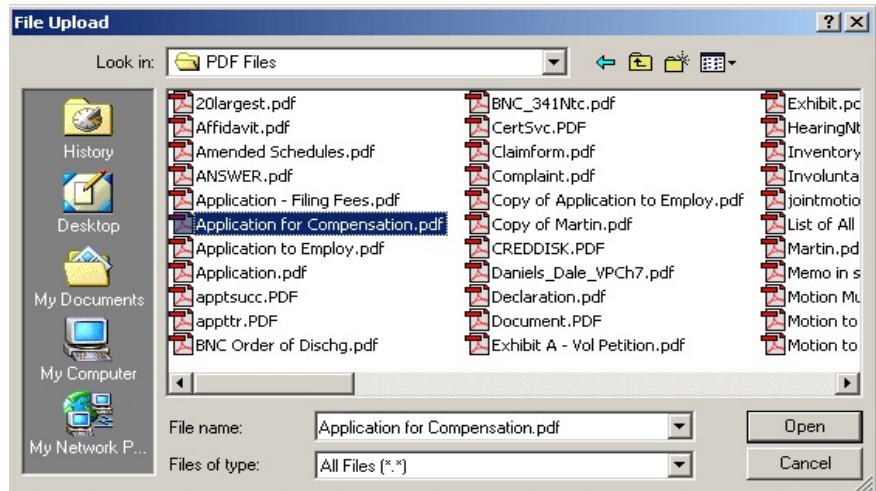


Figure 7c

- ◆ The **PDF DOCUMENT SELECTION** screen will then show the pathway to the PDF file. (See Figure 7d.)

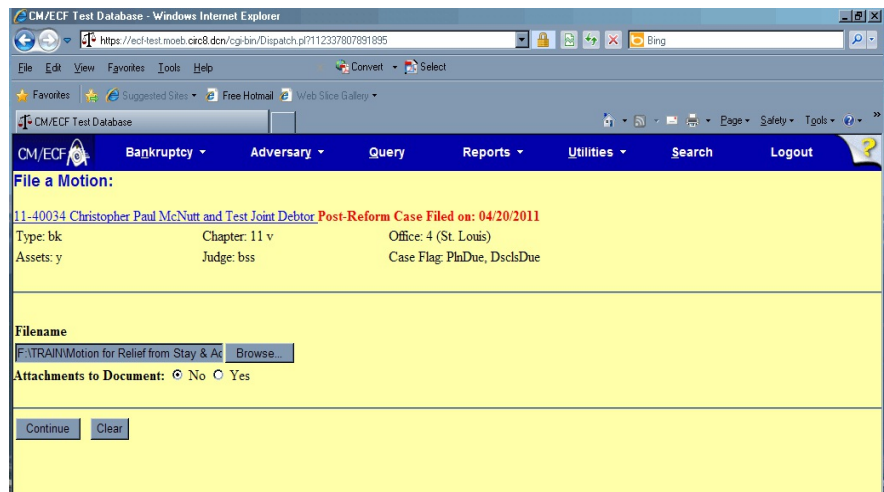


Figure 7d

- ◆ Click **[Continue]**.

The **CERTIFICATE OF SERVICE** screen appears. Answer the question “Is a Certificate of Service a part of the pdf attachment(s)?” and click **[Continue]**.

- ◆ The **CASE INFORMATION** screen appears.
- ◆ Click **[Continue]**.

**STEP 8** The **FEE PROCESSING** screen appears with attorney/trustee filers name as Applicant. (See Figure 8.)

Data entered on this screen are recorded in the professional fees and expenses record for inclusion on the Professional Fees Applied For/Awarded report.



The screenshot shows the 'File a Motion' screen in the CM/ECF system. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area displays case information for '11-40071 Charles Tuma Post-Reform Case Filed on: 04/19/2007'. Below this, there are fields for 'Type: bk', 'Chapter: 13 v', 'Office: 4 (St. Louis)', 'Assets: y', 'Judge: kss', and 'Case Flag: DebtEd'. The 'Applicant pfileaty' section has a dropdown menu set to 'Type' and a checked 'Filer' checkbox. There are also 'From' and 'To' date pickers, and 'Fee request \$' and 'Expense request \$' input fields. At the bottom, there is a 'Please Check the Filer Box.' message and 'Continue' and 'Clear' buttons.

Figure 8

- ◆ The Professional Type must be selected to record the applicant's role in the case. The Professional Type for the applicant will be listed on the Professional Fees Awarded report. Attorney filers should choose Debtor's Attorney, Creditor's Attorney, or Trustee.
- ◆ Enter the date or date range for services performed.
- ◆ Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use \$ or commas.

- STEP 9** The **MODIFY TEXT** screen will allow you to select pretext to the docket text. (See Figure 9)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the header, the page title is 'File a Motion:' followed by a link '05-40091 Walter J. Daniels'. The main content area has a light blue background. A yellow highlighted box contains the docket text: 'Application for Compensation for Amy Klaus, Debtor's Attorney, Period: 10/18/2005 to 1/10/2006, Fee: \$500.00, Expenses: \$12.25. SERVICE DATE: 1/4/2006 Filed by Attorney Amy Klaus (Klaus, Amy)'. Below this box are two buttons: 'Continue' and 'Clear'.

**Figure 9**

- ◆ Select [**Continue**].

- STEP 10** The **FINAL DOCKET TEXT SCREEN** is then presented. (See Figure 10)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the header, the page title is 'File a Motion:' followed by a link '05-40091 Walter J. Daniels'. The main content area has a light blue background. A yellow highlighted box contains the docket text: 'Application for Compensation for Amy Klaus, Debtor's Attorney, Period: 10/18/2005 to 1/10/2006, Fee: \$500.00, Expenses: \$12.25. SERVICE DATE: 1/4/2006 Filed by Attorney Amy Klaus (Klaus, Amy)'. Below this box is a red 'Attention!!' message: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' Below the message are two buttons: 'Continue' and 'Clear'.

**Figure 10**

- ◆ Verify the final docket text. Read the **Attention!!** message and proceed.
- ◆ If correct, click [**Continue**].
- ◆ If the final docket text is incorrect:
  - Click your browser's **Back** button to the **FEE PROCESSING** screen and change the figures there.
  - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

**STEP 13** The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. (See Figure 13.)

The screenshot displays the CM/ECF interface with a navigation bar at the top containing links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "File a Motion:" and shows details for case 05-40091, "Walter J. Daniels". The court is identified as the U.S. Bankruptcy Court, Eastern District of Missouri (Train). The notice states that a transaction was received from Klaus, Amy on 1/9/2006 at 10:53 AM CST. Case details include Case Name: Walter J. Daniels, Case Number: 05-40091, and Document Number: 2. The docket text describes an application for compensation for Amy Klaus, Debtor's Attorney, with a period from 10/18/2005 to 1/10/2006, a fee of \$500.00, and expenses of \$12.25. It also lists associated documents and provides an electronic document stamp with a unique identifier. Contact information for the filer, pfeatty\_beth\_pflister@ca8.uscourts.gov, is provided.

**Figure 13**

- ◆ Clicking on 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.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ It is highly recommended that you save a copy of this notification for your records. Click on the browser **File/Save** option.