

## 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 through PACER and will use two different sets of logins and passwords; 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** 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.)

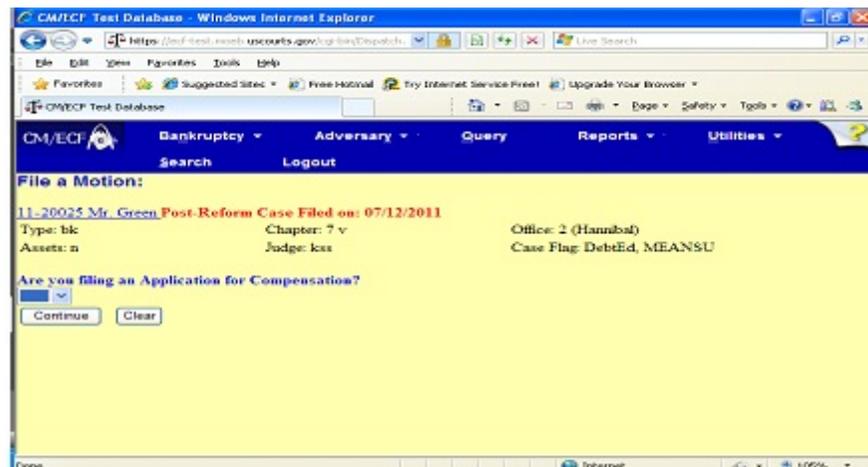


The screenshot shows the 'File a Motion' page in the CM/ECF system. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is a search bar and a 'Logout' button. The main content area is titled 'File a Motion' and contains a 'Case Number' field. The field contains the text '05-40091' and a hint '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the field are two buttons: 'Next' and 'Clear'.

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.)



The screenshot shows the 'File a Motion' page in the CM/ECF system, displaying case information. The page title is 'File a Motion:'. The case information is as follows:

11-20025 Mr. Green Post-Reform Case Filed on: 07/12/2011		
Type: bk	Chapter: 7 v	Office: 2 (Hannibal)
Assets: n	Judge: kxx	Case Flag: DebtEd, MEANSU

Below the case information, there is a dropdown menu labeled 'Are you filing an Application for Compensation?' with a value of 'y'. Below the dropdown are two buttons: 'Continue' and 'Clear'.

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.)

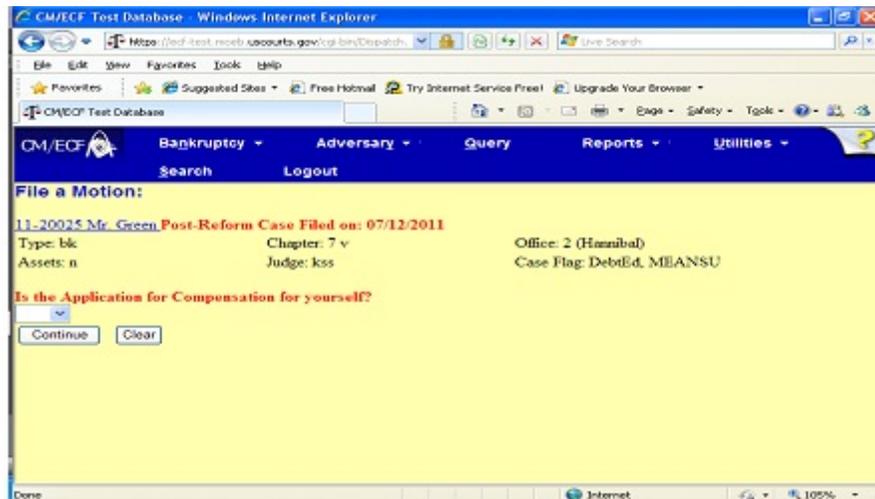


Figure 5

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

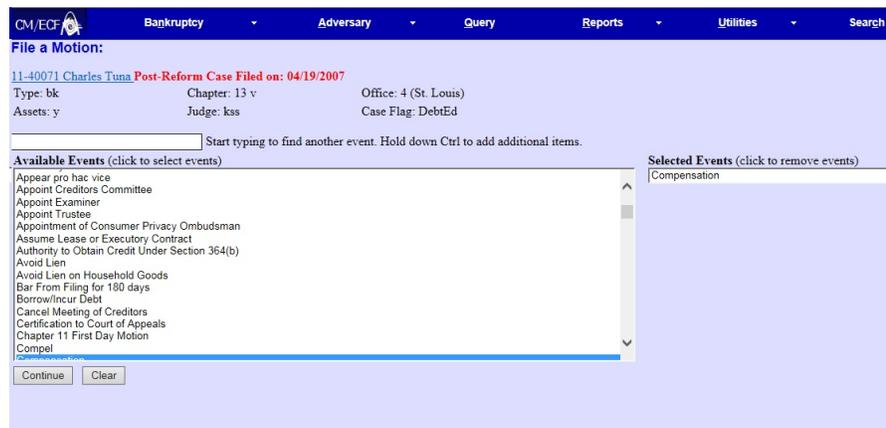


Figure 6

**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.)

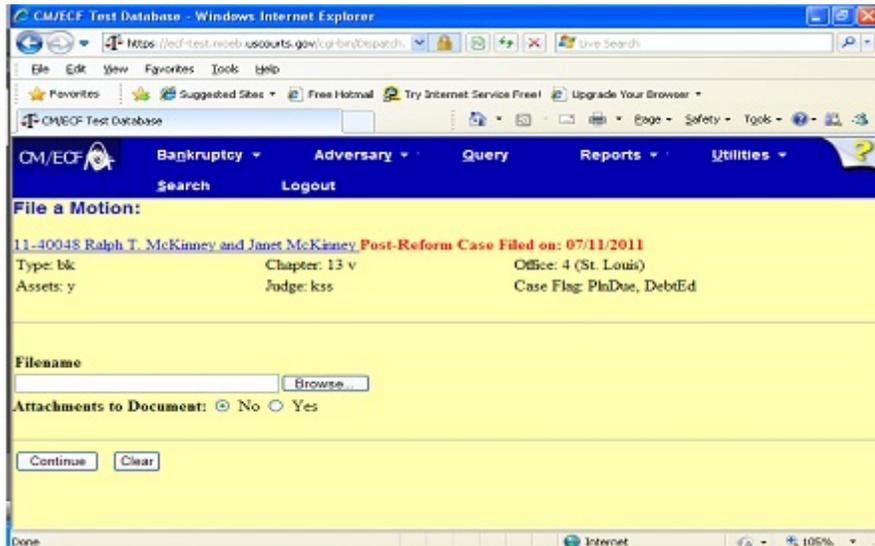


Figure 7a

- ◆ 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.)

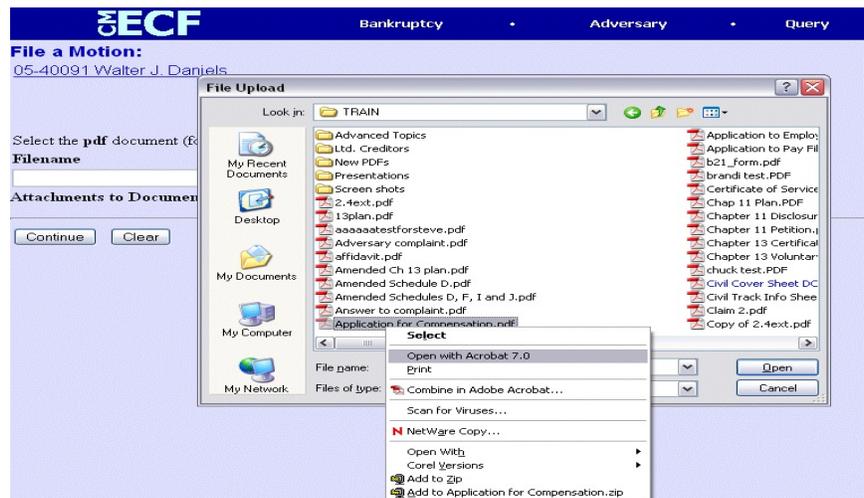


Figure 7b

- 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.)

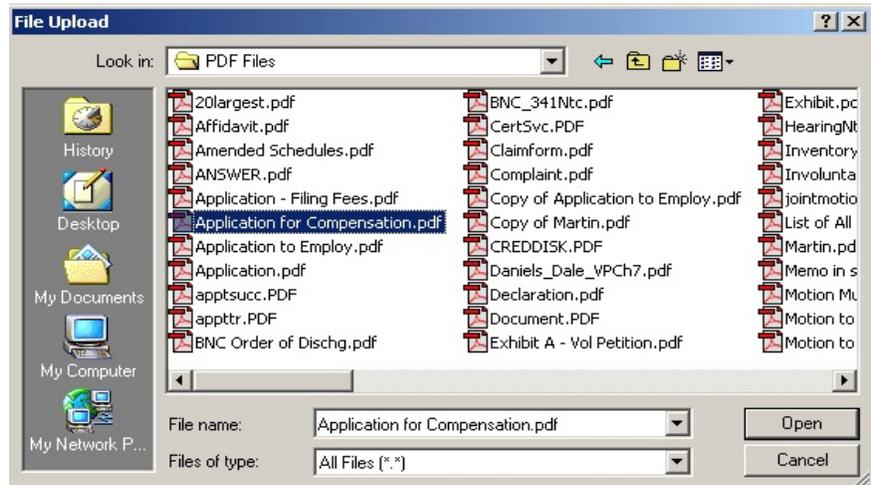


Figure 7c

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

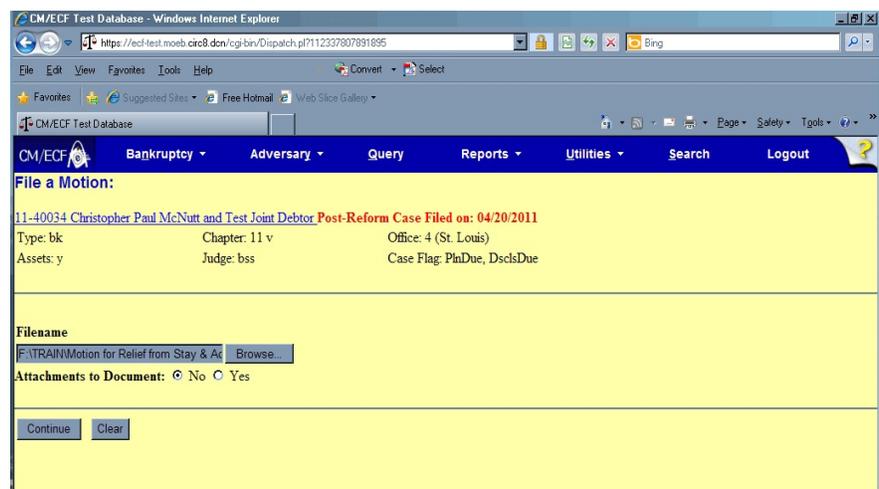


Figure 7d

- ◆ 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 priority' section has a checked 'Filer' checkbox. There are 'From' and 'To' date pickers, and 'Fee request \$' and 'Expense request \$' input fields. A 'Please Check the Filer Box.' message is displayed at the bottom with '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 menu bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below the menu, it says 'File a Motion: 05-40091 Walter J. Daniels'. The main content area is titled 'Docket Text: Modify as Appropriate.' and contains a dropdown menu with a downward arrow. The text below the dropdown reads: '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)'. At the bottom of this section 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 menu bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below the menu, it says 'File a Motion: 05-40091 Walter J. Daniels'. The main content area is titled 'Docket Text: Final Text' and contains the same text as Figure 9: '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 text is a red 'Attention!!' message: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of this section 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 11** The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. (See Figure 11.)

The screenshot displays the CM/ECF interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is "File a Motion:" followed by a hyperlink for case 05-40091. The main content area shows the following information:

U.S. Bankruptcy Court  
Eastern District of Missouri (Train)

Notice of Electronic Filing

The following transaction was received from Klaus, Amy entered on 1/9/2006 at 10:53 AM CST and filed on 1/9/2006

Case Name: [Walter J. Daniels](#)

Case Number: [05-40091](#)

Document Number: [2](#)

**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)

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

**Document description:** Main Document  
**Original filename:** F:\TRAIN\Application for Compensation.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1031339175 [Date=1/9/2006] [FileNumber=36343-0]]  
882f72b0ce075a534529e279845a5b07abc80e496b6ca229ab3c7930c2b1a361037e5  
7195e7364b6f5e2a061e-dd3c1a981871086d19c714ebb01a76c46714]]

**05-40091 Notice will be electronically mailed to:**  
pfeatty\_beth\_pflister@ca8.uscourts.gov

**05-40091 Notice will not be electronically mailed to:**

**Figure 11**

- ◆ 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.