APPLICATION FOR COMPENSATION
Updated 1/20/2023

Description: This process shows the steps required for an external user to complete an Application for Compensation on CM/ECF.

NOTE: The passive hearing screen will only appear in filings in cases that are **NOT** Chapter 11 cases which are assigned to Judge Duncan and Judge Gasparini. These cases will be set for hearing.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on the **Motions/Applications** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Compensation (Application)** from the events list or start typing "Compensation" in the text box to find the event.
- Once the event is selected, click the **[Next]** button.

STEP 4 – The JOINT FILING screen displays.

- Click in the box to associate the filing attorney with the filing party.
- Click the **[Next]** button.

STEP 5 – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

NOTE: Each **professional** requesting compensation must be added as a **party** for the compensation screens to appear individually (e.g., Mr. Smith with the role type of accountant). After all parties have been added, hold down the control key (**Ctrl**) and click on all the parties receiving compensation. If 4 parties are selected for compensation, 4 compensation boxes will appear. **IF EACH PROFESSIONAL IS NOT LISTED, THE PROFESSIONAL FEES REPORT IS INACCURATE.**

STEP 6 – The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 7 – The VERIFICATION screen displays.

- Verify case name and number is correct.
- Select **[Next]** to proceed with the filing.

STEP 8 – The NOTICE screen displays.

- Please read the displayed Notice to certify that the filing complies.
- If the filing complies, click inside the radio button indicating the following certification:
  - **I certify that I have read and meet the above-listed requirements.**
- Click the **[Next]** button.

STEP 9 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- If additional documents need filing or a proposed order needs attaching, select Yes and Skip to **STEP 10** to attach the document(s). If no attachments, continue with the filing with **STEP 11**.
- Click the **[Next]** button.

  NOTE: If the fees and expenses are **LESS THAN $1000**, no notice is necessary, and a proposed order should be submitted when the application is filed. Select **Yes** at **Attachments to Document** if a proposed order will be submitted.

STEP 10 – The ATTACHMENTS SELECTION screen displays.

- Select Yes to attachment additional documents or a proposed order, Select **[Next].**
- Click **[Browse]** to locate and attach the proposed order.
- From within the **Category** list of options, select **Proposed Order**.
- If necessary, enter a **Description**.
- Click **[Add to List]**.
- Click the **[Next]** button.

STEP 11 – The COMPENSATION/EXPENSES screen displays.

- Is the amount of compensation or expense $1,000.00 or more? Select Yes or No.
- If Yes is selected, click **[Next]** and continue with **STEP 12**.
- If No is selected, click **[Next]** and continue with **STEP 15**.

STEP 12 – The HEARING SCHEDULING screen displays.

> **NOTE: Notice of hearing information is only necessary if requesting compensation or expenses greater than $1000.00.**
>
> **Also, if this is a Chapter 11 Case and the judge assignment is Judge Duncan and Judge Gasparini, the event will not allow the user to tab for an order due date.**

- Using the self-scheduling calendar, enter the hearing date, time, location, and date served. Location may be chosen from the drop-down list.
- Click the **[Next]** button.

STEP 13 – The OBJECTIONS DEADLINE screen displays.

- The Objections Due Deadline will automatically appear.
- Click the **[Next]** button.

STEP 14 – The REVIEW TO PROCESS ORDERS screen displays.

- The Review to Process the Order Deadline will automatically appear.
- Click the **[Next]** button.

STEP 15 – The CERTIFICATE OF SERVICE screen displays.

- If the Certificate of Service is included, insert **y (yes)** in the text box or if the Certificate of Service is not included, insert **n (no)** in the text box.
- Click the **[Next]** button.

STEP 16 – The RELATE TO AMENDED MOTION screen displays.

- Is this Motion Amending a Previous Motion? Select either Yes or No. (**NOTE:** It is necessary to select the box in order to establish the correct linkages). If Yes is selected, continue with **STEP 17**. If no is selected, skip to **STEP 18**.
- Click the **[Next]** button.

STEP 17 – The SELECT RELATED EVENTS screen displays.

- If Yes was selected, select the appropriate event(s) to which your event relates.
- Click the **[Next]** button.

STEP 18 – The VERIFICATION screen displays.

- Verify case name and number is correct.
- Click the **[Next]** button.

STEP 19 – The FEES/EXPENSE screen appears.

- Click in the box to select the filer of the motion/application and the party/parties of the motion/application.

   NOTE: If the user is amending a previous motion, a check mark will not need to be placed in the party box (this option is not available on this screen).

- At the **Type** field, **use the drop-down box to select applicant type, e.g., accountant, creditor, etc., for each party.**
- Click in the box to select the filer of the motion/application.
- At the **From/To fields**, enter the dates of service for the compensation (MM/DD/YY).
- At the **Fee** and **Expense** fields, enter the dollar amount, including decimal points, e.g., 100.00.
- **If the second set of boxes is not needed, insert zero (0.00) in the fee request box and in the expense box before proceeding.**
- Any boxes not needed and with zero amounts will not be reflected in the final docket text.
- Click the **[Next]** button.
- Click the **[Next]** button.

STEP 20 – The VERIFICATION screen displays.

- Verify case name and number is correct.
- Click the **[Next]** button.
- Click the **[Next]** button.

STEP 21 – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

   NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words,

do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

==*Sample* **Docket Text: Final Text**== (yes, the amount of compensation or expenses is $1,000.00 or more)

Application for Compensation, with Certificate of Service Notice of Possible Hearing – 21 days objection time given for Joe Accountant, Certified Public Accountant, period: 11/2/2020 to 11/30/2020, fee: $1500.00, expenses: 25.00. Filed by Bill Attorney. If a response, return and/or objection is timely filed, a hearing will be held on 12/18/2020 at 09:00 AM at Columbia. Date Served 11/24/2020. Last day for objections is 12/15/2020. (Attachments: # (1) Proposed Order) (Attorney, Bill)

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

Have you redacted?

==*Sample* **Docket Text: Final Text –** *Amended*==

Amended Application for Compensation, with Certificate of Service Notice of Possible Hearing – 21 days objection time given for Joe Accountant, Certified Public Accountant, period: 11/2/2020 to 11/30/2020, fee: $2500.00, expenses: 50.00.   Filed by Bill Attorney (related document(s) [13]). If a response, return, and/or objection is timely filed, a hearing will be held on 12/31/2020 at 09:00 AM at Columbia. Date Served 11/23/2020. Last day for objections is 12/14/2020. (Attorney, Bill)

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

Have you redacted?

STEP 22 – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number, and document number.