

APPLICATION TO EMPLOY WITH PROPOSED ORDER
Updated 11/8/2021

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

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

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Motions/Applications hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.
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STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

STEP 4 - The EVENTS screen displays.

- Select **Employ (Application)** from the list of events.
- Click the [**Next**] button.

NOTE: Type the first letter (**E** for **Employ**) and the highlight bar will immediately select the first entry beginning with **E**.

STEP 5 - The JOINT FILING screen displays.

- Click in the box if the document is being filed with another attorney.
- Click the [**Next**] button.

STEP 6 - 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.

STEP 7 - The ASSOCIATION screen appears.

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

STEP 8 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Select **Yes** at **Attachments to Document** because a proposed order will be submitted.
- Click the **[Next]** button.

STEP 9 - The ATTACHMENTS SELECTION screen displays.

- Click **[Choose File]** to locate and attach the proposed order.
- From within the **Type** list of options, select **Proposed Order**.
- If necessary, enter a **Description**.
- Click **[Add to List]**.
- Click the **[Next]** button.

STEP 10 - The EMPLOYMENT screen appears.

- Enter name of person to be employed and type of position.
- Click the **[Next]** button.
- Is the application Nunc Pro Tunc? Select **Yes** or **No**. If “no” is selected, CM/ECF will automatically calculate 10 days from the date of filing the Application for a Review to Process Order deadline. Do not change this date.
- Click the **[Next]** button.

STEP 11 - The AFFIDAVIT OF PROFESSIONAL screen appears.

- Is an Affidavit of Professional being filed? Select **Yes** or **No**.
- Click the **[Next]** button.

STEP 12 - The CONTINGENCY FEE BASIS screen appears.

- Is the fee on a Contingency Fee Basis? Select **Yes** or **No**.
- Click the **[Next]** button.

STEP 13 - The RELATE TO AMENDED MOTION screen displays.

- Is this Motion amending a previously filed Motion? Select **Yes** or **No**. If “yes” is selected, select the appropriate event to which your document relates to.
- Click the **[Next]** button.
- Click the **[Next]** button.

STEP 14 - The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 15 - 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

Application to Employ with Affidavit of Professional Filed by Bill Attorney on behalf of ABC Company. Review to Process Order on 6/30/2021 (Attachments: # (1) Proposed Order)

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

Sample Docket Text: Final Text

Amended Application to Employ Joe Accountant as Certified Public Accountant with Affidavit of Professional (Contingency Fee Basis) NUNC PRO TUNC Filed by Bill Attorney on behalf of ABC Company. Review to Process Order on 6/30/2021 (Attachments: # (1) Proposed Order)

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

STEP 16 - 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 because it also includes the date, time, case number, and document number.