

CHAPTER 13 FEE APPLICATION
Updated 12/01/2009

Description: This process displays the events required for an external user to file fee applications pursuant to Operating Order 07-12, effective in all Chapter 13 cases filed on or after January 1, 2008. Please refer in all instances to the Operating Order for substantive requirements.

Paragraph 1 of the Operating Order 07-12

EXPEDITED FEE APPROVAL PROCEDURE

FOR A TOTAL FEE OF \$3,000.00 OR LESS FOR NON-BUSINESS CASES AND \$3,500.00 OR LESS FOR BUSINESS CASES

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on **Other** hyperlink.
- For further information on each of these categories, click the yellow help (?) icon located in the upper right hand corner.

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.

- Verify that the case name and number are correct.
- If the case name or number is not correct, click the browser **[Back]** button to re-enter the case number.
- Select **Attorney Fee Disclosure Statement** from the list of events.

NOTE: Docket using Attorney Fee Disclosure Statement **or** include document with the Voluntary Petition and Schedules and Statements.

- Click the **[Next]** button.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if 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. The party will be the trustee or debtor.
- Click the **[Next]** button.

STEP 7 – The ASSOCIATION screen appears.

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

STEP 8 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.

- Click the **[Next]** button.

STEP 9 – The REFERENCE AMENDED STATEMENT screen displays.

- Are you Amending the Attorney Fee Disclosure Statement? (Select YES or NO from the list below)
- Click the **[Next]** button.

STEP 10 – The VERIFICATION screen with debtor name and case number appear.

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

STEP 11 – 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 re-submit 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 the 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

Attorney Fee Disclosure Statement Filed by Bill Attorney on behalf of Joe Debtor. (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 12 – 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.

NOTE: Service of the Plan on all parties in interest is required. Also, the Application may be conditionally approved for disbursement upon confirmation of the plan.

Also, if filing an Objection, please use the specific event under Bankruptcy Events: Other, Event: Objection to Application for Attorney Fees.

Finally, when required pursuant to Operating Order 07-12, a written fee agreement may be appended to the Attorney Fee Disclosure Statement.

Paragraph 2 of the Operating Order 07-12

APPLICATION FOR SUPPLEMENTAL FEES

A. EXPEDITED SUPPLEMENTAL FEES AGGREGATING TO \$1,000.00 OR LESS BEFORE CONFIRMATION

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 yellow help (?) icon located in the upper right hand corner.

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.

- Verify that the case name and number are correct.
- If the case name or number is not correct, click the browser **[Back]** button to re-enter the case number.
- Select **Appl for Suppl Ch 13 Atty Fees less than \$1000 – PRE-Confirmation** from the list of events.

NOTE: The image should include the application.

- Click the **[Next]** button.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if 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. The party will be the trustee or debtor.
- Click the **[Next]** button.

STEP 7 – The ASSOCIATION screen appears.

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

STEP 8 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.

NOTE: **PDF should include Application and Form 2016b, Attorney Fee Disclosure Statement. A proposed Order is NOT required.**

- Click the **[Next]** button.

STEP 9 – The REFERENCE AMENDED STATEMENT screen displays.

- Are you Including an Amended Attorney Fee Disclosure Statement? (Select YES or NO from the list below) **If Amended is selected, Amended Attorney Fee Disclosure Statement will be included in docket text.**
- Click the **[Next]** button.

STEP 10 – The VERIFICATION screen with debtor name and case number appear.

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

STEP 11 – 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 re-submit 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 the 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 for Approval of Supplemental Chapter 13 Attorney Fees and Amended Attorney Fee Disclosure Statement, Less Than \$1,000.00 - PRE-Confirmation Filed by Bill Attorney on behalf of Joe Debtor. (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?

NOTE: If Amended was selected, Amended Attorney Fee Disclosure Statement will be included in docket text.

Also, the Application may be conditionally approved for disbursement upon plan confirmation pursuant to Operating Order 07-12.

STEP 12 – 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.

NOTE: If filing an Objection, please use the specific event under Bankruptcy Events: Other, Event: Objection to Application for Attorney Fees.

Also, when required pursuant to Operating Order 07-12, a written fee agreement may be appended to the Attorney Fee Disclosure Statement.

Paragraph 2 of the Operating Order 07-12

APPLICATION FOR SUPPLEMENTAL FEES

A. EXPEDITED SUPPLEMENTAL FEES AGGREGATING TO \$1,000.00 OR LESS AFTER CONFIRMATION

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 yellow help (?) icon located in the upper right hand corner.

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.

- Verify that the case name and number are correct.
- If the case name or number is not correct, click the browser **[Back]** button to re-enter the case number.
- Select **Appl for Suppl Ch 13 Atty Fees less than \$1000 – POST-Confirmation** from the list of events.

NOTE: The image should include the application.

- Click the **[Next]** button.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if 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. The party will be the trustee or debtor.
- Click the **[Next]** button.

STEP 7 – The ASSOCIATION screen appears.

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

STEP 8 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.

NOTE: **PDF should include Application, Certificate of Service and Form 2016b, Attorney Fee Disclosure Statement. A proposed Order is NOT required. Also, File an Amended Plan if Necessary**

- Click the **[Next]** button.

STEP 9 – The REFERENCE AMENDED STATEMENT screen displays.

- The Objection due date will be automatically set through CM/ECF. Do not change this date.
- Are you Including an Amended Attorney Fee Disclosure Statement? (Select YES or NO from the list below) If Amended is selected, Amended Attorney Fee Disclosure Statement will be included in docket text.

- Click the **[Next]** button.

STEP 10 – The CERTIFICATE OF SERVICE screen displays.

- Is Certificate of Service Included? (Select YES or NO from the drop down box below)
- Click the **[Next]** button.

STEP 11 – The VERIFICATION screen with debtor name and case number appear.

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

STEP 12 – 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 re-submit 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 the 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 for Supplemental Ch. 13 Attorney Fees and Amended Attorney Fee Disclosure, less than \$1,000.00 – POST-Confirmation with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. Objections due by 4/24/2008. (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?

NOTE: If Amended was selected, Amended Attorney Fee Disclosure Statement will be included in docket text.

Also, if NO objections are filed, the Application may be conditionally approved for disbursement subject to the terms of the confirmed plan and Operating Order 07-12. If objections ARE filed, a Hearing may be scheduled; the court would prepare a notice and serve.

STEP 13 – 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.

NOTE: If filing an Objection, please use the specific event under Bankruptcy Events: Other, Event: Objection to Application for Attorney Fees.

Also, when required pursuant to Operating Order 07-12, a written fee agreement may be appended to the Attorney Fee Disclosure Statement.

Paragraph 2 of the Operating Order 07-12

APPLICATION FOR SUPPLEMENTAL FEES

B. SUPPLEMENTAL FEE AGGREGATING TO MORE THAN \$1,000.00

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 yellow help (?) icon located in the upper right hand corner.

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.

- Verify that the case name and number are correct.
- If the case name or number is not correct, click the browser **[Back]** button to re-enter the case number.
- Select **Appl for Suppl Fee greater than \$1000 and Request for Hearing** from the list of events.

NOTE: The image should include the application.

- Click the **[Next]** button.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if 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. The party will be the trustee or debtor.
- Click the **[Next]** button.

STEP 7 – The ASSOCIATION screen appears.

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

STEP 8 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event. **NOTE:** PDF should include Application, Certificate of Service and Form 2016b, Attorney Fee Disclosure Statement. A proposed Order **IS** required.

Also, the court will prepare the notice and schedule for hearing.

- Click the **[Next]** button.

STEP 9 – The REFERENCE AMENDED STATEMENT screen displays.

- Are you Including an Amended Attorney Fee Disclosure Statement? (Select YES or NO from the list below) If Amended is selected, Amended Attorney Fee Disclosure Statement will be included in docket text.
- Click the **[Next]** button.

STEP 10 – The CERTIFICATE OF SERVICE screen displays.

- Is Certificate of Service Included? (Select YES or NO from the drop down box below)
- Click the **[Next]** button.

STEP 11 – The VERIFICATION screen with debtor name and case number appear.

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

STEP 12 – 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 re-submit 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 the 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 for Supplemental Fee greater than \$1000, Amended Attorney Fee Disclosure Statement and Request for Hearing with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. (Attachments: # (1) Proposed Order) (Attorney, Joe)

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

Have you redetected?

NOTE: If Amended was selected, Amended Attorney Fee Disclosure Statement will be included in docket text.

STEP 13 – 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.

NOTE: If filing an Objection, please use the specific event under Bankruptcy Events: Other, Event: Objection to Application for Attorney Fees.

Also, when required pursuant to Operating Order 07-12, a written fee agreement may be appended to the Attorney Fee Disclosure Statement.

Paragraph 3 of the Operating Order 07-12

ALTERNATIVE PROCEDURE: FORMAL APPLICATION FOR COMPENSATION

- Continue to utilize current passive process pursuant to SC LBR 9013-4.

**NOTE: If filing an Objection, please use the specific event under Bankruptcy Events:
Other, Event: Objection to Application for Attorney Fees.**

Also, when required pursuant to Operating Order 07-12, a written fee agreement may be appended to the Attorney Fee Disclosure Statement.