

Application for Compensation

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

In this process, the user selects as many applicant records as necessary and has the option of permanently adding them as a party to the case. If there is no need for each professional applicant to be listed as an active participant on the case, the **Person record** will appear on the Party pick list **only for this event**. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf.

The following are instructions regarding how to process applications filed by:

- trustees or attorneys for other professionals;
- by trustees for their own fees and expenses; and
- by attorneys for their own fees and expenses.

Step 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu

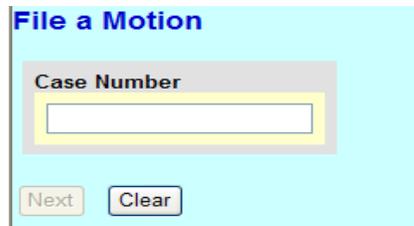
Step 2 The **Bankruptcy Events** screen appears (See Figure 20-1)



Figure 20-1

- Click the **Motions/Applications** hyperlink.

Step 3 The **Case Number** screen appears (See Figure 20-2).



The screenshot shows a light blue window titled "File a Motion". Inside, there is a grey box labeled "Case Number" containing a white text input field. Below the input field are two buttons: "Next" and "Clear".

Figure 20-2

- If you have already accessed a case in this session, the number of the last case accessed will appear. If this case number is correct, click **[Next]** to continue. If you would like to file a motion in a different case, enter the case number (**yy-nnnnn**), including the hyphen.
- Click **[Next]**.

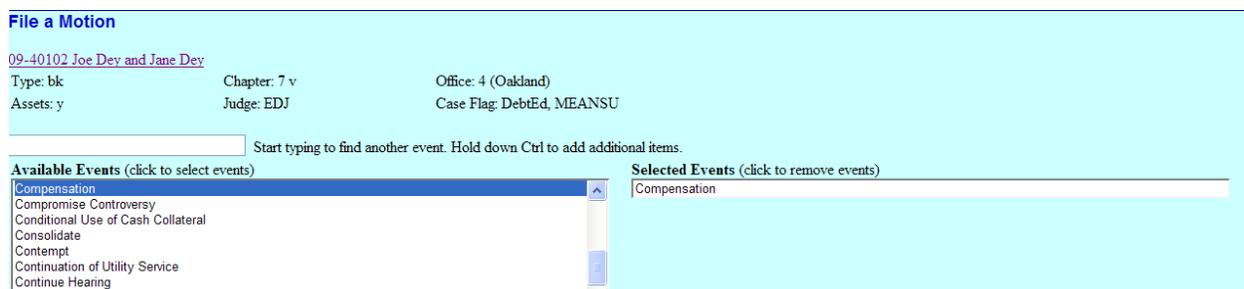
Note: If the case number entered is invalid a message

“Cannot find this case number” will appear, click

Clear button to try again.

Step 4 The **Motions/Application Selection** screen appears

(See Figure 20-3).

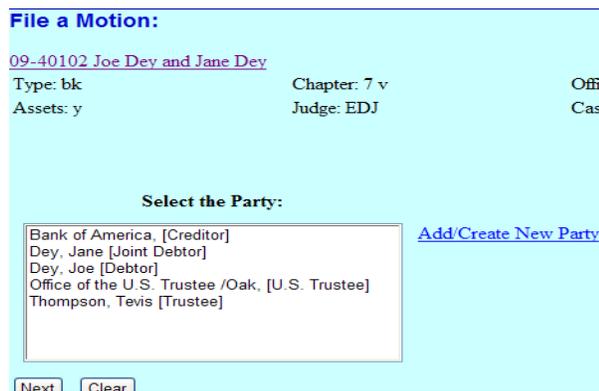


The screenshot shows a light blue window titled "File a Motion". At the top, it displays case details: "09-40102 Joe Dev and Jane Dev", "Type: bk", "Chapter: 7 v", "Office: 4 (Oakland)", "Assets: y", "Judge: EDJ", and "Case Flag: DebtEd, MEANSU". Below this is a search bar with the text "Start typing to find another event. Hold down Ctrl to add additional items." Underneath the search bar are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Compensation, Compromise Controversy, Conditional Use of Cash Collateral, Consolidate, Contempt, Continuation of Utility Service, and Continue Hearing. The "Selected Events" list contains: Compensation.

Figure 20-3

- Start typing Compensation in the box or scroll down in the selection box.
- Highlight that selection and press enter (ensure that the event selected is showed in the **Selected Events** box)
- Click **[Next]**.

Step 5 The **Party Selection** screen appears (See **Figure 20-4**).



The screenshot shows a web interface for filing a motion. At the top, it says "File a Motion:". Below that, the case number "09-40102 Joe Dey and Jane Dey" is displayed. To the right of the case number, there are fields for "Chapter: 7 v" and "Judge: EDJ". Below the case number, there are fields for "Type: bk" and "Assets: y". At the bottom of the page, there are two buttons: "Next" and "Clear".

File a Motion:

09-40102 Joe Dey and Jane Dey

Type: bk Chapter: 7 v Office
Assets: y Judge: EDJ Case

Select the Party:

Bank of America, [Creditor]
Dey, Jane [Joint Debtor]
Dey, Joe [Debtor]
Office of the U.S. Trustee /Oak, [U.S. Trustee]
Thompson, Tevis [Trustee]

[Add/Create New Party](#)

Figure 20-4

- Select the party you represent, if not listed select Add/Create New Party.
- Click **[Next]**.
- Click **[Next]**.

Step 6 The PDF Document Selection screen appears (See **Figure 20-5**)

File a Motion:

09-40102 Joe Dey and Jane Dey

Type: bk Chapter: 7 v
Assets: y Judge: EDJ

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 20-5

- If you do not enter a PDF document, a warning message box appears (See Figure 20-6). ***The system will not allow you to proceed.***



Figure 20-6

- Click **[OK]**.
- Click **[Next]**.
- Click **[Next]**.

Step 7 The **Fee Processing** screen presents each party selected on the **Select the Party** screen (See Figure 20-7).

File a Motion:

09-40102 Joe Dev and Jane Dev

Type: bk Chapter: 7 v Office: 4 (Oakland)
 Assets: y Judge: EDJ Case Flag: DebtEd, MEANSU

Applicant CANBatyt1 Type Debtor's Attorney

Filer

From To

Fee request \$ 1500.00 Expense request \$ 634.00

Figure 20-7

- A filer check box may appear for each party.
- Check the Filer box for the filer of the application or whom request for compensation is for.
- Enter a date or date range for services performed, if applicable.
- Enter the amount(s) in the **Fee** and **Expense** fields in dollars and cents. **Do not** enter the dollar sign (“\$”) or commas.

Step 8 The Final Text Editing screen appears (See Figure 20-8).

File a Motion:

09-40102 Joe Dev and Jane Dev

Type: bk Chapter: 7 v Office: 4 (Oakland)
 Assets: y Judge: EDJ Case Flag: DebtEd, MEANSU

Docket Text: Modify as Appropriate.

Application for Compensation for CANBatyt1 , Debtor's Attorney, Fee: \$1500.00, Expenses: \$634.00. Filed by Attorney CANBatyt1 (CANBatyt1).

Figure 20-8

- Edit the docket text if necessary, click [**Next**].
- Verify the final docket text.
- If correct, click [**Next**].

Step 9 The **Notice of Electronic Filing** screen appears (See **Figure 20-9**).

File a Motion:

[09-40102 Joe Dey and Jane Dey](#)

Type: bk	Chapter: 7 v	Office: 4 (Oakland)
Assets: y	Judge: EDJ	Case Flag: DebtEd, MEANSU

U.S. Bankruptcy Court
Northern District of California

Notice of Electronic Filing

The following transaction was received from CANBatyt1 entered on 3/9/2009 at 11:54 AM PDT and filed on 3/9/2009

Case Name: Joe Dey and Jane Dey
Case Number: [09-40102](#)
Document Number: [12](#)

Docket Text:
Application for Compensation for CANBatyt1, Debtor's Attorney, Fee: \$1500.00, Expenses: \$634.00. Filed by Attorney CANBatyt1 (CANBatyt1).

Figure 20-9