

[Application to Employ](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Employ**.
- Click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

- Click **Next**.

Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Employ**.
- Click **Next**.

Application to Employ

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- **Enter** Name of Person to be Employed.
- **Enter** Type of Position.
- Click **Next**.
- Edit the docket text if necessary.
- **Review final docket text.**
- Click **Next**.

Manual Chapter: Applications

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