

Motion for Compensation For Attorneys

This process will demonstrate the steps to file a motion for compensation in the CM/ECF system.

STEP 1 Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.
(See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

- ◆ Click the Motions/Applications hyperlink.

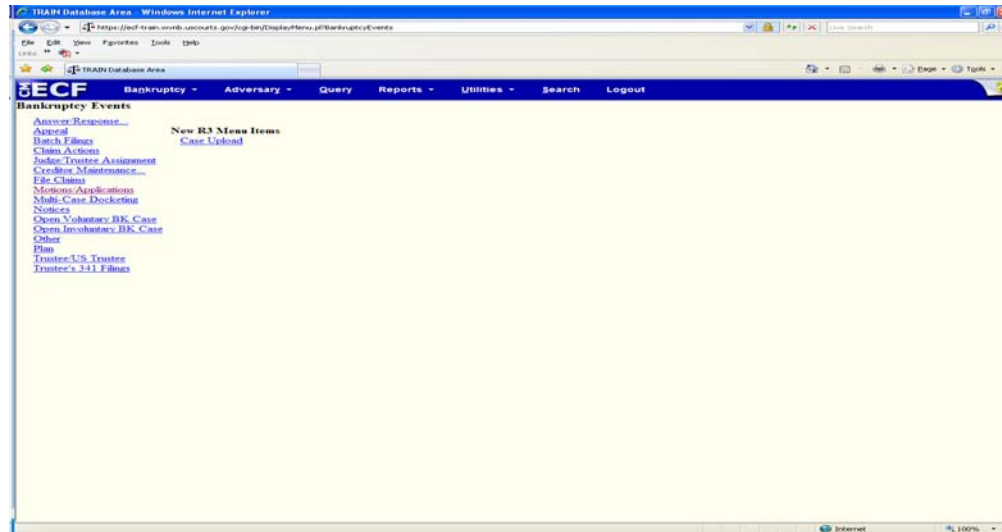


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

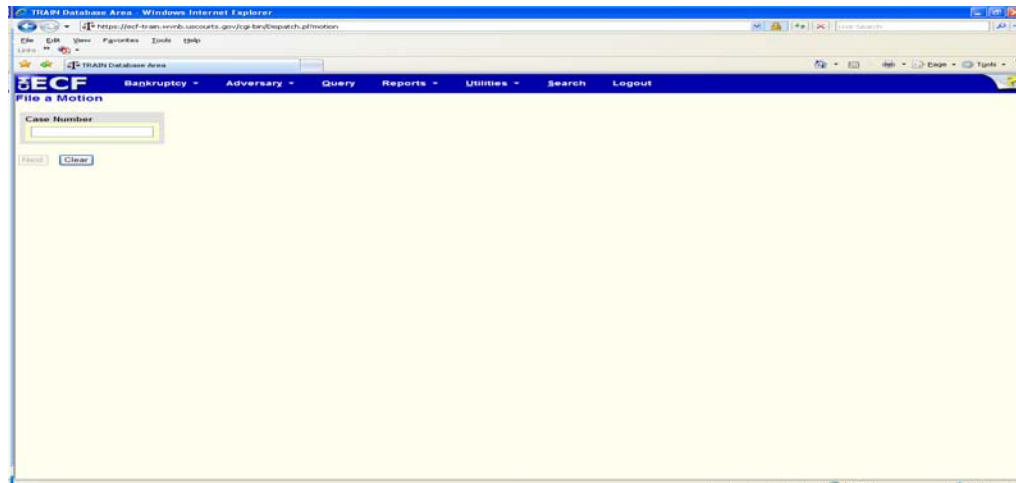


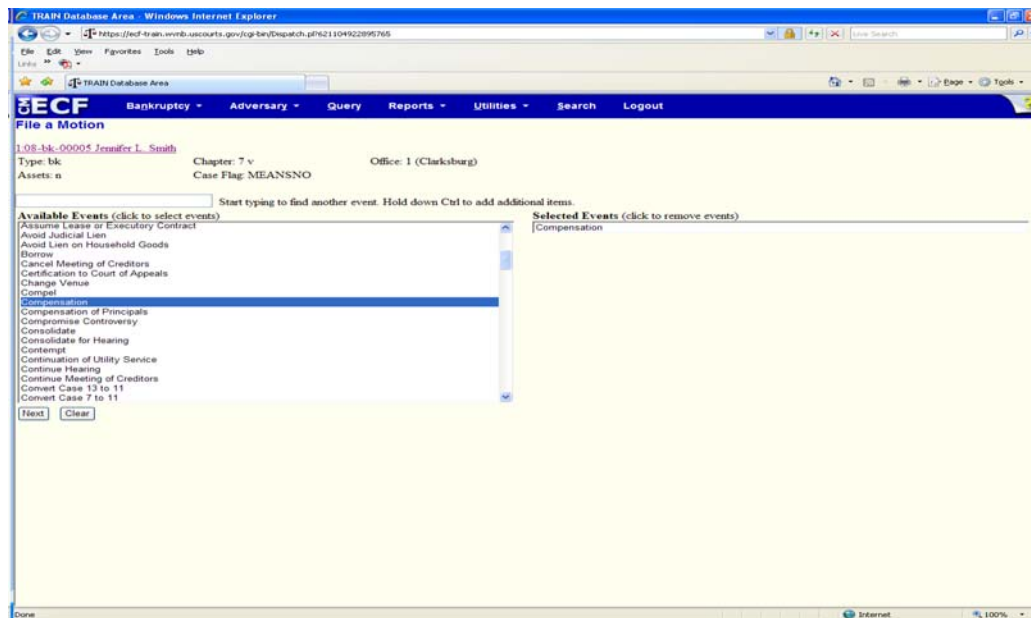
Figure 3

STEP 4 The **File a Motion** screen displays. (See Figure 4.)

- ◆ Verify the case name and case number that are displayed.
- ◆ If the case name and number are incorrect, click the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of document being filed. In this lesson, select Compensation

NOTE: You may also type the first letter of a relief (in this case 'C') to immediately move to the list of reliefs that begin with a particular letter.

- ◆ Click **[Next]** to continue.

**Figure 4**

- STEP 5** The **Joint Filing With Other Attorneys** screen displays.
- ◆ If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint filing, no action is required.
 - ◆ Click **[Next]** to continue.
- STEP 6** The **Select the Party** screen displays. **(See Figure 6.)**
- ◆ Click the down arrow to scroll the **Select the Party** box to locate the party filer (whom you are representing) **IF YOU ARE SEEKING COMPENSATION**. If you are seeking compensation for a party **OTHER THAN WHOM YOU ARE REPRESENTING**, i.e., accountant, appraiser, consultant, you would select or add the entity on this screen.
 - ◆ Click to highlight and select the appropriate party as explained above.
 - ◆ Then click **[Next]**.
 - ◆ If the party filer does **not** appear in the **Select the Party** box, Click on **Add/Create New Party**.
 - ◆ The **Search for a Party** screen displays.
 - ◆ On **Search for a Party** screen, enter the name of the party you represent in the **Last/Business Name** field
 - ◆ Then click **Search**.
 - ◆ If the name of the party you are representing is not contained in the court's database for this case, you will receive the following message: **No person found**. Select **Create new party**.
 - ◆ Complete the **Party Information** screen. The party's name will be displayed. Enter address by using Address 1, Address 2 and Address 3 fields and City, State and Zip fields.
 - ◆ Select Appropriate **Role** type. This may be **Creditor, Accountant, Appraiser, etc.**
 - ◆ Then click **Submit**.

- ◆ The **Select the Party** screen will display. Select the entity you added.
- ◆ Then click **[Next]**.
- ◆ The **Attorney/Party Association** screen will display. Create your association with this party by clicking in the box **ONLY IF YOU ARE COUNSEL FOR THE ENTITY SEEKING COMPENSATION**
- ◆ Then click **[Next]**.

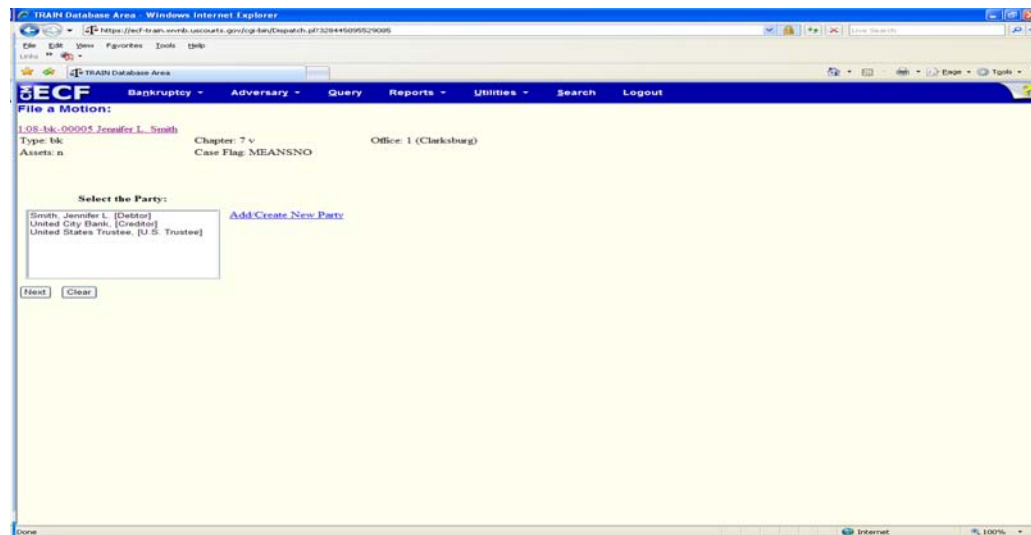


Figure 6

STEP 7 The **Select the pdf document** screen displays. (See Figure 7.)

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

NOTE: If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to*

Documents for more information.)

- ◆ Click **[Next]** to continue.

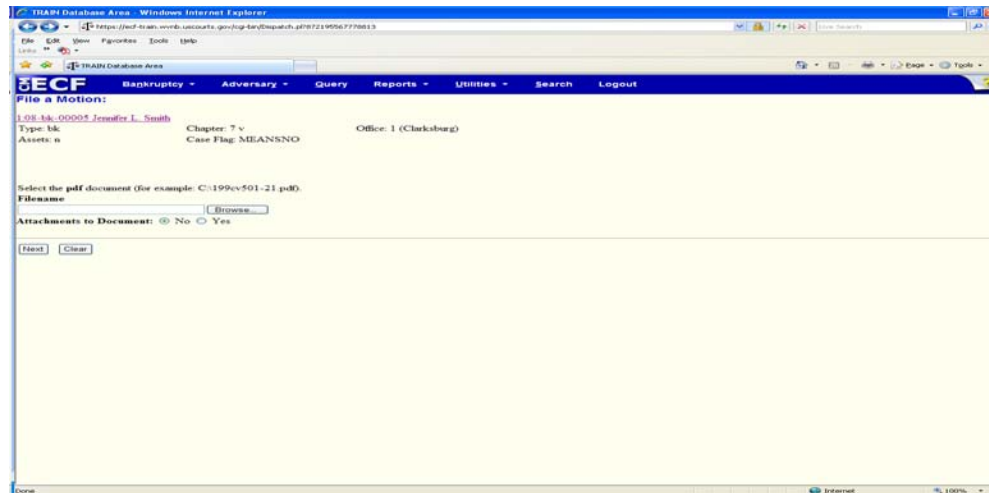


Figure 7

STEP 8 (See Figure 8.)

- ◆ Enter **y** or **n** on this screen if a **Certificate of Service** is being filed with the motion.
- ◆ Click **[Next]** to continue.

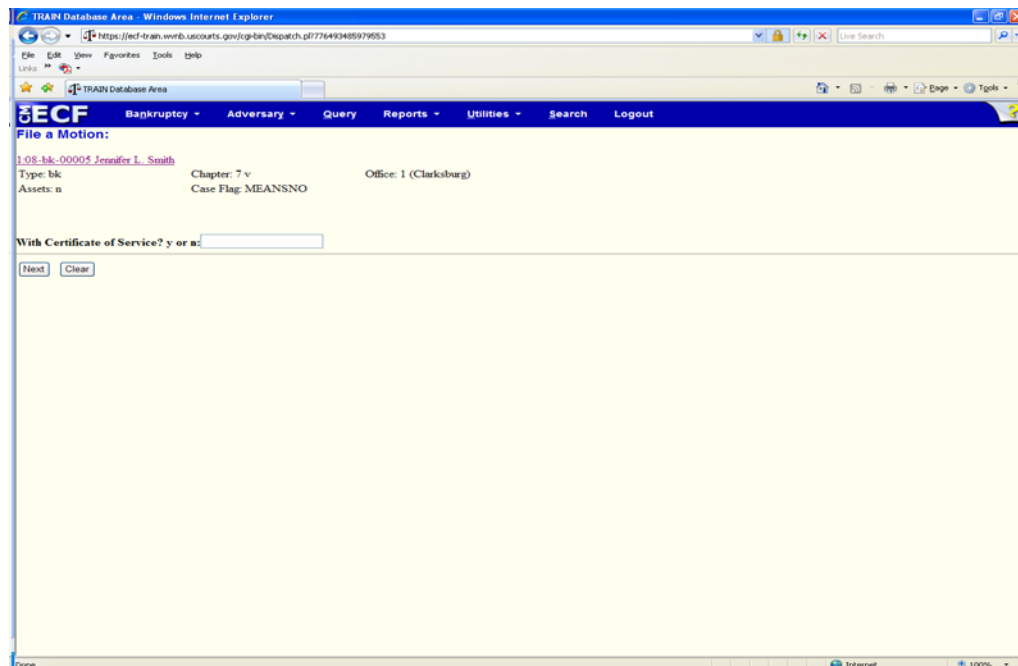


Figure 8

- ◆ Click **[Next]** after verifying the name and bankruptcy number.

STEP 9 The following screen displays. (See Figure 9a.)

Figure 9a

- ◆ You will complete only one portion of this screen. **If you are seeking compensation**, enter the information in the upper half of the screen. If you are filing the application on behalf of another party, select the **Filer** box in the upper half of the screen. Also select whom you represent in this case.

If you are seeking compensation for another party (such as an accountant, appraiser, auctioneer, consultant, etc.), you will enter the information in the lower half of the screen. You would not select the **Filer** box in the lower half of the screen.

- ◆ Select the Filer
- ◆ Type - Select applicable type such as Creditor's Attorney, Debtor's Attorney.
- ◆ From - Complete date
- ◆ To - Complete date
- ◆ Fee request \$ - Enter amount
- ◆ Expense request \$ - Enter amount

(See Figure 9b.)

THAD Database Area - Windows Internet Explorer
 https://jefc-train.wvrb.uscourts.gov/cgi-bin/Dispatch.pl?1669902439303

JECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

File a Motion:
 1:08-bk-00005-Jennifer L. Smith Chapter: 7 v Office: 1 (Clarksburg)
 Type: bk Case Flag: MEANSNO
 Assets: a

Applicant: WVNB Test-Attorney
 Filer
 From: To:
 Fee request \$ Expense request \$

Applicant: United City Bank
 Creditor
 From: 1/1/2008 To: 5/1/2008
 Fee request \$ 500.00 Expense request \$ 300.00

Next Clear

Figure 9b

- ◆ Click **[Next]** to continue.

STEP 10 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 10.)

- ◆ You may insert additional text and/or add a prefix to your docket entry. Click on the down arrow in the white box to select an appropriate prefix if applicable
- ◆ Click **[Next]** to continue.

THAD Database Area - Windows Internet Explorer
 https://jefc-train.wvrb.uscourts.gov/cgi-bin/Dispatch.pl?1669902439303

JECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

File a Motion:
 1:08-bk-00005-Jennifer L. Smith Chapter: 7 v Office: 1 (Clarksburg)
 Type: bk Case Flag: MEANSNO
 Assets: a

Docket Text: Modify as Appropriate.
 for United City Bank, Creditor's Attorney, Period: 1/1/2008 to 5/1/2008,
 Fees: \$500.00, Expenses: \$300.00, with Certificate of Service. Filed by WVNB Test-Attorney - (Test-Attorney, WVNB)

Next Clear

Figure 10

- STEP 11** The **Docket Text: Final Text** screen displays. (See Figure 11.) This is your **last** opportunity to make corrections to your entry.
- ◆ Verify the final docket text.
 - ◆ If correct, click **[Next]** to continue.
 - ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
 - ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

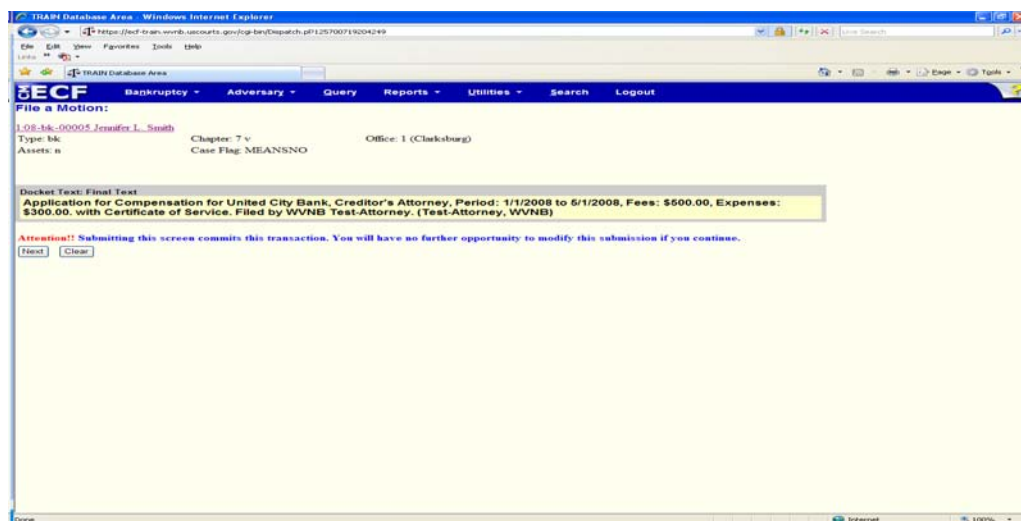


Figure 11

- STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. (See Figure 12.)
- ◆ The notice will include the following information:
 - ◆ Who filed the document
 - ◆ Date and time
 - ◆ Case name
 - ◆ Case number
 - ◆ Document number
 - ◆ Original filename (pdf)
 - ◆ Electronic document stamp
 - ◆ Electronic mail recipients and manual notice lists

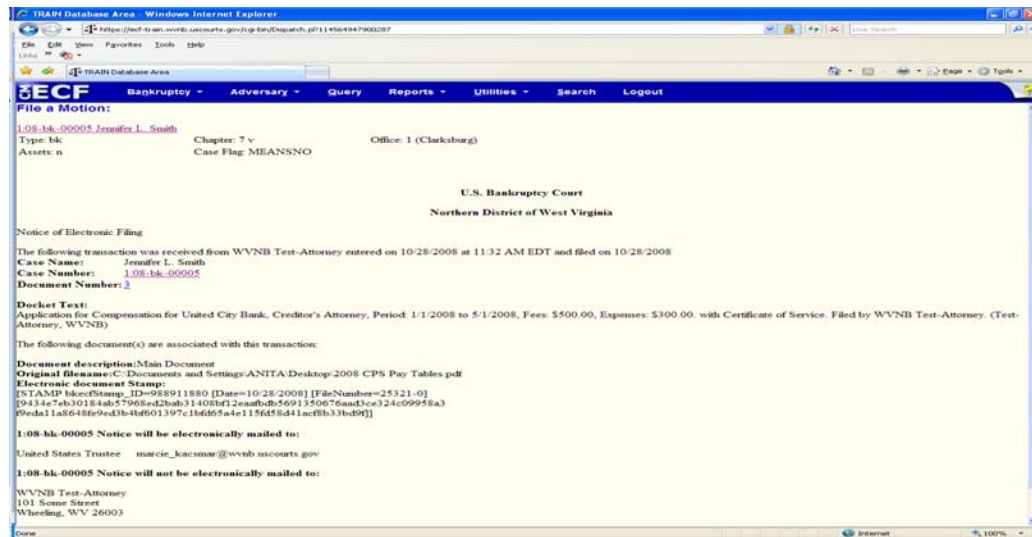


Figure 12