

Motion for Compensation Filing Instructions

1. Go to: **Bankruptcy > Motions/Applications**
2. Enter the case number, click NEXT.
3. Select the Motion type: **Compensation**, click NEXT.
4. Answer the Question: **Is the Application for Compensation for ONLY yourself?**

if the application is not only for yourself :

Is the Application for Compensation for ONLY yourself?

Yes
 No

- if the applicants include the **Attorney for Trustee**, place a check mark in this box



Motion for Compensation:
Place a check in this box if the applicants include the Attorney for Trustee or any attorney

Joint filing with other attorney(s).

- select the Attorney for Trustee and any other applicant that is an Attorney

Select any additional attorney(s)

Brick, Daniel E. [Trustee]
Falk, Clifford J. [Debtor]
Falk, Clifford J. [Joint Debtor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

Select the Party screen:

- select all other applicants, except yourself. CM/ECF assumes that the person that logs in is an applicant

Motion for Compensation: Select All other applicants, except yourself.

WARNING: By selecting or adding a party below, you will create an Attorney Client relationship in CM/ECF.

Be certain you select the party you REPRESENT!!!

Select the Party:

Allen, Joseph W. 11 [U.S. Trustee]
Brick, Daniel E. [Trustee]
Maynard, Maryann C [Joint Debtor]
Maynard, Robert F [Debtor]

[Add/Create New Party](#)

- attach the pdf of the motion

- the attorneys and parties you selected will appear in the format below.

- The **filer of the motion** will always appear on this screen, only enter fees & expenses if the filer is also applying for compensation, otherwise, leave blank.
- “Type” - MUST be selected for each applicant. ‘Type’ is the role of the applicant.
- enter the dates for services rendered.
- enter the Fee & Expense Amount under each applicant
- enter zeros [0.00] if appropriate.

ONLY enter Fees & Expenses for the parties applying for compensation.

Applicant Daniel E. Brick	Type <input type="text"/>
<input checked="" type="checkbox"/> Filer	
From <input type="text"/>	To <input type="text"/>
Fee request \$ <input type="text"/>	Expense request \$ <input type="text"/>
Applicant Trustee Test	Type <input type="text"/>
<input checked="" type="checkbox"/> Filer	
From <input type="text"/>	To <input type="text"/>
Fee request \$ <input type="text"/>	Expense request \$ <input type="text"/>
Applicant Joseph W. Allen 11	Type <input type="text"/>
<input type="checkbox"/> Filer	
From <input type="text"/>	To <input type="text"/>
Fee request \$ <input type="text"/>	Expense request \$ <input type="text"/>

if the application is only for yourself :

- Do Not place a checkmark in this box:

Motion for Compensation:
Place a check in this box if the applicants include the Attorney for Trustee or any attorney

Joint filing with other attorney(s).

Next Clear

- you **MUST** select a Type. ‘Type’ is the role of the professional seeking compensation.
- enter the dates for services rendered
- enter the Fee & Expense Amount
- enter zeros [0.00] if appropriate

ONLY enter Fees & Expenses for the parties applying for compensation.

Applicant Trustee Test

Filer

From

Fee request \$

Type

To

Expense request \$