U.S. BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK
CM/ECF ELECTRONIC LEARNING MODULES

File an Application for Compensation
_____
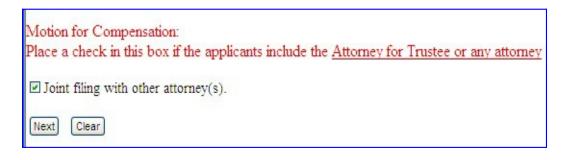
1. Go to: Bankruptcy > Motions/Applications
2. Enter the case number. Case number format: 00-12345
3. Click NEXT
4. Available Events: start typing in the box or scroll down to: Compensation
5. Click NEXT
6. Is the Application for Compensation for ONLY yourself?

    • If No is selected, go to step 7(a) below.
    • If Yes is selected, go to step 7(b) on page 4.

Is the Application for Compensation for ONLY yourself?

○ Yes
⊙ No

[Next] [Clear]

The application is **NOT** only for yourself:

7(a). If No is selected above:

Place a check in the box if the applicants include the Attorney for Trustee or any Attorney.

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]

8. Select all *Attorneys* applying for compensation.

    Click: Next

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
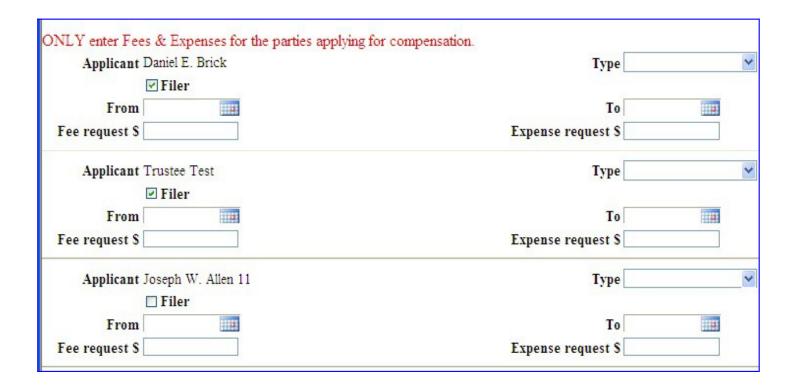[type of party shown in brackets]

[Next] [Clear]

9. Select all *non-attorneys* applying for compensation.
   - Do Not select yourself. (CM/ECF assumes that the person **logged in** is an applicant)
   - Click: Next

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]   Add/Create New Party
Brick, Daniel E. [Trustee]
Maynard, Maryann C [Joint Debtor]
Maynard, Robert F [Debtor]

[Next]   [Clear]
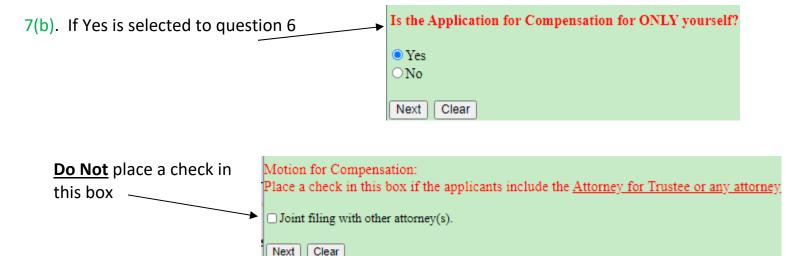
10. Attach the pdf of the application.
    Exhibits and Certificate of Service should be separate pdf documents.

11. WARNING: ONLY enter Fees & Expenses for the parties applying for compensation.
    Click: Next

12. The attorneys and parties you selected will appear in the format shown below.

   - The filer of the motion will always appear on this screen with a check mark under their name. Leave fees & expenses empty unless the <u>filer</u> is also applying for compensation.

   - **Type**: MUST be selected for each <u>applicant</u>. Type is the role of the applicant.

   - Enter the dates for services rendered.

   - Enter the requested Fees & Expenses under each applicant

   - Enter zeros, if appropriate. 0.00

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

Applicant Daniel E. Brick		**Type** ⌄
☑ Filer		
From ▦		**To** ▦
Fee request $		**Expense request $**
Applicant Trustee Test		**Type** ⌄
☑ Filer		
From ▦		**To** ▦
Fee request $		**Expense request $**
Applicant Joseph W. Allen 11		**Type** ⌄
☐ Filer		
From ▦		**To** ▦
Fee request $		**Expense request $**

The application is _only for yourself_:

7(b). If Yes is selected to question 6

Is the Application for Compensation for ONLY yourself?

○ Yes
○ No

[Next] [Clear]

Do Not place a check 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]

8. Attach the pdf of the application.
   Exhibits and Certificate of Service should be separate pdf documents.

9. WARNING: ONLY enter Fees & Expenses for the parties applying for compensation.
   Click: Next

10. Only 1 applicant should appear. It should be you.

   - Type: MUST be selected. Type is the role of the applicant.

   - Enter the dates for services rendered.

   - Enter the requested Fees & Expenses

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

Applicant Trustee Test	Type	
☑ Filer		
From	To	
Fee request $	Expense request $	