



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

APPLICATION FOR COMPENSATION

CM/ECF records professional fee and expense requests filed by trustees, attorneys, or other professionals. An Application and Order Approving the Employment of Professionals may be required. See Local Rule 2016-1. Please refer to Rule 2002(a)(6) for noticing requirements.

FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events screen displays. Click Motions/Applications
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Compensation' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select 'Compensation'. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Select Events' window to remove it). Click 'Next'
5. The Party Selection screens displays. If the Application is for “other professionals” both the filer and the professional must be selected. The Professional should already be a party in the case as an Application and Order to Employ is required. If an Attorney is the filer on his/her own behalf, select the party the attorney represents. Select the appropriate party. Click 'Next'
6. If this is the first time there is a filing on behalf of the filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
7. The PDF Document Selection screen displays. Click 'Browse' and navigate to the PDF document. Select the PDF and then click Open. Click 'Next'
8. The message screen displays: “Please refer to Rule 2002(a)(6) for noticing requirements. Applications for Compensation over \$1000.00 require a Notice.” Click 'Next'
9. The Fee Processing screen displays. Select the role type from the drop-down menu. Enter a date range for services performed. Enter the amount in Fees and Expense fields in dollars and cents. Do not use \$ or commas. Enter information in the second applicant field only, if applicable. Click 'Next'
10. The message screen displays. “Is the Compensation amount over \$1000.00?”. Select No or Yes from the drop-down menu. Click, 'Next' (Note: If no is selected, skip to step 13)
11. If yes was selected, you will get a screen that prompts to “Please Enter the Service Date:”.



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

Enter date of service and click 'Next'

12. The Monitor Deadline due date appears. Click 'Next'
13. The Modify Docket Text screen displays. Modify the docket text as appropriate. Click 'Next'
14. The final approval screen appears: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue. If something is not correct, click the back arrow. If the text reads correctly, click 'Next'
15. The Notice of Electronic Filing screen displays. (Refer to Notice of Electronic Filing for complete instructions.)