



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

ATTORNEY DISCLOSURE OF COMPENSATION

Local Rule 2016-1 (b) requires an attorney representing a debtor to file a disclosure statement with the petition. If an attorney commences representation of the debtor in a case after the filing of the petition, such attorney must file the disclosure statement at the time representation is commenced.

STEPS:

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays**
 - Click the 'Miscellaneous' hyper link
3. **The Case Number screen displays:**
 - Type the case number in yy-nnnnn format
 - Click 'Next'
4. **The Available Events screen displays:**
 - Scroll down to 'Disclosure of Compensation of Attorney for Debtor' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
 - Select the correct event. The event will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it.
 - Click 'Next'
5. **The Party Filer screen displays:**
 - Scroll through the list of parties. If your party is found, highlight the name.
 - If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions.)
 - Click 'Next'
 - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
 - Check the box



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- Click 'Next'
6. **The Attorney/Party screen displays:**

(This screen will only appear if this is the first time you have filed a document on behalf of this party.)

 - Create the Attorney/Party association click in the checkbox provided on the Attorney/Party association screen.
 - Click 'Next'
 7. **The PDF Document Selection screen displays:**
 - Click 'Browse', (Refer to the Navigating through the Directories for complete instructions.)
 - Click 'Next' to continue
 8. **The Modify Docket Text screen displays:**
 - Modify the docket text as necessary
 - Click 'Next'
 9. **The Final Docket Text screen displays: Attention!!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?**
 - Verify the Final Docket Text
 - Click 'Next'
 10. **The Notice of Electronic Filing displays.**

(Refer to the Notice of Electronic Filing for complete instructions.)