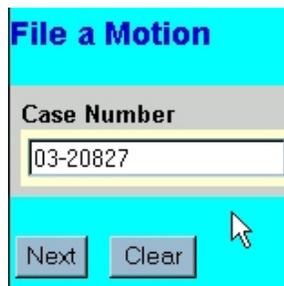


Application for Compensation

STEP 1 Select **Bankruptcy** from the **Main Menu**, and then click on the **Motions / Applications** hypertext link.

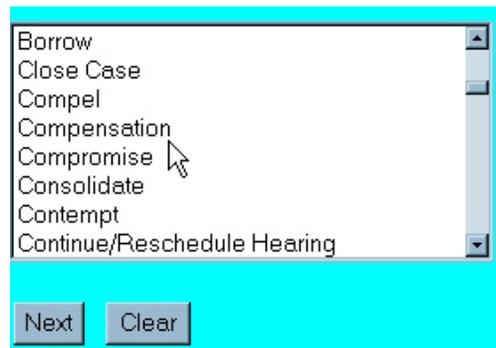


STEP 2 The **Case Number** entry screen displays.



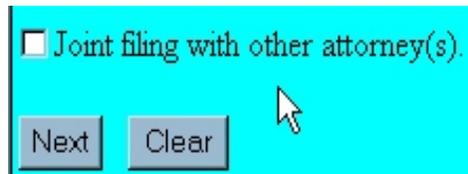
- ◆ **Case Number** - enter a case number in YY-NNNNN format.
- ◆ Click on the **Next** button.

STEP 3 The select the type of **motion/application** screen displays.



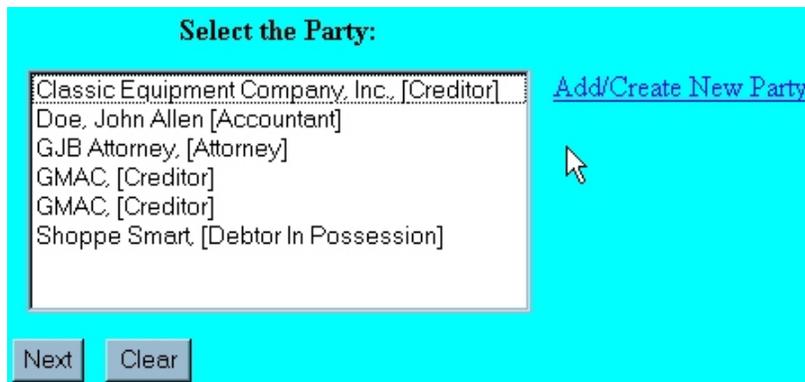
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Compensation**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ If the party's name appears, proceed to **Step10**.
- ◆ If the name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.

STEP 6 The **Search for a party** screen displays.

- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.

- ◆ If the party's name appears, click on it, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If the party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 If you picked a party from the pick-list, the **Party Information** screen displays.

John F. Doe SSN:xxx-xx-6706

Office Address 1 P.O. Box 100

Address 2 Address 3

City Crab Orchard State WV Zip 25827

County Raleigh Country

Phone Fax

E-mail

ProSe no Role Consultant (consult:prf)

Party text

Submit Cancel Clear

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as ‘A West Virginia Corporation’ in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

Party Information

Last name Doe First name John

Middle name F. Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

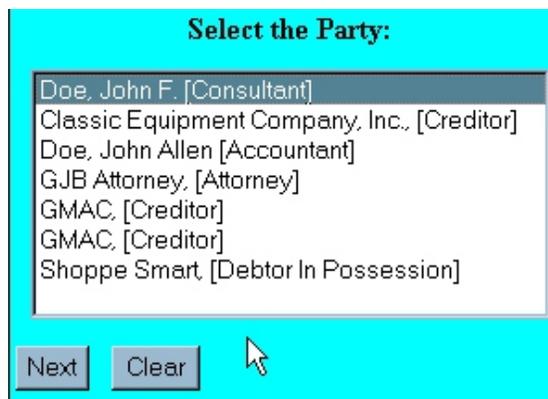
ProSe no Role Consultant (consult:prf)

Party text

Submit Cancel Clear

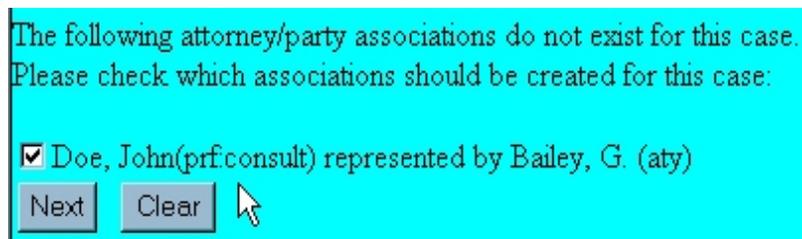
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person’s role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays.



- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

STEP 11 If an association has not been made in the system, the **Association** screen displays. Check the box to associate you as the attorney for the party selected/added if appropriate.



- ◆ Click **Next** to continue.

STEP 12 A **Verification of Case** screens displays. Verify you are in the right case and click on **Next** to continue.



STEP 13 The **Date Range and Amount Requested** screen displays.

Applicant G. J. Bailey	Type Attorney
<input checked="" type="checkbox"/> Filer	
From <input type="text"/>	To <input type="text"/>
Fee request \$ <input type="text"/>	Expense request \$ <input type="text"/>
Applicant John F. Doe	Type Consultant
<input type="checkbox"/> Filer	<input checked="" type="checkbox"/> Party
From 11/1/2003	To 12/31/2003
Fee request \$ 5,325.00	Expense request \$ 150.00
Next Clear	

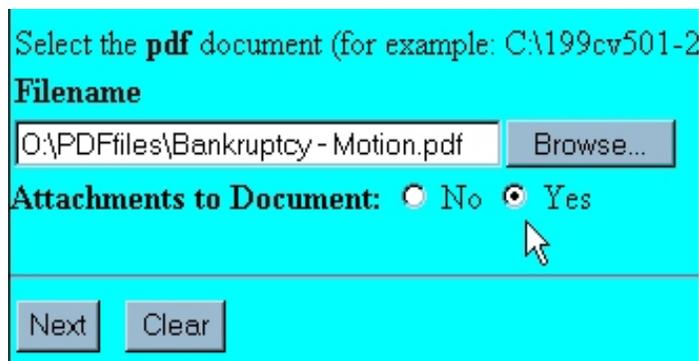
- ◆ If you are filing the application on behalf of a party, check the **Filer** box under your name and change the **Type** of professional if it is not correct.
- ◆ Check the **Party** box under the professional’s name, change the **Type** of professional if it is not correct.
- ◆ Type in the **From and To** date range.
- ◆ Type in the **Fee Request** and the **Expense Request**.
- ◆ Click on the **Next** button.

STEP 14 The **With Certificate of Service?** screen displays.



- ◆ Type a lowercase ‘y’ if your motion contains a Certificate of Service or a lowercase ‘n’ if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button.

STEP 15 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the Proposed Order and any other documents (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to ‘Yes.’
 - ▶ Click on the **Next** button.

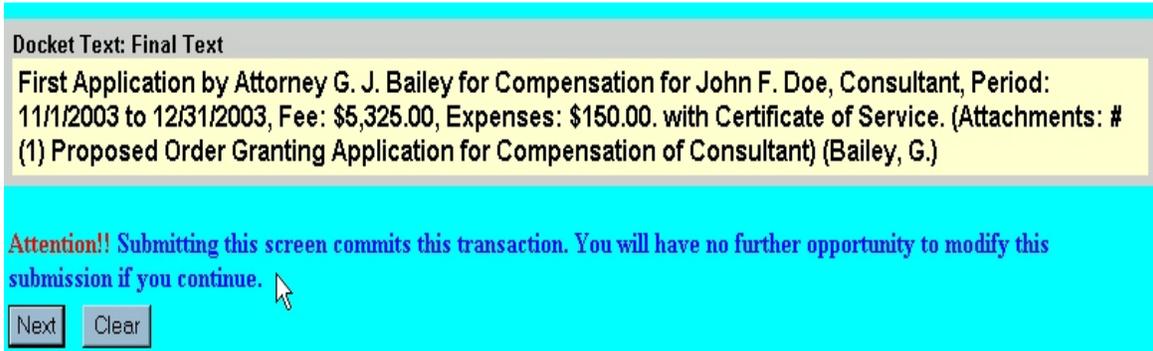
STEP 16 The **Select one or more attachments:** screen displays.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Repeat these steps until all attachments have been added.
- ◆ Click on the **Next** button.

STEP 17 The **Docket Text: Modify as Appropriate** screen displays.

- ◆ Type in additional text in boxed provided if needed.
- ◆ Click on the **Next** button

STEP 18 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ 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**.

STEP 19 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

