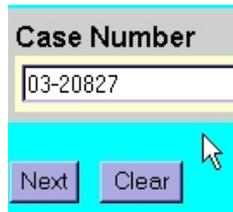


Application to Employ and Compensate Officers

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

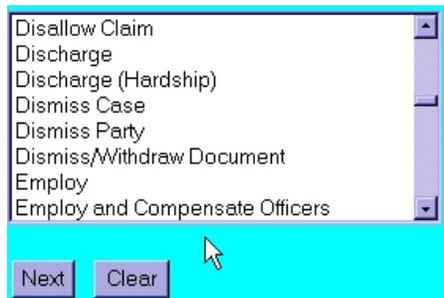


**STEP 2** The **Case Number** screen displays.



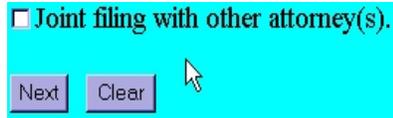
- ◆ Enter the **Case Number**.
- ◆ Click on the **Next** button.

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



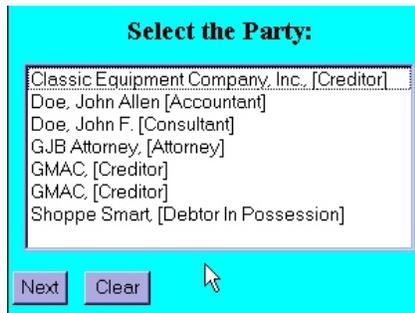
- ◆ Use the scroll bar to locate **Employ and Compensate Officers**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint Filing** screen displays.



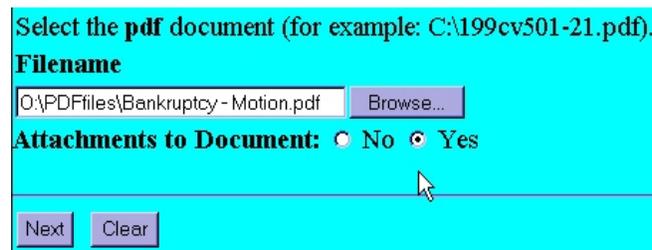
- ◆ If this is a **joint** motion, click on the **radio button**;
- ◆ If this is **not a joint** motion, leave the radio button blank and
- ◆ Click on the **Next** button.

**STEP 5** **Select the Party (filer)** screen displays.



- ◆ Click on the filing party's name.
- ◆ Click on the **Next** button.

**STEP 6** 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 other documents:
  - ▶ Click on the radio button next to **'Yes.'**
  - ▶ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen appears. All pleading exhibits must be attached at this time.

- ◆ 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.
- ◆ Click on the **Next** button.

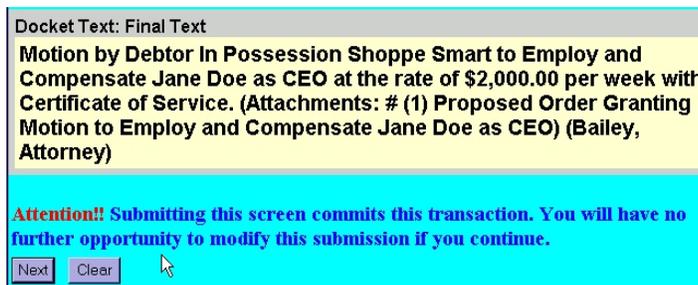
**STEP 8** The **Professional Information** screen displays.

- ◆ Enter the **Name of the Person to be Employed**.
- ◆ Enter the **Type of Position** (attorney, accountant, etc).
- ◆ Enter the rate of pay and when paid (daily, weekly, monthly, etc.).
- ◆ Type a lowercase **'y'** if your document contains a Certificate of Service.
- ◆ Click the **Next** button.

**STEP 9** A **Verification** screen displays. Verify the case name and number and then click on the **Next** button.



**STEP 10** The **Final Docket Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ If the final docket text is incorrect, click the browser **Back** button to find the screen needed to modify or to abort or restart the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.
- ◆ Click the [Next] button if correct.

**STEP 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

