

Application To Employ (Trustee Employing Him/Herself as Attorney for Trustee)

This is the procedure for a Chapter 7 Trustee to submit an Application to Employ Him/Herself as Attorney for the Trustee.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.) Your screen may appear different as menu selections are assigned by user permissions.

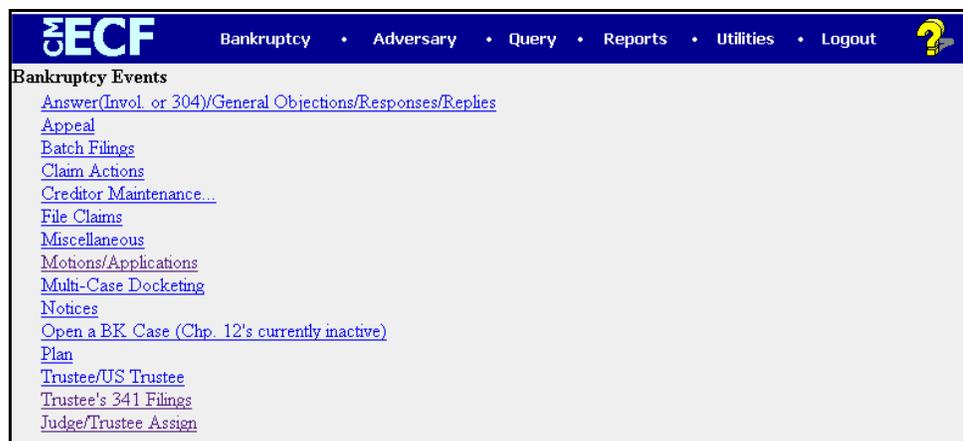
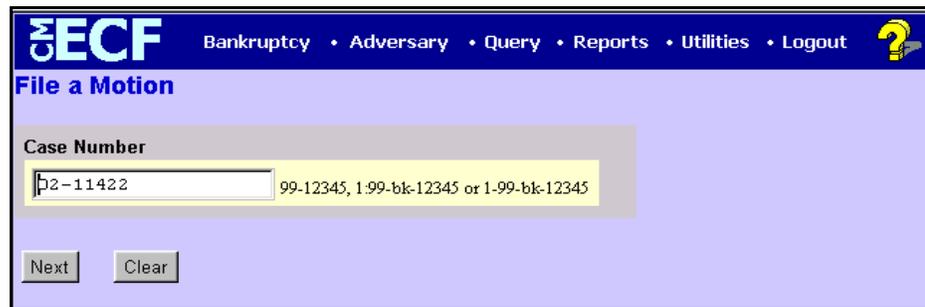


Figure 2

- Click the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)



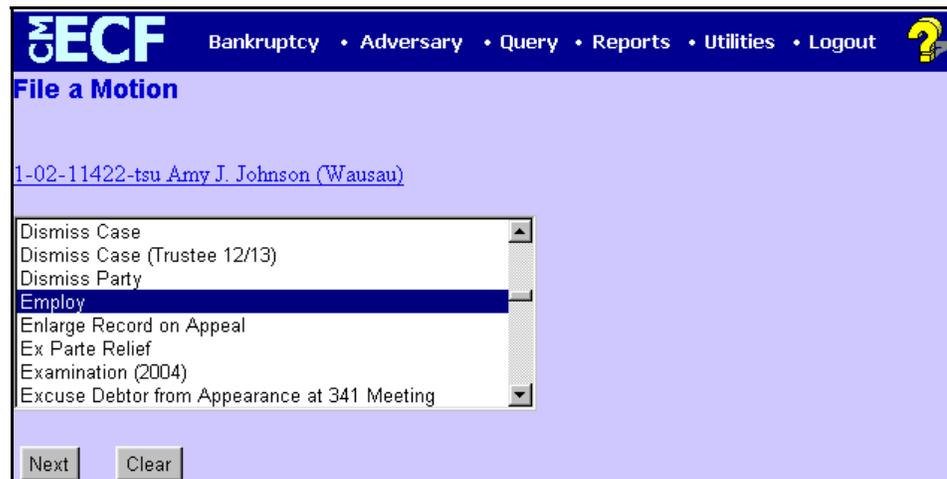
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a header for 'File a Motion'. The main area contains a 'Case Number' label and an input field containing '02-11422'. To the right of the input field, there is a list of suggestions: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 3

— Enter the case number in YY-NNNNN format.

— Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen displays. (See Figure 4.)



The screenshot shows the ECF interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a header for 'File a Motion'. The main area contains a link for '1-02-11422-tsu Amy J. Johnson (Wausau)'. Below the link is a pick list with the following options: 'Dismiss Case', 'Dismiss Case (Trustee 12/13)', 'Dismiss Party', 'Employ' (highlighted), 'Enlarge Record on Appeal', 'Ex Parte Relief', 'Examination (2004)', and 'Excuse Debtor from Appearance at 341 Meeting'. Below the pick list are two buttons: 'Next' and 'Clear'.

Figure 4

— Scroll the **Document Selection** pick list to select the **Employ** relief.

NOTE: To locate your event quickly, type the first letter of the entry (*E* for **Employ**) and the highlight bar will immediately select the first event beginning with *E*.

— Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then display.
(See Figure 5.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "1-02-11422-tsu Amy J. Johnson (Wausau)". A checkbox labeled "Joint filing with other attorney(s)." is present and unchecked. At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 5

- This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.
- If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)

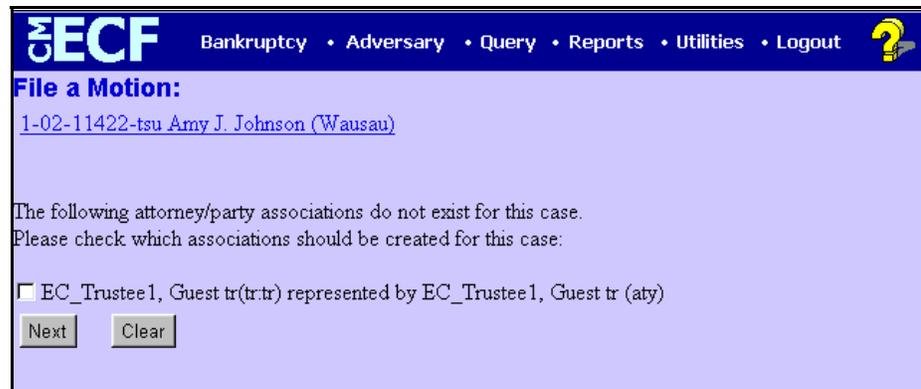


The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "1-02-11422-tsu Amy J. Johnson (Wausau)". The main content area is titled "Select the Party:" and contains a dropdown menu. The dropdown menu is open, showing the following options: "EC Trustee", "Guest tr [tr:tr]", "Johnson, Amy J. [pty:db]", and "US Trustee's Office [ust:ust]". To the right of the dropdown menu, there is a link labeled "Add/Create New Party".

Figure 6

- Locate and select the trustee in the **Party Selection** window. Click **[Next]** to continue.

STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen may appear. (See Figure 7.)

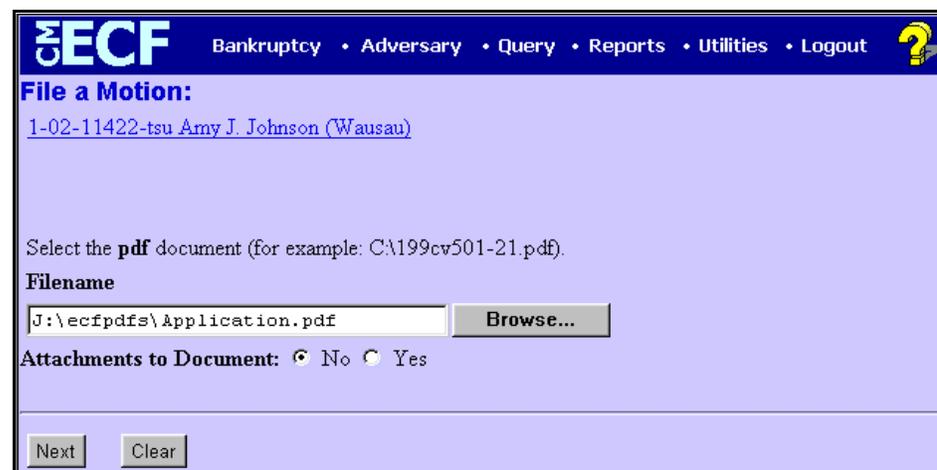


The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "1-02-11422-tsu Amy J. Johnson (Wausau)". The main content area contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "EC_Trustee1, Guest tr(trtr) represented by EC_Trustee1, Guest tr (aty)". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 7

- This screen presents a checkbox to link the filer to the attorney. Do not check this box.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 8a.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "1-02-11422-tsu Amy J. Johnson (Wausau)". The main content area contains the text: "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this text is a section labeled "Filename" with a text input field containing "J:\ecfpdfs\Application.pdf" and a "Browse..." button. Below the input field is a section labeled "Attachments to Document:" with two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8a

- Click [**Browse**], then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 8b.)

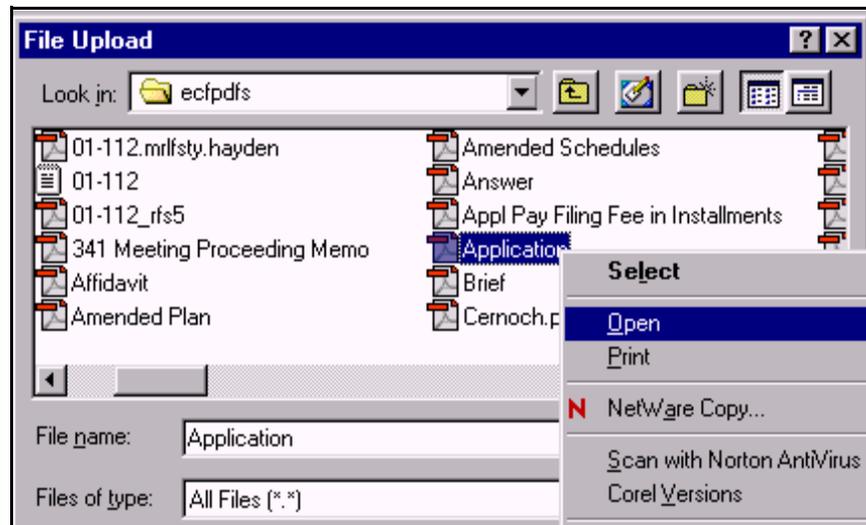


Figure 8b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **Open** on the **File Upload** dialogue box. (See Figure 8c.)

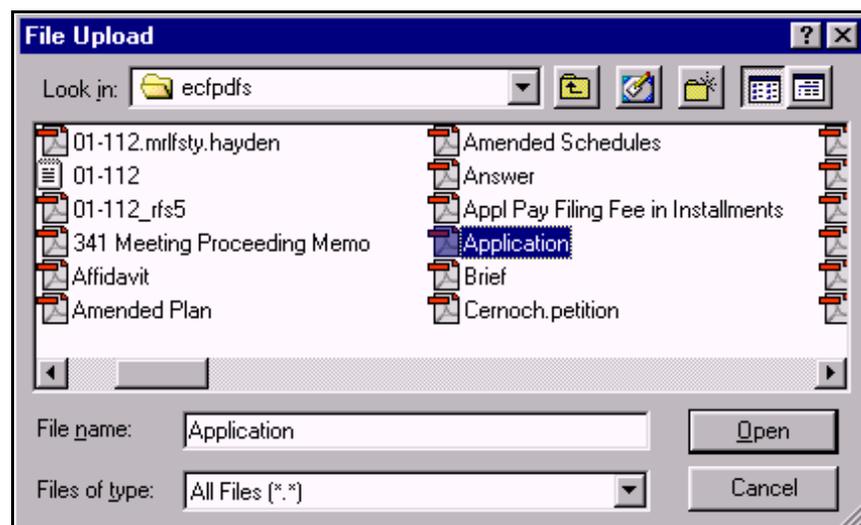


Figure 8c

STEP 9 A **DOCUMENT INFORMATION** screen displays next.
(See Figure 9.)

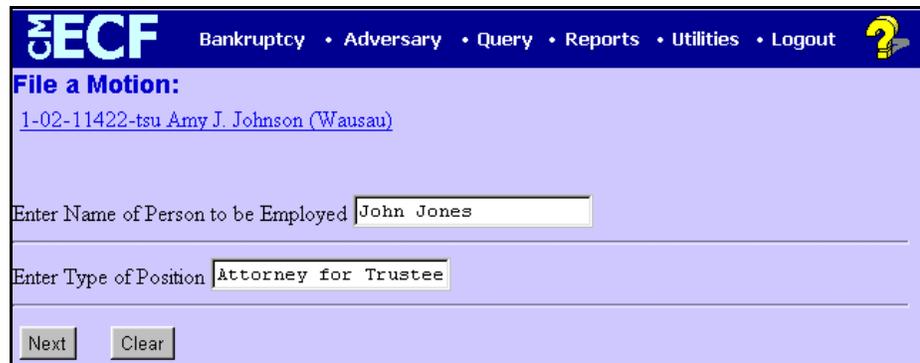


Figure 9

- The information typed in the windows displayed above will appear in docket text.
- Click **[Next]** to continue.

STEP 10 The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text.
(See Figure 10.)

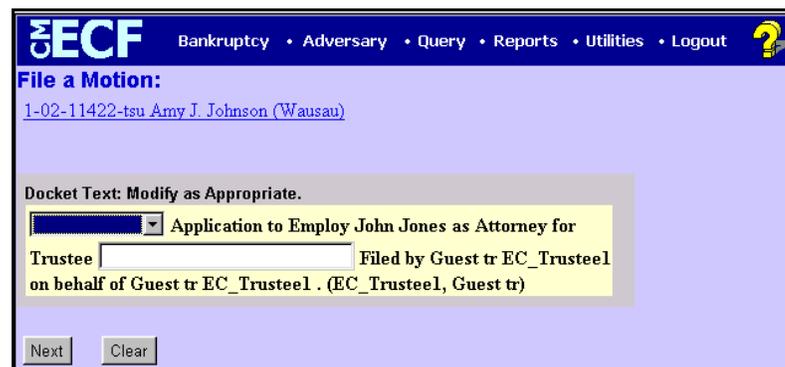


Figure 10

- Click the down arrow – to display the prefix options. If appropriate, select a descriptive prefix.
- If necessary, add detail to the final text.
- Click **[Next]** to continue.

STEP 11 The **FINAL APPROVAL** screen will appear. (See Figure 11.)

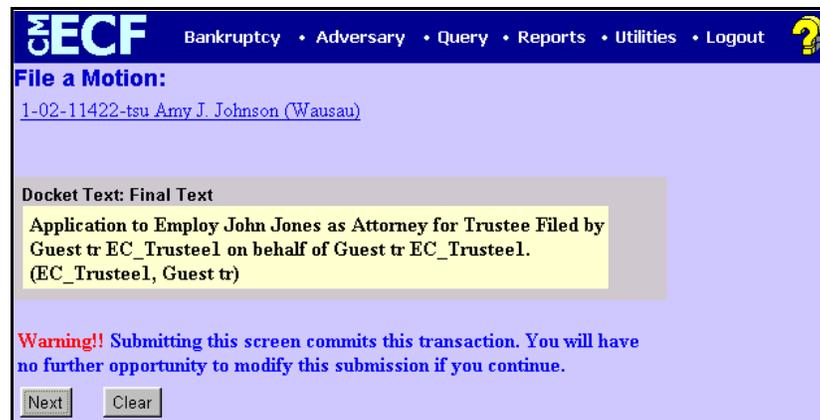


Figure 11

- Carefully verify the final docket text. Read the warning message and proceed.
- If correct, click **[Next]**.
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the errors(s) and proceed with the event.
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 12.)



Figure 12

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the document just filed. Clicking on the document number here will allow you to view the filed document once without charge.
- Scroll down to see participants who have or have not registered for electronic noticing on this case.

- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

STEP 13 Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. (See Figure 13.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Login Reset

Figure 13