

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Application for Compensation - Debtor's Counsel/Ch 11 Professional - This event is to be used by debtor's counsel and professionals in Chapter 11 cases in which a Trustee has not been appointed (i.e. "Unsecured Creditors' Committee").

Step	Action
1	Select Bankruptcy > Motions/Applications . Enter the case number - Next .
2	Verify case information. Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select Compensation - Debtor's Counsel/Ch 11 Professional - Next . Bypass the Joint Filing with other Attorney(s) screen - Next .
3	At Select the Party screen highlight the party and select Next or Add/Create New Party : <ul style="list-style-type: none"> • Enter the SSN/ITIN or Last/Business name to search for a party - Search. • Highlight name from Party Search Results - Select Name from List - update information on Party Information screen - choose correct party Role - Submit. • If no match is found - Create New Party. • Type information in appropriate fields - choose correct party Role - Submit. • The party should be highlighted - Next.
4	Create the attorney/party association by clicking in the check box. This establishes the link for electronic noticing - Next .
5	Type "Y" in the text field "Was a Hearing Notice Filed with This Motion?" - Next . Obtain hearing date, time and location from calendaring deputy.
6	Select Browse to Select the PDF Document . Locate and verify the PDF document you wish to file. Select Open to attach the PDF - Next
7	Enter date, time and location of the hearing - Next .
8	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.