

### **APPLICATION FOR COMPENSATION**

This event is programmed in CM/ECF to automatically transmit statistical information to the Administrative Office of the U.S. Courts pursuant to statutory mandates of BAPCPA. Please be sure this is the most appropriate event for the pleading you are e:filing.

Compensation of Professionals is guided by [D.N.J. LBR 2016-1](#). This local rule was substantially amended in 2006 and several changes have been made to the related local forms. To view the forms, follow the links on our website *Forms* → *Miscellaneous Forms*:

*Local Form 3, Fee Application Cover Sheet* - There are two versions of this form. One to be used for fees incurred in cases filed [on or after 10/1/06](#) and one to be used for fees incurred in cases filed [prior to 10/1/06](#).

*Local Form 4, Accountant Fee Application Cover Sheet*. Please take note that this form was redacted on 10/1/06.

[Local Form 13, Certification of Debtor's Counsel Supporting Supplemental Chapter 13 Fee.](#)

[Local Form 14, Order Granting Supplemental Chapter 13 Fees.](#)

PLEASE NOTE: Fee applications \$1,000.00 and under do not require a hearing date. Fee applications \$1001.00 and higher do require a hearing date, but a court appearance may not be necessary. See **STEP 9** below and refer to [D.N.J. LBR 2016-1](#) for additional guidance.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT] or hit the Enter key
- STEP 4** Select **Compensation** from the drop down list. Notice that the event is entered in the *Selected Events* field. If this is not the event you wanted, click on it to remove it or select another event; click [NEXT]

**STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

**STEP 6** Select party on whose behalf you are filing or click [ADD/CREATE PARTY]; click [NEXT]

- ☛ *TIP 1- If the party seeking compensation is an individual attorney and is filing for their own fees and expenses, choose the party the attorney represents.*
- ☛ *TIP 2 - If the party seeking compensation is a law firm, rather than an individual attorney, add the firm as a party in the case and select the firm as the party.*

**STEP 7** Upload the PDF document and any attachments, click [NEXT]

- ☛ *TIP - Please see the Local Forms referred to above.*
- ☛ *TIP - Supporting documents such as Retention Orders, Certificates of Service, Proposed Orders and Exhibits are uploaded as ATTACHMENTS to the Application.*
- ☛ *TIP - Lengthy Exhibits should be broken down into groups and uploaded separately. For example Exhibit A(Jan through June), Exhibit B(July through Dec) etc.*

**STEP 8** Screen displays, *Is the amount of fees requested, excluding expense, \$1,000 or under?* If you select YES, no hearing is required. If you select NO, you must enter a hearing date in STEP 10 below.

**STEP 9** An *Applicant Information* screen. The *Filer* box under the Filer's name should be checked. If you selected NO in STEP 9, enter the hearing date, time and location in the appropriate field.

- ☛ *If the filer is seeking compensation for their own fees and expenses, complete the fields on the top half of the screen. Select the role of the filer from the Type drop down list and enter dates and amounts associated with the filer.*
- ☛ *If the filer is filing on behalf of another party, complete the fields on the bottom half of the screen. Select the role of the party from the Type drop down list and enter dates and amounts associated with the party.*

**STEP 10** Docket text appears; select applicable prefix, if any: e.g. *First*; review for accuracy; click [NEXT]

☛ *TIP - Other than selection of prefix, the text of this docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

**[Prefix selection] Application for Compensation for Test Attorney, Debtor's Attorney, period: 12/1/2001 to 12/31/2001, fee: [amount] expenses: [amount]. Filed by Test Attorney. [Hearing Information may or may not appear].**

**STEP 11** Final docket text appears; click [NEXT] to submit

☛ *TIP - This is the last opportunity to change information or abort transaction.*

**STEP 12** **Notice of Electronic Filing** displays