

APPLICATION FOR A WAGE ORDER

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Wage Order** from drop down list; 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 the party on for whom you're filing the application; click [NEXT]
- ☛ *TIP - If the case is a joint case, and the Application applies to one debtor only, choose only the debtor to whom the application applies.*
- STEP 7** **DO NOT SCHEDULE THIS APPLICATION FOR A HEARING.** Click [NEXT] to skip this screen
- STEP 8** Upload PDF file and any attachments; click [NEXT]
- ☛ *TIP - Supporting documents and proposed orders are added to the event as ATTACHMENTS to the application.*
- STEP 9** Objection deadline will set automatically, **do not change.** Click [NEXT] to skip this screen
- STEP 10** Confirm case name and number; click [NEXT]
- STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
- ☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***
- SAMPLE DOCKET TEXT
- Application for a Wage Order Filed by John Grisham on behalf of Tasha Erving. Objection deadline is 5/12/2004. (Attachments: # (1) Certification of Debtor, # (2) Certificate of Service, # (3) Proposed Order) (Grisham, John)**
- STEP 12** **Notice of Electronic Filing** displays