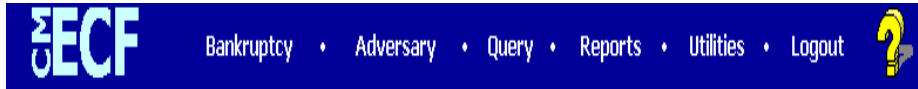

Application to Employ

STEP 1 Click the **Bankruptcy** hyperlink on the **ECF Main Menu** (See figure 1)



STEP 2 Choose **Motions/Applications** category.

STEP 3 Enter case number, click [NEXT]

STEP 4 Select **Employ** from drop down list, click [NEXT]

STEP 5 Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click [NEXT], if no, just click [NEXT]

☛ *TIP - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

STEP 6 Select the party filing the application; click [NEXT]

➤ *Tip - For example, select the debtor as the "filer" if he or she is seeking to employ an appraiser.*

STEP 7 Click the box if you wish this association to occur. Otherwise click [NEXT].

STEP 8 **Two messages display:**

You must attach your Affidavit of employment with your Application to Employ.

The Declaration Regarding Electronic Filing for all Documents Requiring Original Signatures, Form P.4 Due by: 11/12/2004. Failure to Timely File Local Form P.4 will result in the automatic issuance of an Order to Show Cause why the document(s) should not be stricken and/or denied.

The **PDF DOCUMENT SELECTION** screen displays

1. Click [**Browse**], then navigate to the directory where the appropriate PDF file is located.
2. To verify that this is the appropriate document, highlight the document name.
 - Right Click with your mouse.
 - Select **open** to view the imaged document.

- Click **X** in the upper-right corner to exit to image.
 - If correct, double-click the PDF file to select it.
3. Click “Yes” for Attachment [NEXT]
 4. Click [**Browse**], then navigate to the directory where your affidavit of employment is located. (Open and verify as listed above)
 5. Under **Type** click on the arrow and pick what your attachment is. In this case, click on Affidavit.
 6. Click on **Add to List**
 7. Click [NEXT]

STEP 9 The **CERTIFICATE OF SERVICE** prompt appears.

Insert a “y” or “n” in the prompt as to whether certificate of service is attached.

- ***Tip** - Use lower case letters only to respond to certificate of service question. If certificate of service (cos) is not attached, filer will receive a 2 day deadline to file the cos. If not filed within 2 days, motion/application will be denied. The better practice is to always file the cos with the underlying document. Instructions for completing the certificate of service are available in this manual.*

STEP 10 Enter the name of the person or firm the applicant wishes to employ, eg. Smith

STEP 11 Enter the “type of position” the applicant wishes to employ, eg. Appraiser; click [NEXT] to accept all information on this screen.

STEP 12 Objection Deadline Defaults; [NEXT]

STEP 13 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

- ***Tip** - This is the last opportunity to change information by using the [BACK] button on your browser or to abort transaction.*

SAMPLE DOCKET TEXT

Application to Employ Smith Consultants as Appraiser, Filed by Debtor, Jane Doe. Declaration re: Electronic Filing Form P.4 Due by 11/12/06; Objections to Motion Due: 11/10/06. (Attachments: # (1) Affidavit) (Batty, Kristen)

STEP 14 Final docket text appears; click [NEXT] to submit.

➤ *Tip - Text of docket entry cannot be modified from this screen; if modification is necessary, use [BACK] button on your browser*

STEP 15 **Notice of Electronic Filing** displays.

