

Applications for Final Compensation

Applicants who **electronically** file Applications for Interim or Final Compensation are no longer required to file **RI Bankr. Form C** (Notice of Filing of Interim/Final Application for Compensation under Chapter 7, and Interim Applications Under Chapters 11 and 13), or **RI Bankr. Form D** (Final Applications for Compensation Under Chapters 11 and 13). Upon receipt of electronically filed Applications for Compensation, the court will serve the appropriate **Notice of Final/Interim Compensation** to all creditors and interested parties.

Applicants are required to file **RI Bankr. Form C.2, C.3 or C.4** (see attached) summary sheets with their interim and final compensation requests.



STEP 1 Click the **Bankruptcy** hyperlink on the ECF main menu.

STEP 2 Click the **Motions/Applications** hyperlink.

STEP 3 The **Case Number** screen displays.

' **Enter case number;**

' Click **[NEXT]**

STEP 4 The **Motions/Applications Events** screen displays.

' Select **Final Compensation.**

' **Tip:** Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing "F" brings you to all pleadings beginning with the letter "F".

' Click **[NEXT]**

STEP 5 The **Joint Filing Box** displays.

' Check this box if the pleading is a joint filing with another attorney. Click [NEXT] Select attorney (joint filer).

' **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. Their name will then appear in the pick list.

' If the pleading is not a joint filing, click [NEXT].

STEP 6 The **Party Filer** screen displays.

' If the final request is filed by an attorney, choose the party you represent from the pick list;

' If the final request is filed by a professional, choose the professional from the pick list - Attorneys that file fee applications on behalf of a professional in the case will see the **Attorney/Party Association** screen display. Bypass this screen by clicking [Next].

' **Note:** If you are not listed in the pick list, you have not been employed!

' The case verification screen displays; click [Next].

STEP 7 **Message displays: REMINDER to attach Fee Compensation Forms in accordance with LBR 2016-1(a)(10) Fee Application Summary Sheet, RI Bankr. Form C.2; Interim Fee Allowance C.3 or Final Fee Allowance C.4.**

Attach the **PDF** document.

' Click [**Browse**], then navigate to the directory where the PDF file is located in your computer.

' **Tip:** If you are using Netscape as your browser, **Files of type:** defaults to HTML Files. Click the arrow to the right of the **Files of type** box and choose **All Files(*.*)** - PDF documents will now display.

' Once the file is located, verify the accuracy prior to uploading:

- Right-click the document name.
- Select **Open** from the drop down list.
- Verify the contents of the document.

- Click the **X** in the upper right corner of the document screen
- ' Double click the PDF file to select it.
- ' Click “yes” for attachments and attach the applicable forms (see narrative at the beginning of instructions.)

STEP 8 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 9 The **Fee and Expense** screen displays.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the case name "1:03-bk-11555 Constance Verii" is displayed. The main area contains two sections for entering applicant information:

- Applicant 1:** Gail Kelleher, Type: Debtor's Attorney. Includes a checked "Filer" box, a "From" date of 5/1/2003, a "To" date of 8/28/2003, a "Fee request \$" of 4352.00, and an "Expense request \$" of 454.00.
- Applicant 2:** Constance Verii, Type: Accountant. Includes an unchecked "Filer" box, empty "From" and "To" date fields, and empty "Fee request \$" and "Expense request \$" fields.

At the bottom of the form, there are "Next" and "Clear" buttons.

% The applicant and party represented appear on the screen;

% Check the box of the **Filer** of the Final Request;

Note: Filer box of first applicant auto-defaults; you must uncheck this box if applicant is not this filer.

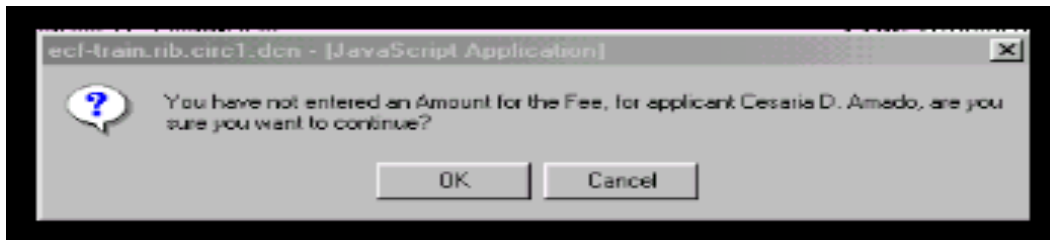
' Click the **Type** drop down box; choose the capacity of the applicant;

' Complete the **From** and **To** screen for the period of time the Final application encompasses;

' Complete the **Fee Request** and **Expense Request** stated in the Final application.

' Is this an amended application? Type "y" or "n" and [NEXT] (If an amended

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next screen)



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' Click [NEXT]. Two messages re Fees & Expenses will display:

' Click **OK** for both messages.

STEP 10 Verification Screen appears - Click [NEXT]

STEP 11 Final Docket Text Displays

**STEP
12
Review
for
accura
cy. If
no
errors,**

click [NEXT] to submit. Otherwise, use
Back button on browser to make corrections.

STEP 13 Notice of Electronic Filing Displays.

Docket Text: Final Text

Application for Final Compensation for Gail Kelleher, Debtor's Attorney, Period: 5/1/2003 to 8/28/2003, Fee: \$4352.00, Expenses: \$454.00., Less any Previously Allowed Interim Payment and Less any Previously Allowed Expenses. Filed by Attorney Gail Kelleher. Objections/Responses due by: 9/12/2003. (Kelleher, Gail)