

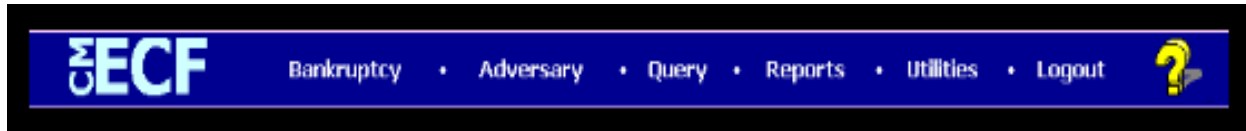
Applications for Interim Compensation

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.

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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 **Interim 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 "i" brings you to all pleadings beginning with the letter "i".

' 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]**

- K** *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 The **Party Filer** screen displays.

- ' If the interim request is filed by an attorney, choose the party you represent from the pick list;
- ' If the interim 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 the applicant is not listed in the pick list, they have not been employed!

- ' 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 **[Next]**.

- ' Click "yes" for attachments and attach the applicable forms (see narrative at the beginning of instructions)

STEP 8 Three prompts appear:

- ' Enter Total Interim Fee Allowances to Date
(Enter "0" if none have been allowed)
- ' Enter Total Expense Reimbursements to Date
(Enter "0" if none have been allowed)
- ' Is the Certificate of Service executed and attached?
(‘y’ or ‘n’)
- ' Click [Next].

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

Applicant	Type	From	To	Fee request \$	Expense request \$
Gail Kelleher <input checked="" type="checkbox"/> Filer	Debtor's Attorney	8/1/2008	8/1/2008	2077.00	000.00
Constance Veri <input type="checkbox"/> Filer	Accountant			0.	0.

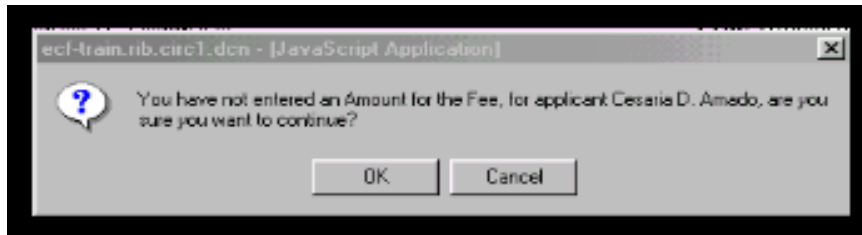
The applicant and party represented appear on the screen;

- ' Check the box of the person requesting Interim Compensation; **Uncheck first applicant's name IF necessary.**

- ' Click the **Type** drop down box; choose the capacity of the applicant;
- ' Complete the **From** and **To** screen for the period of time the Interim application encompasses;

Complete the **Fee Request** and **Expense Request** stated in the Interim application.

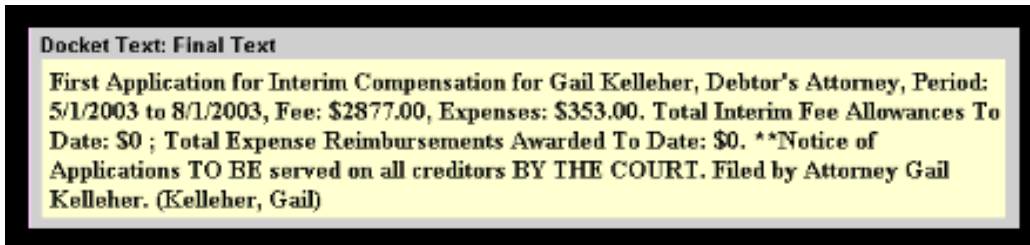
- ' Is this an amended application? Type “y” or “n” and [NEXT] (If an amended application is being filed, you will need to select the original fee application on the next screen)
- ' Click [NEXT]. Two messages display regarding fees & expenses:



- ' Click **OK** for both messages.

STEP 10 ' Verification screen displays; Click [NEXT]

STEP 11 ' **Final Docket Text Displays**



- ' **Review for accuracy**
- ' **If no errors, click [NEXT] to submit. Otherwise, use back button on browser and make corrections.**

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