

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

FEE APPLICATION FILING INSTRUCTIONS

- A. The Limited Use/Fee Application Filing Password may be used to electronically file an application by a professional, employed by a trustee or Chapter 11/12 debtor-in-possession, compensation and/or expenses. The password will also permit the filer to file related documents shown below and to electronically upload any associated orders.
- B. The Limited Use/Fee Application Filing password has access to the following menu items on the Bankruptcy Events Menu.



- C. Under Fee Application/Reports, the following documents may be electronically filed.

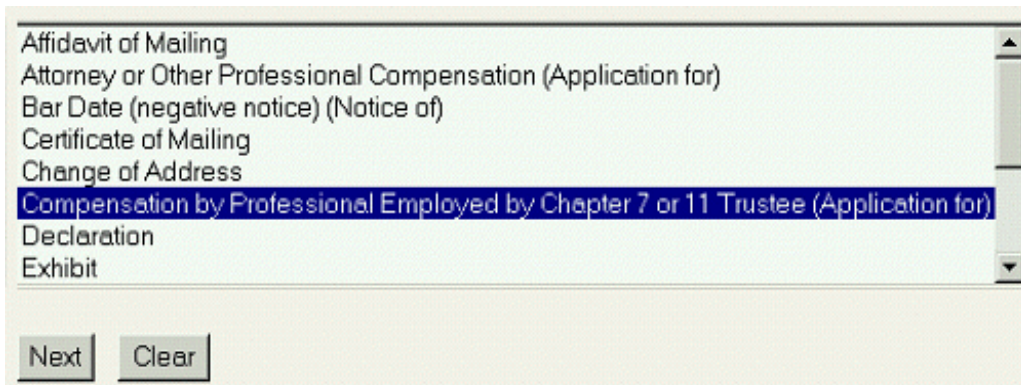
Affidavit of Mailing
Attorney or Other Professional Compensation (Application for)
Bar Date (negative notice) (Notice of)
Certificate of Mailing
Certificate of Service and No Objections
Change of Address
) Compensation by Professional Employed by Chapter 7 or 11 Trustee (Application for
Declaration

Exhibit
Hearing (Notice of)
Operating Report
Other Miscellaneous Filing
Post-Confirmation Report

D. Fee Applications. When filing an application for compensation and/or expenses, select one of the two following entries. Select the Compensation by Professional Employed by Chapter 7 or 11 Trustee only if employed by the trustee. If employed by a debtor-in-possession, then please select the Attorney or Other Professional Compensation entry. If employed by the trustee, you will be prompted to input dollar amounts during the filing. If employed by a debtor-in-possession, this is not required.

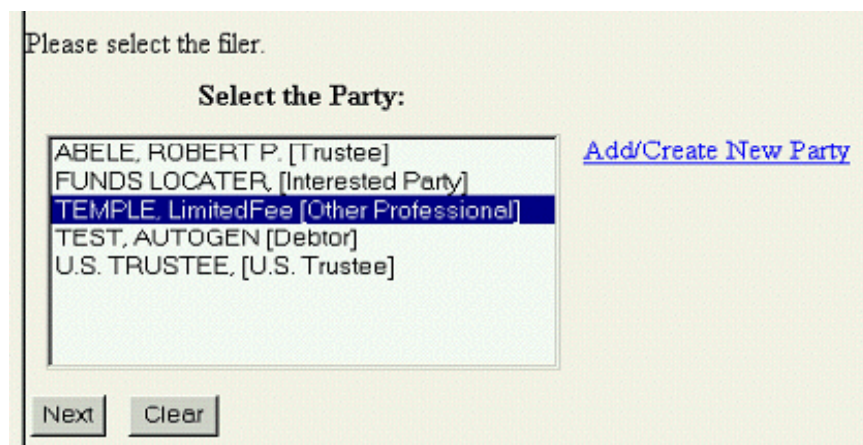
Compensation by Professional Employed by Chapter 7 or 11 Trustee (Application for
Attorney or Other Professional Compensation (Application for)

If employed by the trustee, select the proper entry and click on Next.



A screenshot of a software interface showing a dropdown menu. The menu items are: Affidavit of Mailing, Attorney or Other Professional Compensation (Application for), Bar Date (negative notice) (Notice of), Certificate of Mailing, Change of Address, Compensation by Professional Employed by Chapter 7 or 11 Trustee (Application for) (highlighted in blue), Declaration, and Exhibit. Below the menu are two buttons: 'Next' and 'Clear'.

If you have previously filed a document in the case, your name should be on the list (you would have input your name when you made your first filing in the case) and you can select it from the list. If this is your first filing in the case, you will need to select Add/Create New Party.



A screenshot of a software interface titled 'Please select the filer.' Below the title is the heading 'Select the Party:'. A list box contains the following entries: ABELE, ROBERT P. [Trustee], FUNDS LOCATER, [Interested Party], TEMPLE, LimitedFee [Other Professional] (highlighted in blue), TEST, AUTOGEN [Debtor], and U.S. TRUSTEE, [U.S. Trustee]. To the right of the list box is a blue hyperlink labeled 'Add/Create New Party'. Below the list box are two buttons: 'Next' and 'Clear'.

To Add/Create New Party, you will first need to search the court's master list of all parties (you should be on this master list if you have filed previously in another case). Input your last name and click on Search.

Search for a party

SSN Tax Id

Last/Business name

If you are on the list, you may select yourself. If not on the list, you will need to select Create new party.

Party search results

TEMPLE, LimitedFee
 TEMPLE, MARCIA ANNE
 TEMPLE, MARY B.
 TEMPLE, MICHAEL ANDREW
 TEMPLE, MICHAEL R.
 TEMPLE, MICHAELA

When creating a new party, do not complete the SSN or Tax ID fields as this information is not required and for privacy reasons you should not be provided. Be sure to select for Role one of the following professional types listed on that menu.

- | | |
|--------------------|-----------------|
| Accountant | Appraiser |
| Auctioneer | Broker |
| Consultant | Examiner |
| Financial Advisor | Special Counsel |
| Other Professional | |

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

You will now be added to the list of parties in the case already highlighted and only need to click on Next.

Please select the filer.

Select the Party:

- TEMPLE, ACCOUNTANT C. [Accountant]
- ABELE, ROBERT P. [Trustee]
- FUNDS LOCATER. [Interested Party]
- TEMPLE, LimitedFee [Other Professional]
- TEST, AUTOGEN [Debtor]
- U.S. TRUSTEE, [U.S. Trustee]

[Add/Create New Party](#)

On the next screen, you will be prompted to upload your fee application in pdf format. You are given the opportunity to add one or more attachments. If the file size of your application or of any exhibits exceed 7 megabytes, they should be broken up into sections under 7 megabytes. You must e-file the entire application and any exhibits or other attachments. If you have no attachments, click on Next

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

If you have attachments to file, select Attachments to Document: Yes. Upload the pdf file for the attachment and select a Type and fill in a Description, then add to list. If are filing more than one attachment, repeat the process, until all are added, then click on Next.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type	Description
Supplement	Time Records

3) Add the filename to the list box below. If you have more attachments, go back to

You will next be prompted to fill in the dollar amounts of the compensation and/or expenses you are seeking approval for in the application being filed. Check the Filer box, verify that the Professional type displayed is correct (change if necessary), input the time period and input the amounts, including any cents.

<p>Applicant ACCOUNTANT C. TEMPLE</p> <p><input checked="" type="checkbox"/> Filer</p> <p>From 1/6/2004</p> <p>Fee request \$ 4500.00</p>	<p>Type Accountant</p> <p><input type="checkbox"/> Party</p> <p>To 6/30/2004</p> <p>Expense request \$ 656.00</p>
<p>Next Clear</p>	

On the next screen, select the appropriate prefix, Interim or Final depending on whether you fee application is a final one or an interim one.

Interim Application for Compensation by Professional Employed by Trustee

At the conclusion of the filing process, you will receive a Filing Receipt, you may want to print or save this receipt in electronic format as it is your proof of filing

U.S. Bankruptcy Court
District of Arizona

Notice of Electronic Filing

The following transaction was received from TEMPLE, LimitedFee entered on 11/23/2004 at 12:15 PM AZ and filed on 11/23/2004

Case Name: AUTOGEN TEST
Case Number: 2:04-bk-00001-CGC
Document Number: 18

Docket Text:
Interim Application for Compensation by Professional Employed by Trustee for ACCOUNTANT C. TEMPLE, Accountant, Period: 1/6/2004 to 6/30/2004, Fees: \$4500.00, Expenses: \$656.00, filed by LimitedFee TEMPLE, ACCOUNTANT C. TEMPLE (TEMPLE, LimitedFee)

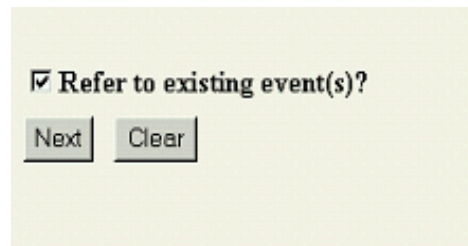
- E. Other Filings. The other filings listed under Fee Applications/Reports are for the other filings that a professional employed by a trustee or debtor-in-possession might make. For example, if you prepare the monthly operating reports required in a Chapter 11 case, those may be filed using the Operating Report entry. Those reports are required to be electronically filed by either the report preparer or the attorney for the debtor. The other electronic filings and when they may be used are:

1. Affidavit of Mailing/
Certificate of Mailing
Use to file your affidavit or certificate of mailing of the Notice of Hearing or Bar Date Notice of your Fee Application. As a fee applicant you are required to give notice to creditors or other parties.
2. Bar Date Notice
Use to file the notice document you create to notify creditors of your fee application. Some of our judges permit you to notice out your fee application with only bar date by which any objections are to be filed. If none are filed, the fee application may be approved without a hearing. For further details see the Judges Procedures link at www.azb.uscourts.gov
3. Change of Address
Use to file a document that notifies the court of any change in your address. During the filing of this document, you will be instructed on how to change your address on the electronic mailing list.
4. Declaration/
Exhibit
Can be used to file exhibits or declarations to another filing as a separate entry.
5. Post-Confirmation Report
Use to file any post-confirmation reports you prepare after the plan has been confirmed.
6. Other Miscellaneous Filing
Use to file a document you prepare that needs to be filed in the bankruptcy case that does not fit one of the other listed entries.
7. Notice of Hearing
After obtaining a hearing date, see Judges Procedures link, prepare a Notice of Hearing and use this entry to file it.
8. Certificate of No Objections
Use to file the document you prepare after notice of your fee application has been given with only a date to file objections and none have been filed.

The process for these other filings is the same as stated above (except dollar amounts will not need to be input). The first time you file a document in a case, you will need to add yourself to the party list of filers. When you add yourself with your mailing address, you will thereafter be included in the Creditor Mailing Matrix Report that is generated and used by the court for mailing those notices the court mails

to all creditors. You should also receive any notices mailed by an attorney or party when they are required to give notice to all creditors provided the attorney or party properly generates an updated mailing list using the Creditor Mailing Matrix Report. In some of these filings, you will also be prompted to refer the current filing to a previous filing and in some also input a hearing date or date by which to file objections. See below instructions.

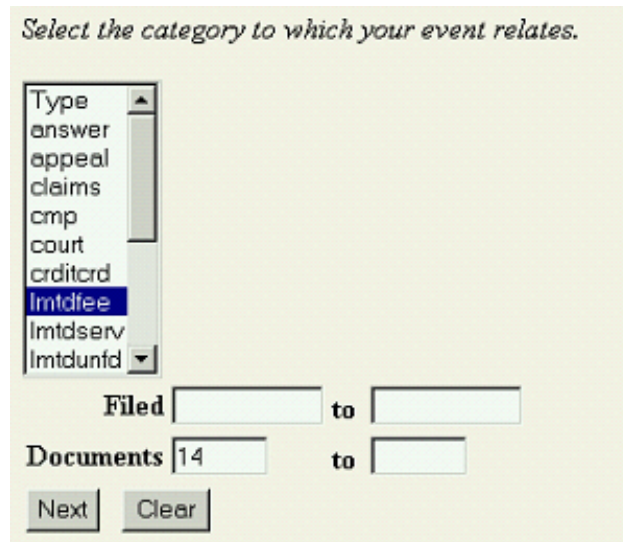
- F. Referring a Filing to a previous filing. When filing a document, you may be prompted to refer the filing to a previously filed document. If the document you are filing relates to your already filed fee application or other filing, you will want to check the box.



Refer to existing event(s)?

Next Clear

On the next screen, select lmtdfee for Type and then input the docket number of the previous filing, in this example, your fee application.



Select the category to which your event relates.

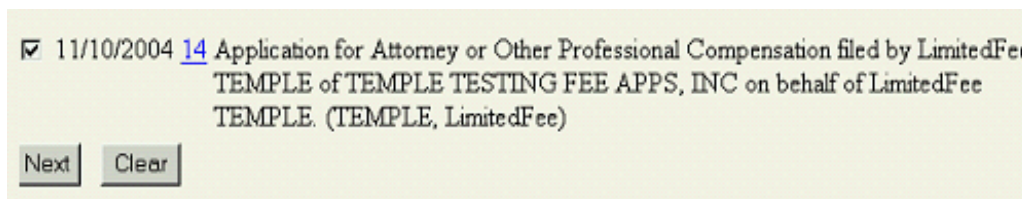
Type
answer
appeal
claims
cmp
court
credtrd
lmtdfee
lmtdserv
lmtdundf

Filed to

Documents to

Next Clear

The previous filed document will be selected with the check mark already made, all you need to do is click on Next.



11/10/2004 [14](#) Application for Attorney or Other Professional Compensation filed by LimitedFee TEMPLE of TEMPLE TESTING FEE APPS, INC on behalf of LimitedFee TEMPLE. (TEMPLE, LimitedFee)

Next Clear

The document you are filing may be relate to more than one filing and if so, you can refer the filing to more than previous filing. For example, if you are filing a Certificate of Mailing for a mailing where you mailed more than one filing, such as your fee application and the notice of bar date or notice of hearing, in the single mailing, you would want to refer that certificate of mailing filing to both of the previous filings. In the Documents field, place the docket numbers of the fee application and the notice.

Select the category to which your event relates.

Type
answer
appeal
claims
cmp
court
crditcrd
lmtdfee
lmtdserv
lmtdunfd

Filed to

Documents to

You will then receive a list of all docket entries in that range and then place a check mark next to the fee application and notice for which you are filing the certificate of mailing.

Select the appropriate event(s) to which your event relates:

11/10/2004 [14](#) Application for Attorney or Other Professional Compensation filed by LimitedFee TEMPLE of TEMPLE TESTING FEE APPS, INC on behalf of LimitedFee TEMPLE. (TEMPLE, LimitedFee)

11/10/2004 [15](#) Affidavit of Mailing filed by LimitedFee TEMPLE of TEMPLE TESTING FEE APPS, INC on behalf of LimitedFee TEMPLE. (TEMPLE, LimitedFee)

11/16/2004 [16](#) Request for Notice filed by LimitedFee TEMPLE.(Temple, Michael)

11/23/2004 [18](#) Interim Application for Compensation by Professional Employed by Trustee for ACCOUNTANT C. TEMPLE, Accountant, Period: 1/6/2004 to 6/30/2004, Fees:\$4500.00, Expenses: \$656.00. filed by LimitedFee TEMPLE, ACCOUNTANT C. TEMPLE.(TEMPLE, LimitedFee)

11/30/2004 [20](#) Notice of Hearing filed by LimitedFee TEMPLE (related document(s)[\[14\]](#))
Hearing set for 1/28/2005 at 9:00 AM at 230 N. First Ave., 6th Floor, Courtroom 601, Phoenix, AZ (NEW-CGC ADDRESS FOR HEARINGS AFTER 10/4)
Objections/Responses due by 1/21/2005..(TEMPLE, LimitedFee)

G. Hearing Dates, Time and Location and Bar Dates. In some filings you will be prompted to fill in a hearing date, time and location and/or a date by which objections are to be filed. For example, when filing a Notice of Hearing on a fee application (for which you will have obtained a hearing date as outlined at the Judges Procedures link at www.azb.uscourts.gov), you will be

required to input that information during the filing process. You will want to refer the notice of hearing being filed to your fee application, so check that box. Input the time and date as shown. You also must select the location of the hearing from the drop down menu of locations. Then if your notice provides that any objections or responses are to be filed so many days prior to the hearing, usually seven calendar days is used, input that date.

Refer to existing event(s)?

Hearing Information - Required

You must input the hearing date, time and location that is stated in the document being filed.

Hearing Time : AM PM Hearing Date :

Location: ▼

Objection/Response due - Information

Enter an Objection/Response due date if stated in the document being filed.

If the judge assigned the case, permits fee applications to be noticed out with only a date by which to file objections and no hearing is set unless an objection is filed, then you would prepare and file a Bar Date Notice in which notice is given that the fee application may be approved without a hearing if no objections are timely filed. Use this entry to file that notice.

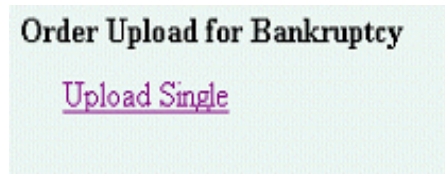
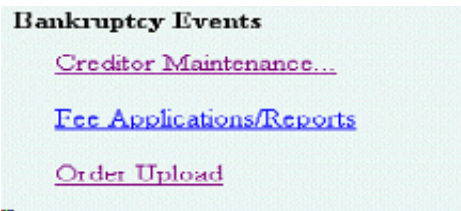
During this filing you will be prompted to input the date by which your notice states that objections are to be filed.

Refer to existing event(s)?

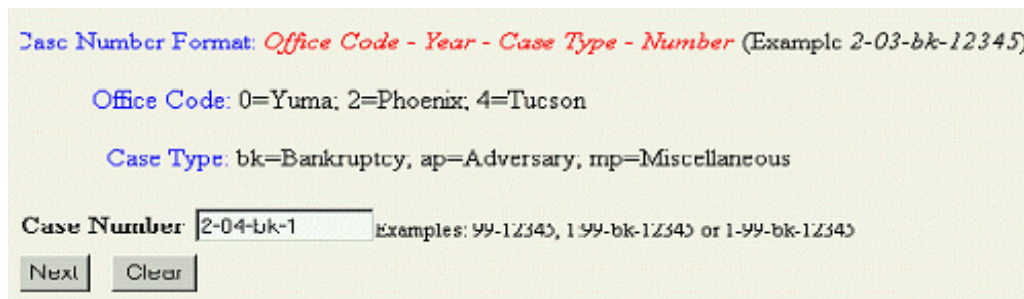
Objection/Response due - Information

Enter an Objection/Response due date if stated in the document being filed.

- H. Orders. In addition to electronically filing your fee application, any order approving the fee application is to be submitted electronically in pdf format. To submit the order electronically, select Order Upload from the Bankruptcy Events Menu and then select Upload Single.

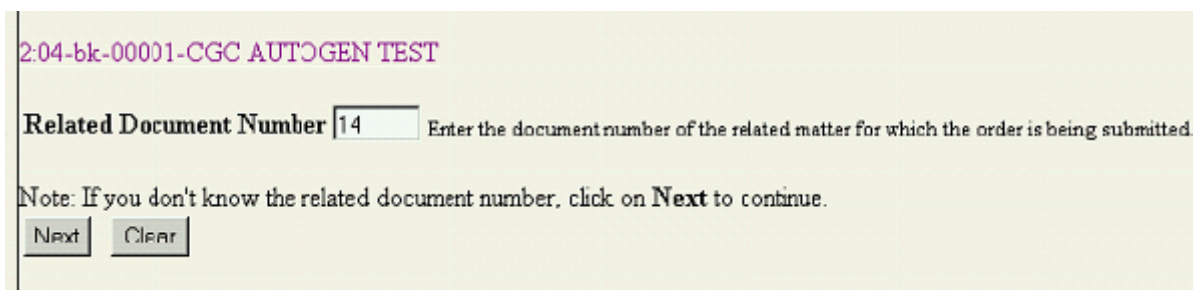


Input the case number. You must include all the numbers and letters as shown.



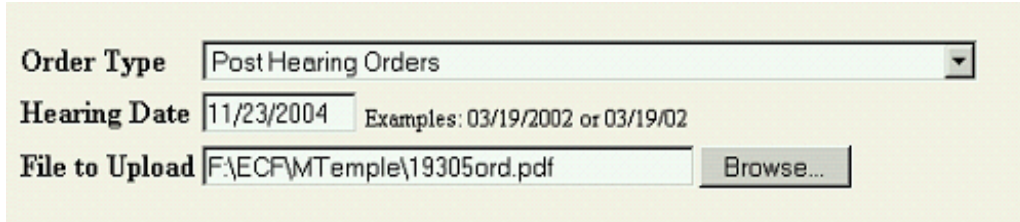
A screenshot of a web form for entering a case number. It includes the following text: "Case Number Format: Office Code - Year - Case Type - Number (Example: 2-03-bk-12345)", "Office Code: 0=Yuma; 2=Phoenix; 4=Tucson", "Case Type: bk=Bankruptcy, ap=Adversary, mp=Miscellaneous", and "Case Number" with a text input field containing "2-04-bk-1" and "Examples: 99-12345, 199-bk-12345 or 1-99-bk-12345". There are "Next" and "Clear" buttons below the input field.

The docket number assigned the application when that was filed for which the order applies must then be input.



A screenshot of a web form for entering a related document number. It includes the following text: "2:04-bk-00001-CGC AUTOGEN TEST", "Related Document Number" with a text input field containing "14" and "Enter the document number of the related matter for which the order is being submitted.", and "Note: If you don't know the related document number, click on Next to continue." There are "Next" and "Clear" buttons below the input field.

On the next screen, you an Order Type must be selected. In the example below, the court held a hearing on your fee application and stated it was approved and directed you to submit an order. The correct Order Type is shown and the date of the hearing is input. Your proposed order in pdf format is what you will then place in the File to Upload box.

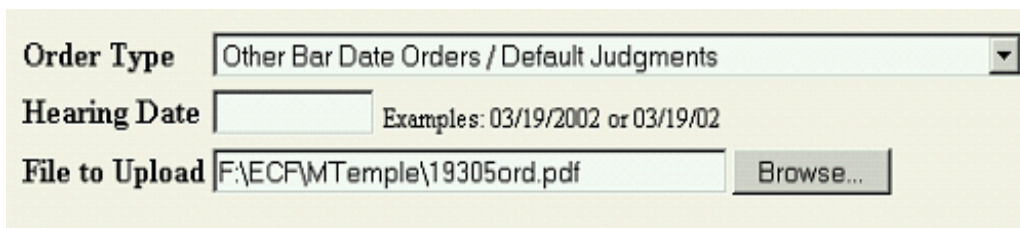


Order Type

Hearing Date Examples: 03/19/2002 or 03/19/02

File to Upload

If your fee application was noticed with only an opportunity to object and no objection was filed, after electronically filing a Certificate of Service and No Objection, when electronically submitting your proposed order approving your fee application, you would select the following Order Type and leave the Hearing Date field blank since no hearing was held.

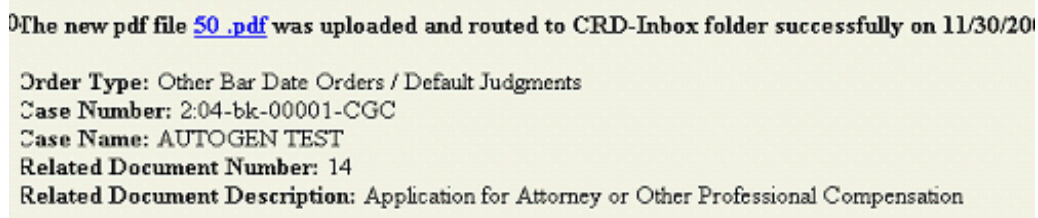


Order Type

Hearing Date Examples: 03/19/2002 or 03/19/02

File to Upload

When creating the order in your word processing application, be sure to leave the top three inches of the first page blank for the judge's electronic signature. You will then receive a confirmation that the order was successfully uploaded.



The new pdf file [50 .pdf](#) was uploaded and routed to CRD-Inbox folder successfully on 11/30/2004

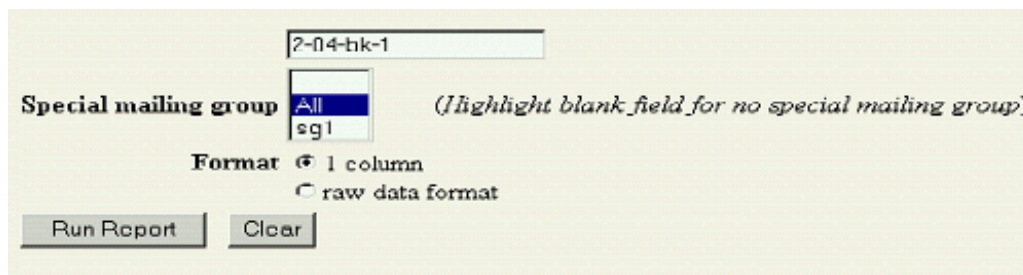
Order Type: Other Bar Date Orders / Default Judgments
Case Number: 2:04-bk-00001-CGC
Case Name: AUTOGEN TEST
Related Document Number: 14
Related Document Description: Application for Attorney or Other Professional Compensation

The order will then be routed to the judge for signature. You will be able to obtain a copy of the signed order as soon as it is docketed which should be within two business days after the order has been signed.

- I. Noticing the Fee Application. The Notice of the Fee Application you file, whether it be one that sets a hearing or only contains a date by which to file objections, must be mailed to all creditors and interested parties (unless the court has entered an order in the case limiting notice to a specified list) and you as the applicant are required to do the mailing. To obtain an updated mailing list for the case, under the Reports Menu, generate a Creditor Mailing Matrix report.



To generate the report, you will need to enter your PACER password (this is a separate password from the ECF limited use password the court issued.) To obtain a PACER password, call the PACER Service Center at (800) 676-6856 or you can register online at <http://pacer.gov>. Input the full case number as shown, select All for Special mailing group and leave format at the default of 1 column. You will then obtain a list of all creditors and interested parties for the case.

A screenshot of a web form for generating a report. At the top, there is a text input field containing the case number "2-04-bk-1". Below this is a dropdown menu labeled "Special mailing group" with "All" selected. To the right of the dropdown is the instruction "(Highlight blank field for no special mailing group)". Below the dropdown is a "Format" section with two radio buttons: "1 column" (which is selected) and "raw data format". At the bottom of the form are two buttons: "Run Report" and "Clear".