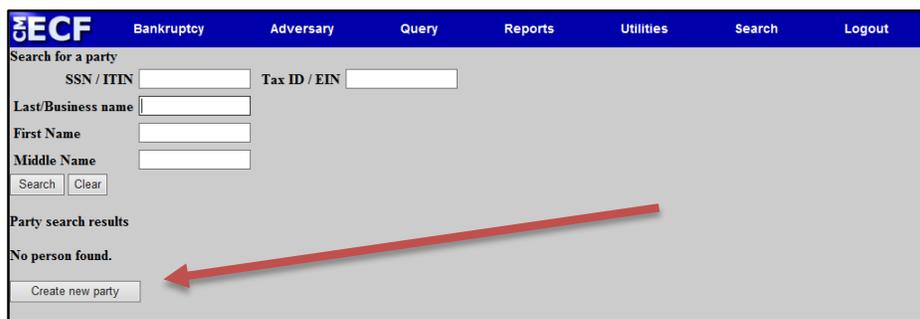


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 **Applications for Compensation by Law Firms**

Filing an Application for Compensation on behalf of a law firm (or on behalf of another professional), rather than an individual attorney, may require additional steps. To file an application on behalf of another professional:

- Use the CM/ECF event, Bankruptcy (or Adversary) > Motions/Applications > Compensation
- Select the party. If the party is not listed, add/create a new party (the firm of Roadrunner & Coyote was added)



The screenshot shows the CM/ECF search interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the tabs, there is a search form with fields for SSN / ITIN, Tax ID / EIN, Last/Business name, First Name, and Middle Name. There are Search and Clear buttons. Below the search form, it says "Party search results" and "No person found." A red arrow points to a "Create new party" button.

- Uncheck the box that associates the fee applicant with the filing attorney

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

10-10010 [Rory Roadrunner](#)
 Type: bk Chapter: 7 v Office: 5 (oklahoma city)
 Assets: n

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Roadrunner & Coyote, (pty:aty) represented by atty5, SS (aty)

Next Clear

- Attach the PDF motion or application
- Uncheck the filer box under the filing attorney's name (red arrow below)
- Check the filer box under the fee applicant's name (blue arrow below)
- Select the type of applicant (gold arrow below)
- Complete the box selections including dates and amounts

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

10-10010 [Rory Roadrunner](#)
 Type: bk Chapter: 7 v Office: 5 (oklahoma city)
 Assets: n

Applicant SS atty5
 Filer
 From: [calendar icon]
 Fee request \$ 0.00
 Type: [dropdown]

Applicant Roadrunner & Coyote
 Filer
 From: 8/1/2013 [calendar icon]
 Fee request \$ 1,000.00
 Type: Attorney [dropdown]
 To: 8/26/2013 [calendar icon]
 Expense request \$ 90.00

Next Clear

- Error messages like this may appear. Click ok



- Make the following selections
 - if filed by the trustee or attorney for trustee;
 - whether a hearing date is included;
 - with brief in support;
 - with certificate of service; and,

- with opportunity for hearing
- The docket text should read:

The correct docket entry text should reflect that a fee application was filed by the law firm by the attorney whose name is reflected parenthetically.

CM/ECF does not save the party information if a party was added. The party may need to be added if an application is filed again on the party's behalf.

Bankruptcy Rule and Form Changes

A number of rule and form changes are scheduled to become effective on December 1, 2013.

Rules 1007, 5009, 4004

Rule 1007(b)(7) is revised to relieve individual debtors of the obligation to file Official Form 23, *Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management*, if the provider of an instructional course concerning personal financial management directly notifies the court that the debtor has completed the course.

Rule 5009(b) is revised to reflect the amendment of Rule 1007(b)(7). Rule 5009(b) requires the clerk to send a warning notice to an individual debtor who has not filed Official Form 23 (*Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management*) within 45 days after the first date set for the meeting of creditors. The proposed amendment would require the clerk to send the notice only if the course provider has not notified the court of the debtor's completion of the course and the debtor has failed to file the statement timely.

Rule 4004(c)(1)(H) is amended to provide that the court must delay entering a discharge for a debtor who has not filed Official Form 23, only if the debtor was in fact required to do so under Rule 1007(b)(7).

Rules 9006, 9013, and 9014

Rule 9006(d) prescribes time limits for the service of written motions and responses. The change is consistent with FRCP 6. Rule 9006(d) currently covers only the timing of serving opposing affidavits. The amendment states:

Except as otherwise provided in Rule 9023, any written response shall be served not later than one day before the hearing, unless the court permits otherwise.

The current rule states that “opposing affidavits” may be served not later than one day before the hearing.

Rule 9013, which addresses the form and service of motions, is amended to provide a cross-reference to the time periods in Rule 9006(d).

Rule 9014, which addresses contested matters in bankruptcy, is similarly amended to provide a cross-reference to the times under Rule 9006(d) for serving motions and responses.

The proposed rules amendments are posted at <http://www.gpo.gov/fdsys/pkg/CDOC-113hdoc28/pdf/CDOC-113hdoc28.pdf>.

Bankruptcy Forms 3A, 3B, 6 I, 6 J, 23, 27, and Summary of Schedules

Official Forms 3A, *Application for Individuals to Pay the Filing Fee in Installments*; 3B, *Application to Have the Chapter 7 Filing Fee Waived*; 6 I, *Schedule I: Your Income*; and 6 J *Schedule J: Your Expenses* are the first of the restyled forms developed as part of the Bankruptcy Rules Committee’s ongoing Forms Modernization Project (FMP). These forms were selected for the first implementation phase of the FMP because no significant change in substantive content is necessary.

Official Forms 6 *Summary*; *Summary of Schedules*; and 27, *Reaffirmation Cover Sheet*, are revised with updated line number cross references to Schedules I and J.

Official Form 23, *Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management*, is revised to reflect the change to Rule 1007(b) described above by including an instruction stating that the debtor should complete and file the form only if the provider of an instructional course concerning personal financial management has not already notified the court of the debtor's completion of the course.

Copies of the amended forms have been posted in the Bankruptcy Forms Pending Changes section of the Federal Rules page of the Judiciary website at <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms/BankruptcyFormsPendingChanges.aspx>.

Comment Period for New Rules and Forms Amendments

Bankruptcy rule and forms amendments are published for public comment each August. The comment period runs from mid-August to mid-February.

Among the amended forms to be published for comment this year are revised versions of the means-test forms that were published for comment last year and the FMP versions of case opening forms, such as the petition and schedules, for individual debtors. A proposed form for chapter 13 plans is to be published this summer.

Case opening forms for corporation, partnerships, and other debtors that are not individuals, are to be published during the 2014-15 comment period. If comments do not require further publication, the means-test forms published this comment period are to become effective December 1, 2014.

The remaining individual debtor forms published this comment period, and the forms for non-individual debtors that are scheduled to be published during the 2014-15 comment period, are to become effective at the same time, no earlier than December 1, 2015.

For the past two years, the Bankruptcy Rules Committee has studied the creation of a national form for chapter 13 plans. The goals of the project are

to bring more uniformity to chapter 13 practice and to simplify the review of chapter 13 plans by debtors, courts, trustees, and creditors. In order to implement the plan form, the Rules Committee has proposed amendments to Rules 2002, 3002, 3007, 3012, 3015, 4003, 5009, 7001, and 9009.

The proposed amendments, including the chapter 13 plan form and its accompanying rules amendments, will be posted on the judiciary's public website in August at <http://www.regulations.gov/#!documentDetail;D=USC-RULES-BK-2013-0001-0001>.

Comments can be submitted by email at rules_comments@ao.uscourts.gov or by mail at

Committee on Rules of Practice and Procedure
Administrative Office of the United States Courts
One Columbus Circle, NE
Washington, D.C. 20544

New CM/ECF Events

The following new events have been added to CM/ECF:

Motion for Bidding Procedures (Chapter 11)
Motion for Bidding Procedures (Motions/Applications)
Bidding Procedures
Allow Loan Modification
Plan Certificate of Service
Transfer of Claim by Claims Agent

Lost CM/ECF Features

Some attorneys have recently reported the loss of the CM/ECF Toolbar when logging into CM/ECF. The toolbar went missing after updating Windows Internet Explorer.

The problem is corrected when using IE Compatibility View. According to Microsoft:

Sometimes a website you're visiting doesn't look like you expect it to. Images might not show up, menus might be out of place, and text boxes could be jumbled together. This can be caused by a compatibility problem between Internet Explorer and the site you're on. When a site is incompatible with Internet Explorer, you'll see the Compatibility View button in the Address bar.

To turn on Compatibility View

1. See if the **Compatibility View** button  appears in the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)
2. Click the **Compatibility View** button  to display the site in Compatibility View. The button will turn blue  when Compatibility View is turned on for a site.

Taken from <http://windows.microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-10-win-7> on 8/27/2013.

Amended Chapter 12 or 13 Plans

Pursuant to Local Rule 3015-1 A, a certificate of service must be filed with an Amended Chapter 12 or 13 Plan:

RULE 3015-1 FILING, OBJECTION TO CONFIRMATION, AND MODIFICATION OF A PLAN IN CHAPTER 12 OR CHAPTER 13

A. Service of Plan. To be served by the Court, a chapter 12 or chapter 13 plan must be filed with the petition. If a plan is not filed contemporaneously with the petition, the filing attorney shall serve the plan on all creditors and parties in interest and shall file a certificate of service complying with Local Rule 9009-1.D. See Local Rule 2002-1.B and C.

Docket Entry Number in Certificates of Service

Revised Local Rule 2002-1 F requires that separately filed Certificates of Service include the docket entry number of the document served:

If parties are not listed on the Notice of Electronic Filing as having received electronic service and are entitled to receive notice, the filing party must serve a file-stamped copy of the Document in accordance with the Bankruptcy Rules and either include a certificate of service in the Document certifying the date of service, the manner of service, and the names and addresses of the persons and entities served or file a separate signed certificate of service containing the same information substantially in the form of Local Form 2. If a separate certificate of service is filed electronically, the certificate of service shall specifically identify the Document served (including the docket number) and the docket event shall be linked to the Document served.

Although courtesy emails have been sent to attorneys failing to include the docket entry number, corrective entries will be docketed for this error.