

Application for Award of Compensation for Services Rendered and Reimbursement of Expenses (LF series 2016)

LF 2016, LF 2016A, LF 2016B, LF 2016C, LF 2016F

Instructions:

Select *Bankruptcy*

Select *Motions/Applications*

Enter case number

Verify case number is correct

Select Document Event: Compensation for Services Rendered & Reimbursement of Expenses (LF 2016)

The Party Screen Selection appears:

Select the Party:

Accountant, John [Accountant] [Add/Create New Party](#)
Boyden, Bruce [Trustee]
Test, Always [Debtor]
US Trustee, [U.S. Trustee]

Next Clear

- If Compensation is for Trustee Fees, select the Trustee
- If Compensation is for Attorney Fees, select the party the attorney represents
- If Compensation is for Professional Fees (ie Accountant) , Select the Professional
- If Party is not listed, Add/Create New Party
- Do not check the box to create an association

The Fee Processing Screen appears:

Applicant Test Attorney		Type	<input type="text"/>
<input type="checkbox"/> Filer			
From	<input type="text"/>	To	<input type="text"/>
Fee request \$	<input type="text"/>	Expense request \$	<input type="text"/>
Applicant John Accountant		Type	Accountant
<input checked="" type="checkbox"/> Filer		<input type="checkbox"/> Party	
From	1/1/2010	To	3/31/2010
Fee request \$	100	Expense request \$	100
<input type="button" value="Next"/>	<input type="button" value="Clear"/>		

- Click in appropriate Filer box (for whom the fees are for)
- Select Type of Applicant from drop down menu
 - Enter dates services were rendered - From and To
 - Enter Fee amount and Expense amount

Review Docket Text for accuracy

- Add prefix if appropriate

Warning!! Verify entry is correct before submitting