

Filing Applications to Employ

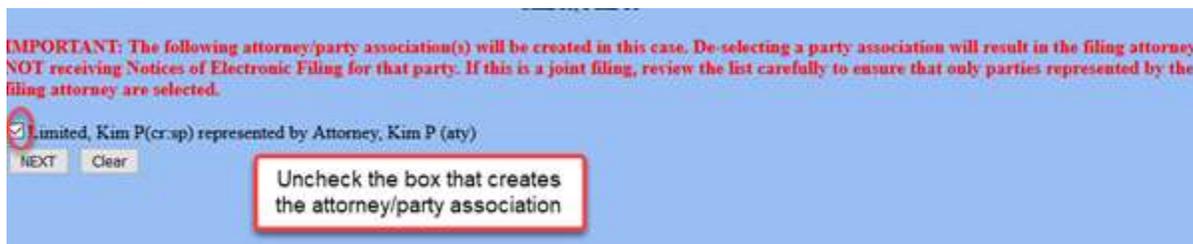
May 17, 2021

To ensure that the professional seeking employment is added as a party to the case correctly, please follow the instructions applicable to your situation.

Filed by Counsel for Debtor(s)

File the application using **Bankruptcy > Motions/Applications > Employ – Application**. On the **Select the Party** screen, do not select the debtor. Select the professional seeking employment. If the professional seeking employment is not listed, select the **Add/Create New Party** link and search for a party by entering the last name and the first name of the person seeking employment. If the person is in the CM/ECF system, select the party from the list. If the party is not in the system, select **Create New Party** to add the party to CM/ECF. Select the correct Role of the party you are adding (Special Counsel, Other Professional, Accountant, etc.).

On the next screen, uncheck the box that creates the attorney/party association so you will not appear in the case as counsel for the professional seeking employment.

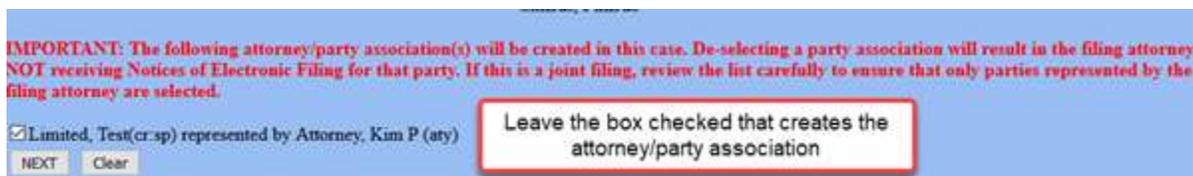


Continue through all the screens to complete the filing.

Filed by Professional Seeking Employment with Full Attorney Filing Privileges

File the application using **Bankruptcy > Motions/Applications > Employ – Application**. On the **Select the Party** screen, do not select the debtor. Select the professional seeking employment. If the professional seeking employment is not listed, select the **Add/Create New Party** link and search for a party by entering the last name and the first name of the person seeking employment. If the person is in the CM/ECF system, select the party from the list. If the party is not in the system, select **Create New Party** to add the party to CM/ECF. Select the correct Role of the party you are adding (Special Counsel, Other Professional, Accountant, etc.).

On the next screen, leave the box checked that creates the attorney/party association. Leaving the box checked will add you to the case as the attorney representing the professional person (yourself). This will ensure that you receive electronic notices the case.



Continue through all the screens to complete the filing.

Filed by Professional Seeking Employment with Limited Filer Privileges

File the application using **Bankruptcy > Limited Miscellaneous Events > Employ – Application**.

Do not select additional attorney(s); click Next to move to the next screen. On the **Select the Party** screen, do not select the debtor. Select the professional seeking employment. If the professional seeking employment is not listed, select the **Add/Create New Party** link and search for a party by entering the last name and the first name of the party seeking employment. If the party is not in the system, select **Add/Create New Party** to add the party to CM/ECF. Select the correct Role of the party you are adding (Special Counsel, Other Professional, Accountant, etc.).

Continue through all the screens to complete the filing.