

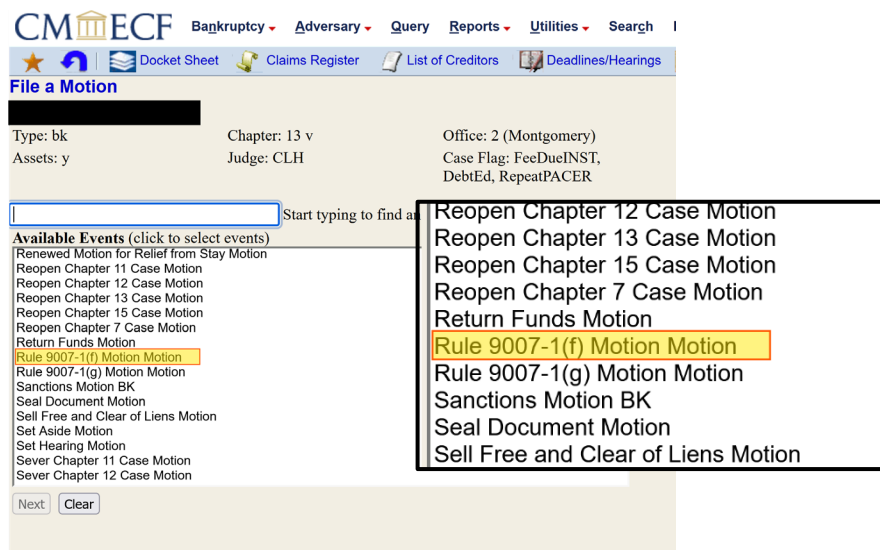
FILING A 9007-1 MOTION – Application to Employ and Motion to Approve Compromise and Settlement and Fees and Expenses of Professional Persons

You should utilize this document when filing your Application to Employ and Motion to Approve Settlement and Fees and Expenses of Professional Person. It provides a detailed explanation of how you should file those documents.

1. When filing pursuant to Rule 9007-1, please select Bankruptcy-Filings-Motions/Applications like below:



2. On the next page, you will select Rule 9007-1(f) Motion Motion:



3. Next will take you where you will need to add yourself as a party. Click the highlighted text that says "Add/Create New Party":

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out [REDACTED]

File a Motion:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
 Assets: y
 Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST, AwBAact5, AwBAact6

When searching for an United States agency, enter **United States** in the Last Name block, and select **United States Attorney** as the representing attorney. Call 334-954-3853 or -3859 for assistance.

Select the Party:

[REDACTED] [Add/Create New Party](#)

Next Clear

4. Add your Firm Name, and then your name (Special Counsel is used as a reference only. You should put your first and last name where it indicates). If you are already added as a party due to a previous filing, you will not need to add yourself as a party:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out [REDACTED]

Search for a party

SSN / ITIN [REDACTED] Tax ID / EIN [REDACTED]

Last/Business name Firm Name [REDACTED]

First Name Special [REDACTED]

Middle Name Counsel [REDACTED]

Search Clear

5. You will then be taken to where you select your name:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out (Jessica Trotman)

File a Motion:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
 Assets: y Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST

When searching for an United States agency, enter **United States** in the Last Name block, and select **United States Attorney** as the representing attorney. Call 334-954-3853 or -3859 for assistance.

Select the Party:

[REDACTED] [Add/Create New Party](#)

Special Counsel Name, [Attorney]
 U.S. Bankruptcy Court, Middle District of Alabama, [Attorney]
 Bankruptcy Administrator, [Bankruptcy Admin.]

Next Clear

6. Next you upload your document for filing. If you are including an attachment, please click “Yes” beside attachment:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help

File a Motion:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
 Assets: y Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST

Document number assignment:

☒ Automatically assign number
☐ Enter other document number

Filename

Choose File TEST Page.pdf

Attachments to Document: ☐ No ☒ Yes

Next Clear

7. The attachment page appears like below. You will select the document type from the drop down and provide a description of the document in the box. The description should be the same title as your document. Click “Add to List” and then “Next” when you have finished adding any attachments.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out

File a Motion:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
 Assets: y Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

Choose File No file chosen

2) Fill in the fields below.

Category and/or **Description**
 Affidavit Special Counsel

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\fakepath\TEST Page.pdf
 Add to List
 Remove from List

Next

8. If this is an original motion, then you will click Yes like below:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out

File a Motion:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDuelNST

Are you filing an original Rule 9007-1(f) motion/notice/application?
Answer Yes or No from the list shown

Yes ▾

Next Clear

9. Then you will be required to confirm the negative notice language is included in your document. Click “Next” to confirm you have the right language on your document.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out

File a Motion:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDuelNST

Motions filed under Local Bankruptcy Rule 9007-1 shall contain the following negative notice language:

PURSUANT TO M.D. ALA., LBR 9007-1, THIS FILING WILL BE TAKEN UNDER ADVISEMENT BY THE COURT AND MAY BE GRANTED/APPROVED UNLESS A PARTY IN INTEREST FILES A RESPONSE WITHIN TWENTY-ONE (21) DAYS OF THE DATE OF SERVICE. RESPONSES MUST BE SERVED UPON THE MOVING PARTY AND, IN THE MANNER DIRECTED BY M.D. ALA., LBR 5005-4, FILED WITH THE CLERK ELECTRONICALLY OR BY U.S. MAIL ADDRESSED AS FOLLOWS: CLERK, U.S. BANKRUPTCY COURT, ONE CHURCH STREET, MONTGOMERY ALABAMA 36104.

Next Clear

10. If you select “No” on the page in step 8 because you are amending your original motion, you will see the following screen.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out

File a Motion:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDuelNST, AwBAact5

ARE YOU FILING AN AMENDED MOTION/NOTICE/APPLICATION THAT HAS A RESPONSE OR OBJECTION FILED OR A HEARING SET? Answer YES or NO from the list shown

▾

Next Clear

11. If you respond “Yes”, then you will be notified and must confirm that you did not include the negative notice language of Local Rule 9007-1 in your document. The negative notice language must not be included in an amended motion where a party has already submitted a response. Please check ECF to make sure no response has been filed. An approval by the Bankruptcy Administrator to the application to employ is not considered a response.

 Bankruptcy ▾ Adversary ▾ Query ▾ Reports ▾ Utilities ▾ Search Help What's New Log Out [REDACTED]

File a Motion:


[REDACTED]

Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y
Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST, AwBAact5

PLEASE INSURE YOUR AMENDED MOTION DOES NOT CONTAIN LOCAL BANKRUPTCY RULE 9007-1 NEGATIVE NOTICE LANGUAGE.

Next Clear

12. If you select “No” in step 7, then you will be notified of the following that tells you the negative notice language of Local Rule 9007-1 is required:

 Bankruptcy ▾ Adversary ▾ Query ▾ Reports ▾ Utilities ▾ Search Help What's New Log Out [REDACTED]

File a Motion:

[REDACTED]


Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y
Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST, AwBAact5

Motions filed under Local Bankruptcy Rule 9007-1 shall contain the following negative notice language:

PURSUANT TO M.D. ALA., LBR 9007-1, THIS FILING WILL BE TAKEN UNDER ADVISEMENT BY THE COURT AND MAY BE GRANTED/APPROVED UNLESS A PARTY IN INTEREST FILES A RESPONSE WITHIN TWENTY-ONE (21) DAYS OF THE DATE OF SERVICE. RESPONSES MUST BE SERVED UPON THE MOVING PARTY AND, IN THE MANNER DIRECTED BY M.D. ALA., LBR 5005-4, FILED WITH THE CLERK ELECTRONICALLY OR BY U.S. MAIL ADDRESSED AS FOLLOWS: CLERK, U.S. BANKRUPTCY COURT, ONE CHURCH STREET, MONTGOMERY ALABAMA 36104.

Next Clear

13. Regardless of the selections above, you will be provided with the response due date:

 Bankruptcy ▾ Adversary ▾ Query ▾ Reports ▾ Utilities ▾ Search Help What's New Log Out [REDACTED]

File a Motion:

[REDACTED]

Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST

Response due date-21 days: 10/13/2024

Next Clear

14. Select the following highlighted event, Motion to Approve Compromise or Settlement and Fees and Expenses of Professional Persons:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y Debtor disposition: None Joint debtor disposition:
Dismissed for Other Reason
Case Flag: PlnDue, AwCAact25, CounDueJT, Dismiss1, CounDue, DebtEd, AwBAact6

PLEASE CHOOSE THE CORRECT MOTION/NOTICE/APPLICATION FROM THE LIST SHOWN

Motion to Approve Compromise or Settlement and Fees and Expenses of Professional Persons ▾

- Motion to Approve Agreements Relating to Relief from the Automatic Stay
- Motion to Approve Settlement and to Use Cash Collateral in Chapter 13 Cases
- Motion to Approve Compromise or Settlement and Fees and Expenses of Professional Persons**
- Motion to Consent to Mortgage or Rental Assistance
- Motion Declaring Lien Satisfied in Chapter 12 and Chapter 13 Cases
- Motion to Deem Mortgage Current in Chapter 13 Cases
- Motion to Determine Mortgage Fees and Expenses in Chapter 13 Cases
- Application to Employ Professional Persons Pursuant to 11 USC 327
- Motion to Accept Mortgage Forbearance Agreement
- Motion to Incur Debt in Chapter 13 Cases
- Motion to Avoid Lien
- Motion to Limit Service
- Motion to Approve Mortgage and/or Loan Modification in Chapter 12 and Chapter 13 Cases
- Motion to Modify Plan Post Confirmation
- Motion to Redeem
- Motion to Use or Sell Property
- Motion to Substitute Collateral and to Use Cash Collateral in Chapter 13 Cases

15. Please carefully read the next screen and hit next:

Type: bkChapter: 13 vOffice: 2 (Montgomery)
Assets: yDebtor disposition: NoneJoint debtor disposition:
Dismissed for Other Reason
Case Flag: PlnDue, AwCAact25, CounDueJT, Dismiss1, CounDue, DebtEd, AwBAact6

IMPORTANT:

Please be sure to provide below: the type of service provided, service date range from and to, fee and expense amounts. This is crucial for an adequate filing entry on the docket sheet.

16. Provide the information requested in the boxes below. For type, please enter “Special Counsel”:

Type: bkChapter: 13 vOffice: 2 (Montgomery)
Assets: yDebtor disposition: NoneJoint debtor disposition:
Dismissed for Other Reason
Case Flag: PlnDue, AwCAact25, CounDueJT, Dismiss1, CounDue, DebtEd, AwBAact6

IMPORTANT:

Please be sure to provide below: the type of service provided, service date range from and to, fee and expense amounts. This is crucial for an adequate filing entry on the docket sheet.

Applicant: GEALRDENE JOHNSON

Type

☐ Filer

From

To

Fee request \$

Expense request \$

17. On the next screen, please type your name in the empty text field and hit next. Verify that the amounts you entered on the prior screen are accurate.

Type: bkChapter: 13 vOffice: 2 (Montgomery)
Assets: yDebtor disposition: NoneJoint debtor disposition:
Dismissed for Other Reason
Case Flag: PlnDue, AwCAact25, CounDueJT, Dismiss1, CounDue, DebtEd, AwBAact6

Docket Text: Modify as Appropriate.
Rule 9007-1(f) Motion to Approve Compromise or Settlement and Fees and Expenses of Professional Persons for GEALRDENE JOHNSON , Special Counsel, Period: 5/5/2025 to 5/14/2025, Fee: \$1000, Expenses: \$300, filed by Responses due by 6/21/2025.

18. You will get a warning before you file the document. This is the last step before the document is filed in ECF.

Type: bkChapter: 13 vOffice: 2 (Montgomery)
Assets: yDebtor disposition: NoneJoint debtor disposition:
Dismissed for Other Reason
Case Flag: PlnDue, AwCAact25, CounDueJT, Dismiss1, CounDue, DebtEd, AwBAact6

Docket Text: Final Text
Rule 9007-1(f) Motion to Approve Compromise or Settlement and Fees and Expenses of Professional Persons for Special Counsel, Period: 5/5/2025 to 5/14/2025, Fee: \$1000, Expenses: \$300, filed by Responses due by 6/21/2025.

WARNING !!!

Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

After hitting next, the document will be filed.

NOTE – You are responsible for submitting the Declaration in Support of Entry of Order – Local Form 5 which is a docket text entry and uploading a proposed order. After the 21-day notice period has expired, if no response or objection has been filed, you should submit the required declaration and upload a proposed order. The court will prompt you to file the declaration and upload an order.

If you receive a submission error, please review the notes as to why it was issued and promptly correct it. If you have questions, please contact the clerk's office at (334) 954-3800.