

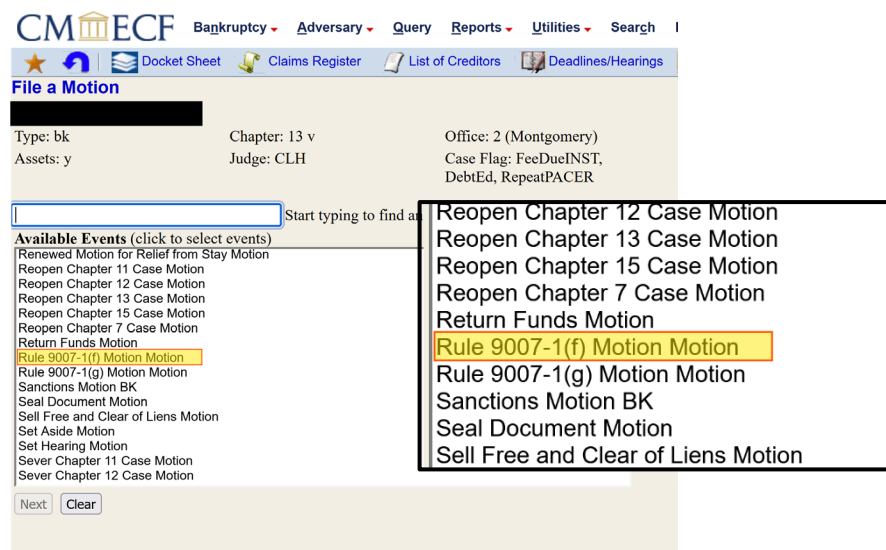
FILING A 9007-1 MOTION – Application to Employ, Motion to Approve Compromise and Settlement, and Application to Approve

You should utilize this document when filing your Application to Employ, Motion to Approve Settlement, and Application to Approve Attorney Fees and Expenses. 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:

[REDACTED]

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

[REDACTED]

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

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
Assets: y

Chapter: 13 v
Case Flag: AwCAact26,
AwCAact25, DebtEd,
FeeDueINST

Office: 2 (Montgomery)

Document number assignment:
☒ Automatically assign number
☐ Enter other document number

Filename
 TEST Page.pdf

Attachments to Document: ☐ No ☒ Yes

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
Assets: y

Chapter: 13 v
Case Flag: AwCAact26,
AwCAact25, DebtEd,
FeeDueINST

Office: 2 (Montgomery)

Select one or more attachments.
1) Select the PDF document that contains the attachment.

Filename
 No file chosen

2) Fill in the fields below.

Category
Affidavit ▾

and/or Description

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 ▲

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 [REDACTED]

File a Motion:

[REDACTED]

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 [REDACTED]

File a Motion:

[REDACTED]

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 [REDACTED]

File a Motion:

[REDACTED]

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 

File a Motion:





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 

File a Motion:





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

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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 

File a Motion:



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 one of the following highlighted events, Application to Employ Professional Person Pursuant to 11 USC 327, Motion to Approve Compromise or Settlement, or Application to Approve Attorney Fees and Expenses.

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

PLEASE CHOOSE THE CORRECT MOTION/NOTICE/APPLICATION FROM

Motion to Approve Agreements Relating to Relief from the Automatic Stay

Motion to Approve Compromise or Settlement

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

Application to Approve Attorney Fees and Expenses

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

APPLICATION TO EMPLOY

1. If you are filing an Application to Employ, please type your name in the empty text field.

 [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, AwBAact6

Docket Text: Modify as Appropriate.

Rule 9007-1(f) Application to Employ Professional Persons Pursuant to 11 USC 327 [REDACTED] . filed by Special Counsel Name [REDACTED]
. Responses due by 10/17/2024. [REDACTED]

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

 [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, AwBAact6

Docket Text: Final Text

Rule 9007-1(f) Application to Employ Professional Persons Pursuant to 11 USC 327 . filed by Special Counsel Name. Responses due by 10/17/2024. [REDACTED]

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.

MOTION TO APPROVE COMPROMISE AND SETTLEMENT

1. Complete steps 1-14 of Filing a Rule 9007 Motion.

2. Selecting “Motion to Approve Compromise or Settlement” will immediately take you to the docket text screen. You shouldn’t need to make any modifications to this screen. Click on “Next” on the next two screens to complete the filing process.

File a Motion:

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

Docket Text: Modify as Appropriate.
Rule 9007-1(f) Motion to Approve Compromise or Settlement [] . filed by Special Counsel Name . Responses due by 10/14/2024. ()

APPLICATION TO APPROVE ATTORNEY FEES AND EXPENSES

1. Please follow steps 1 to 14 above and select the Application to Approve Attorney Fees and Expenses.

2. You will be asked to provide specific information on fees and expenses you are requesting.

File a Motion:

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

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.

2a. Select “Special Counsel” from the dropdown in “Type.” Fill in the “From” and “To” dates for the dates of service. Finally, add the amount of fees and expenses you are claiming in your application. Click “Next” when you are done.

File a Motion:

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

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 Special Counsel Name

From

Fee request \$

Type

To

Expense request \$

3. This information will be populated in the docket text on the next screen.

File a Motion:

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

Docket Text: Modify as Appropriate.

Rule 9007-1(f) Application to Approve Attorney Fees and Expenses for Special Counsel Name , Special Counsel, Period: 5/1/2024 to 9/20/2024, Fee: \$5000, Expenses: \$500, filed by Special Counsel Name . Responses due by 10/14/2024

4. You will be presented with a final warning that your next action will commit the information to the docket. This is your final time to check to make sure the information is correct.

File a Motion:

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

Docket Text: Final Text
Rule 9007-1(f) Application to Approve Attorney Fees and Expenses for Special Counsel Name, Special Counsel, Period: 5/1/2024 to 9/20/2024, Fee: \$5000, Expenses: \$500, filed by Special Counsel Name. Responses due by 10/14/2024.

WARNING !!!

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

5. Click “Next” to complete the filing of the Application.

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.