

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter II  Case Opening
	Section 1.4.7  Disclosure of Compensation

#### IV. File Disclosure of Compensation of Attorney for Debtor

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Attorney-Filed Documents**.

STEP 3 The **Case Number** screen will display.

**Enter the case number** - This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 The **File an Attorney Document** screen will display. Select **Disclosure of Compensation**. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. A selected event will be confirmed on the right side of the screen. Click **Next**.

STEP 5 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 6 The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

**NOTE:** If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments.

**CRITICAL ISSUE - The image must be viewed before attaching it to ensure that it is the correct document.**

STEP 7 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

STEP 8 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

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**STEP 9**     **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆     The NEF will be served upon all case participants authorized to receive electronic service.
  
- ◆     To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.