# UNITED STATES BANKRUPTCY COURT
# NORTHERN DISTRICT OF NEW YORK

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## NOTICE OF FILING EXPARTE RETENTION APPLICATIONS ELECTRONICALLY (except 11 U.S.C. §327(e))
## January 6, 2011

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Retention applications except applications pursuant to 11 U.S.C. §327(e) will now be filed electronically. The U.S. Trustee will have 21 days to file consent or opposition to the application.

Upon receipt of consent to the application or expiration of the 21 days, whichever is earlier, the filer of the application will upload the proposed order using CM/ECF E-Orders.
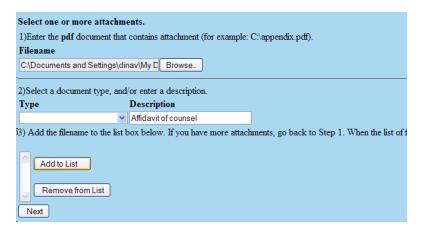
If opposition to the application is filed by the U.S. Trustee, the Court will schedule a hearing.

Instructions for filing the application, the affidavit in support and proposed order are below:
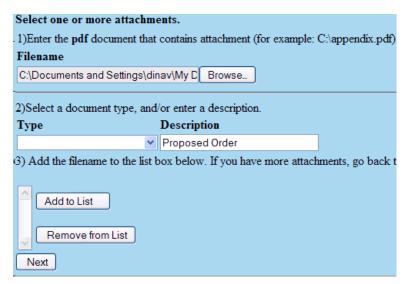
1.  The application will be filed electronically via ***Bankruptcy > Motions/Applications > Employ***. The external filer will:

    a.  At the "Browse" screen, attach the application and say yes to "Attachments to Documents" as seen below:
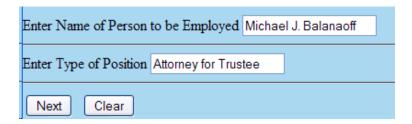


    b.  At the "Select one or more attachments" screen, attach the affidavit of counsel. Enter "Affidavit of Counsel" or another applicable description in the description field. Choose "Add to List"as seen below.

c.    Repeat the steps listed in section b above, this time, attaching the Proposed Order as an exhibit only.  Enter "Exhibit" in the type field and enter  "Proposed Order" in description field. Choose "Add to List." Choose "Next."

**Select one or more attachments.**
1)Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf)
**Filename**
C:\Documents and Settings\dinav\My D    Browse...

2)Select a document type, and/or enter a description.
**Type**                          **Description**
[            ▼]    Proposed Order

3) Add the filename to the list box below. If you have more attachments, go back t

[  Add to List  ]

[  Remove from List  ]

[  Next  ]

d.    Type the name of the person to be employed and their position (as seen below)

Enter Name of Person to be Employed  Michael J. Balanaoff

Enter Type of Position  Attorney for Trustee

[  Next  ]    [  Clear  ]

e.    Accept the entry.

2.    Upon receipt of the consent filed by the U.S. Trustee or expiration of the 21 days, whichever is earlier, upload the Order using E-Orders.  (Note: The exhibit that was previously attached to the application  will not be considered for signature by the Chambers.)