

Application To Pay Filing Fees in Installments

This procedure explains how to file an application to pay filing fees in installments using the electronic case filing system (CM/ECF).

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

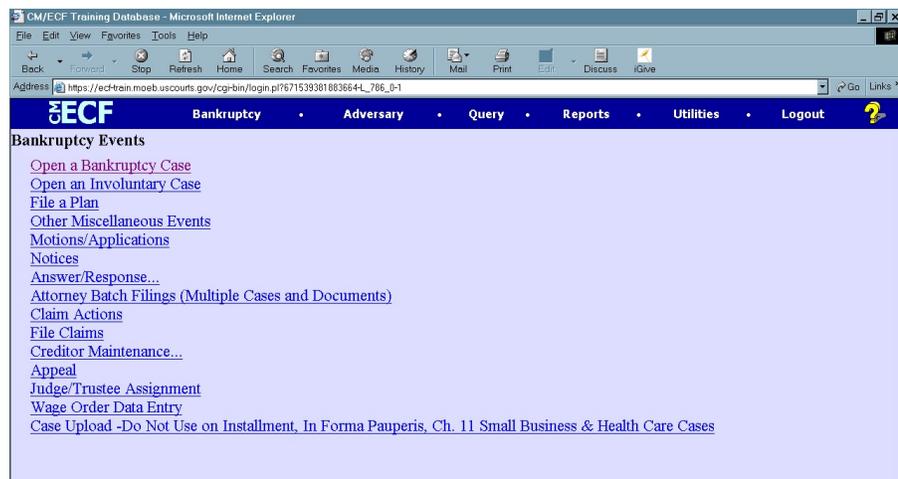
This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



◆ Click on the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

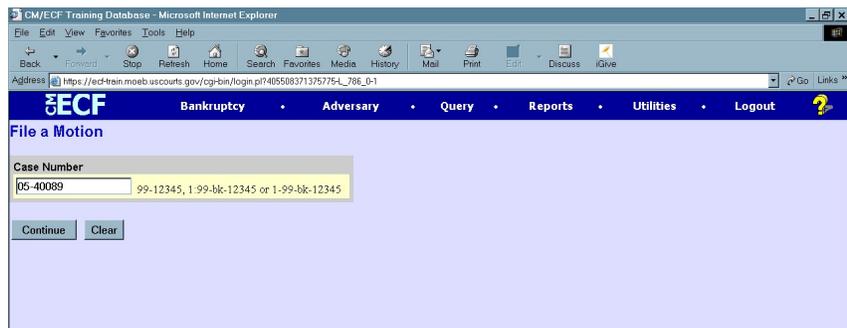


Figure 3

- ◆ If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this application, or enter the correct case number (yy-nnnnn), including the hyphen.
- ◆ Enter the correct case number and click **[Continue]**

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

The **CASE INFORMATION** screen displays. Click **[Continue]**.

STEP 4 The **APPLICATION FOR COMPENSATION** screen appears. (See Figure 4.)

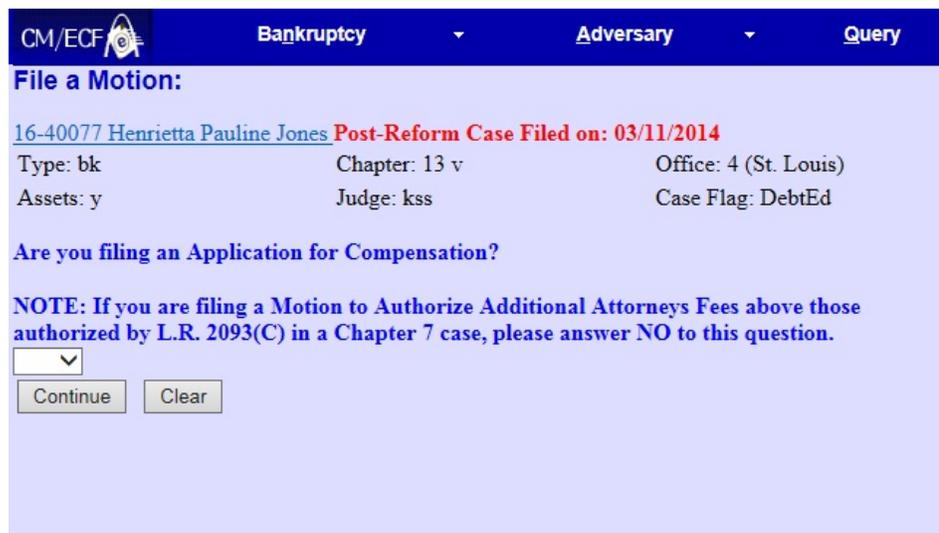


Figure 4

Since you are not filing an Application for Compensation choose **“no.”**

Click **[Continue]**.

STEP 5 The **DOCUMENT SELECTION** screen displays. (See Figure 5)

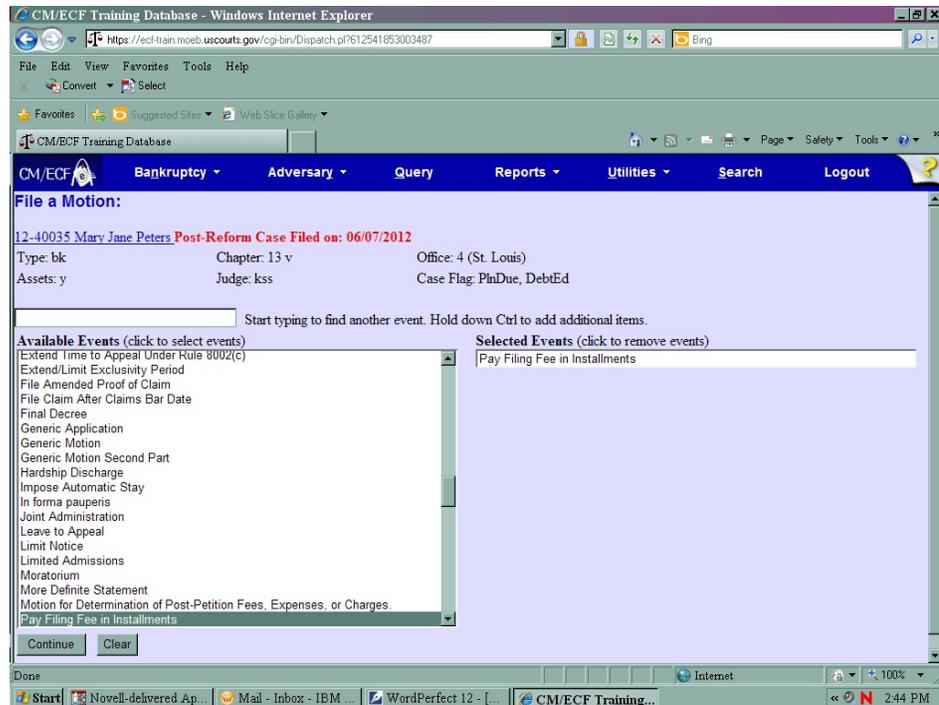


Figure 5

- ◆ Scroll to display the relief to **Pay Filing Fees in Installments** event.

NOTE: Typing the letter **“p”** will display the first event starting with that letter.

- ◆ Click to highlight.
- ◆ Click **[Continue]**

STEP 6 The **HEARING INFORMATION** screen appears. (See Figure 6).

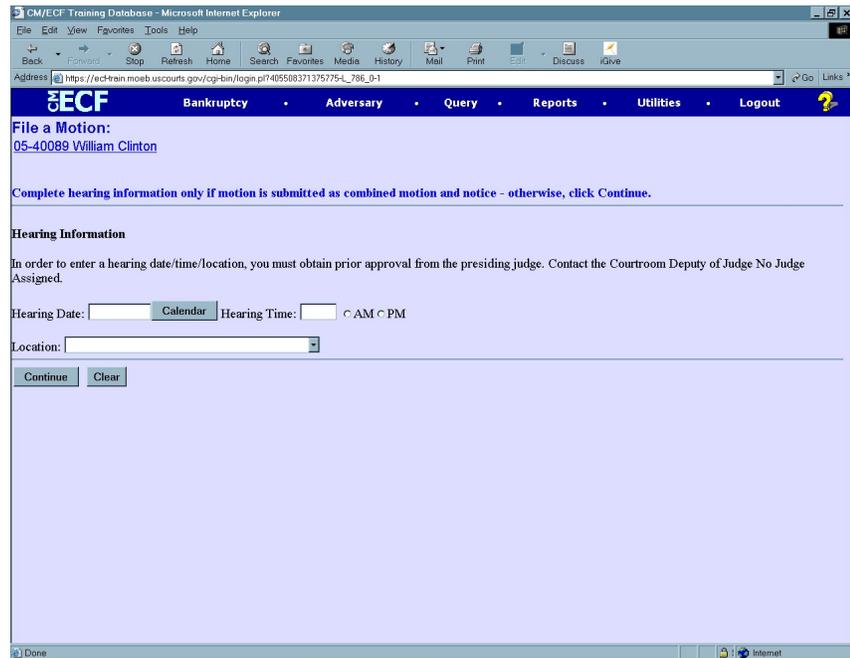


Figure 6

- ◆ Insert hearing information only if motion is submitted as combined motion and notice.

Click **[Continue]**

STEP 7 The **JOINT FILING** screen displays. (See Figure 7)

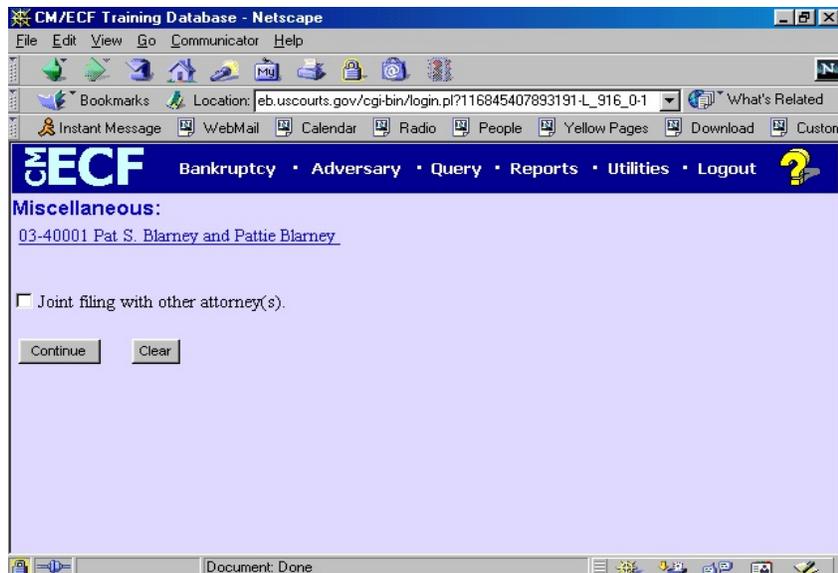


Figure 7

- ◆ This screen is only used if another attorney is joining in a filing. **No action is necessary.**
- ◆ Click **[Continue]**

STEP 8 The **SELECT THE PARTY** screen displays. (See Figure 8)



Figure 8

Click to highlight the party filer name.

Click **[Continue]**.

STEP 9 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 9a)

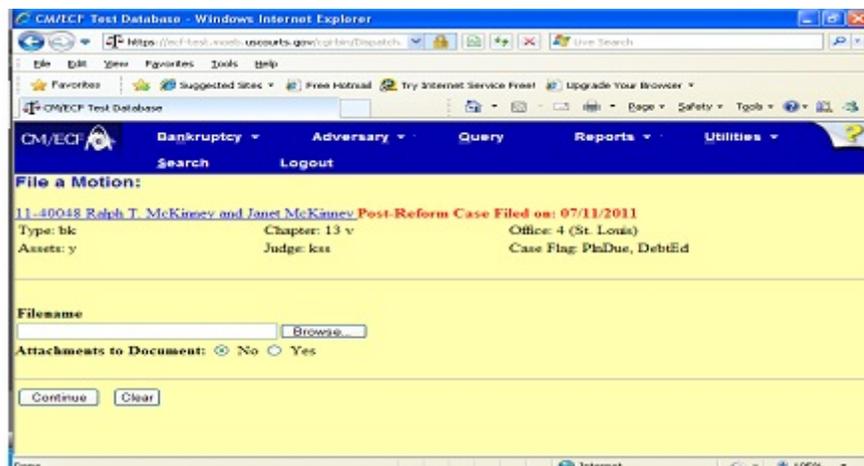


Figure 9a

Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click the **X** in the upper right corner of the document screen.

Double-click the PDF file to select it.

Click [**Continue**]

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b.)

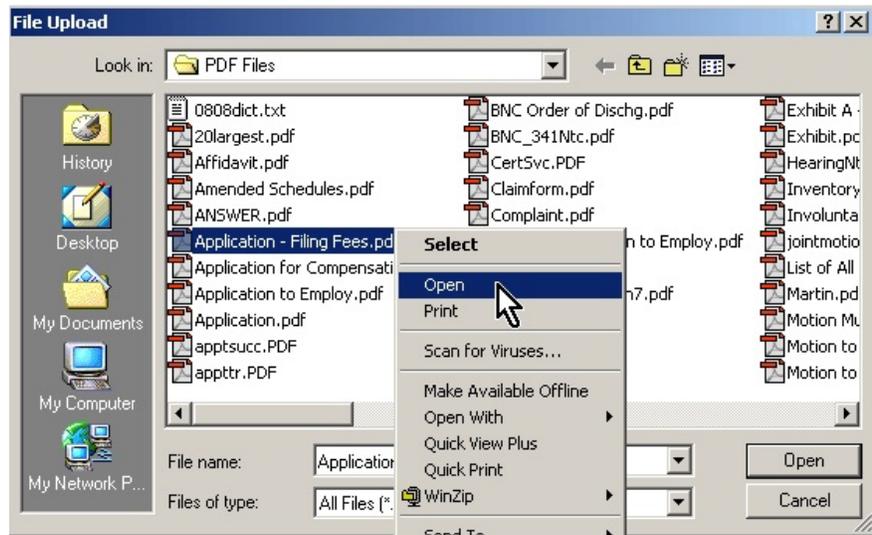


Figure 9b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the **File Upload** dialogue box. (See Figure 9c.)

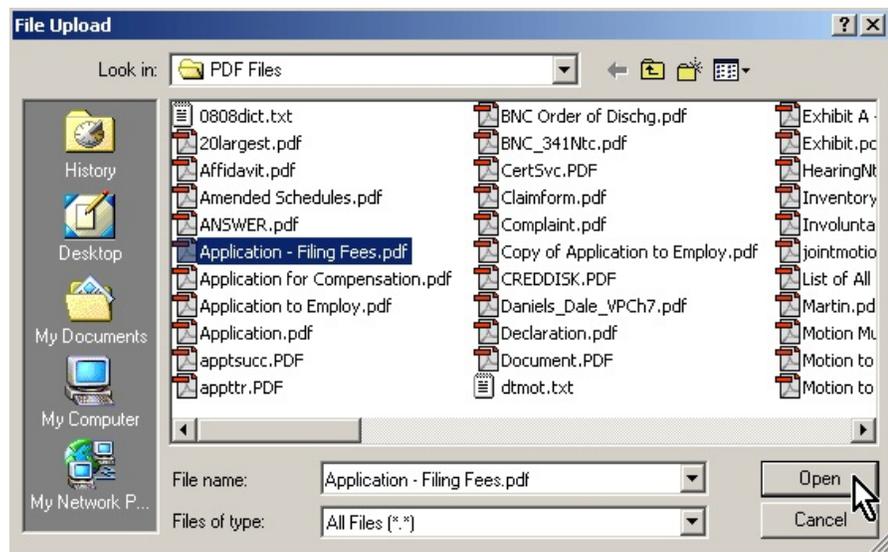


Figure 9c

STEP 10 The **FILING FEE INSTRUCTION** screen displays. (See Figure 10)

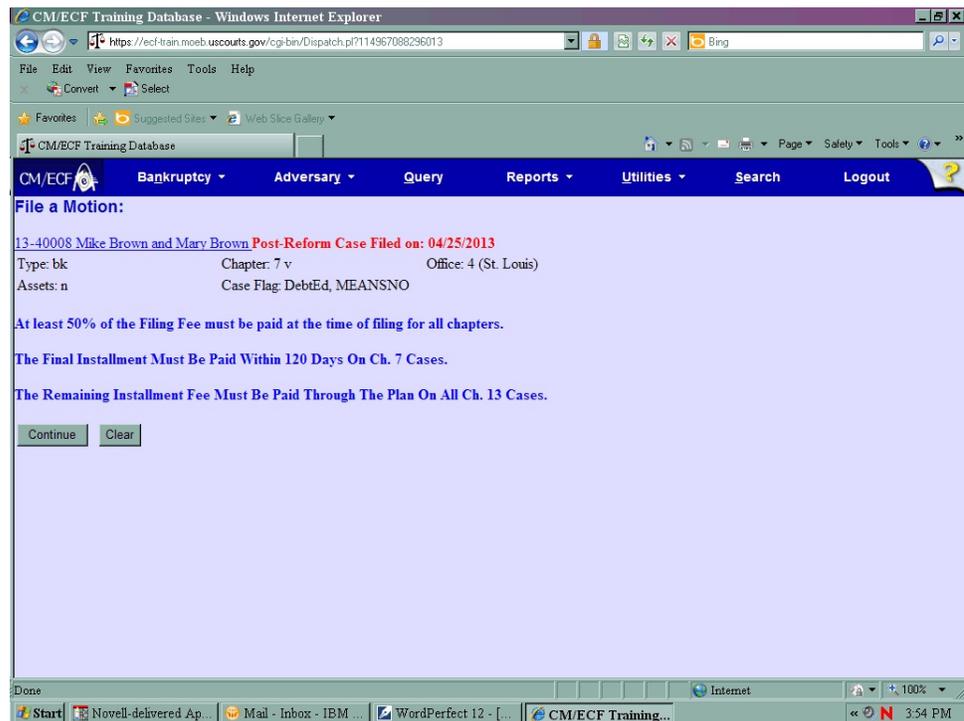


Figure 10

- At least 50% of the filing fee must be paid at the time of filing for all chapters.

- The final installment must be paid within 120 days on Chapter 7 cases.
- The remaining installment fee must be paid through the plan on all Chapter 13 cases.

Click **[Continue]**

STEP 11 The **FINAL DOCKET TEXT** screen appears. (See Figure 11.)

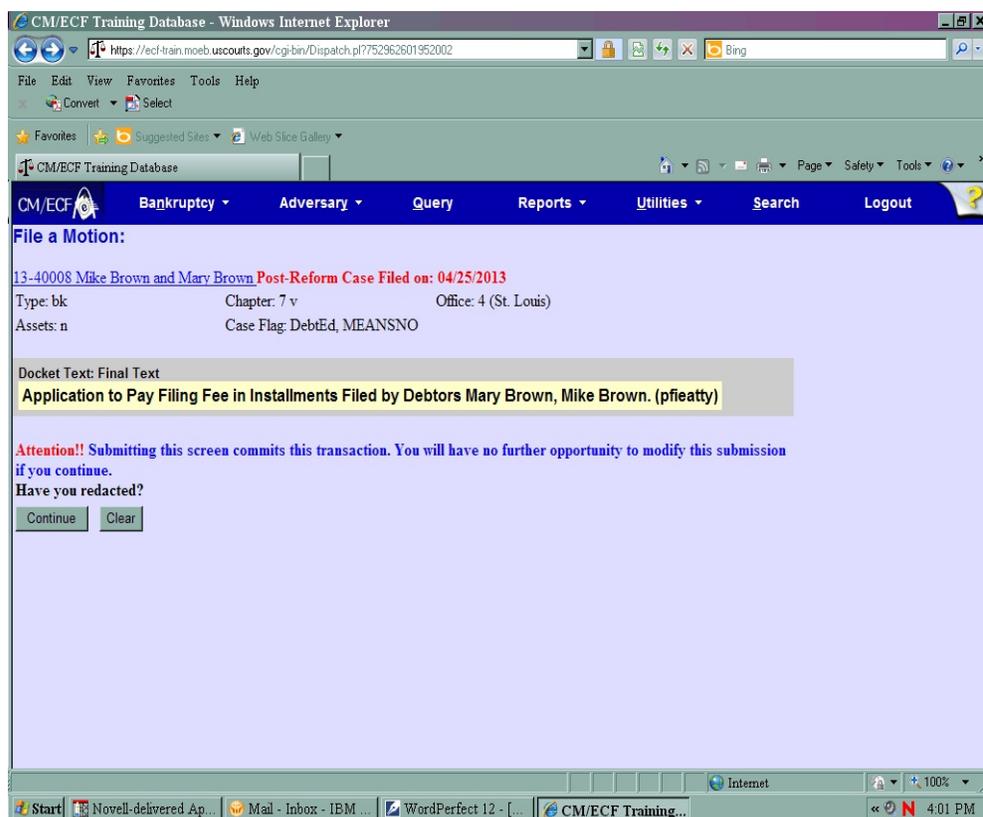


Figure 11

- ◆ The filing attorney representing the debtor will display in parentheses.
- ◆ If necessary, use the drop down menu to modify the text.
- ◆ Verify the final docket text.
- ◆ If correct, click **[Continue]**

- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 12.)

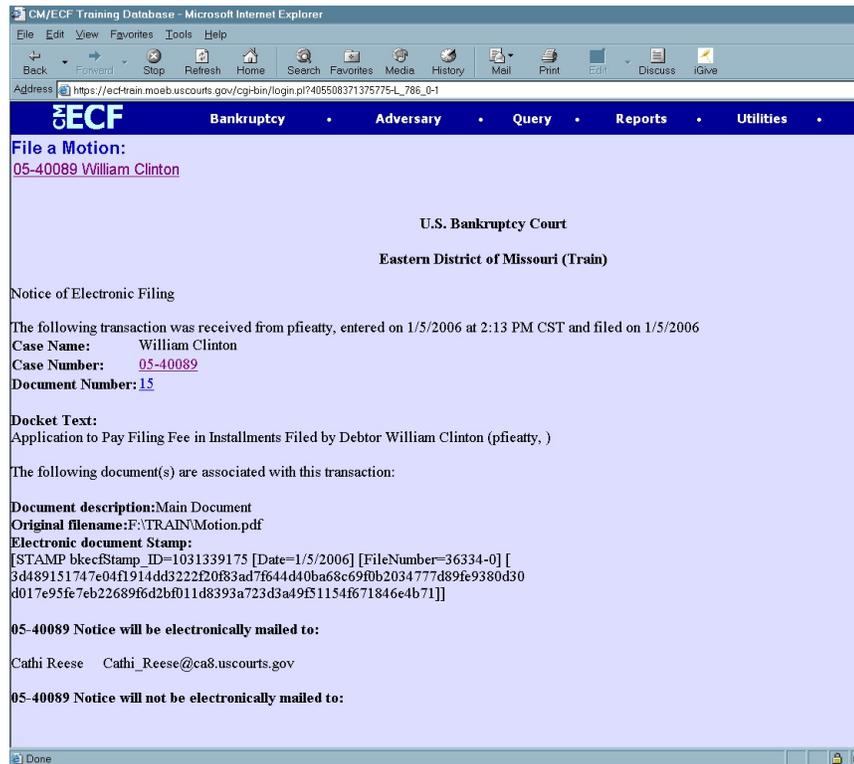


Figure 12

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case (thru PACER).
- ◆ Clicking on the document number hyperlink will display the PDF image of the petition just filed.

NOTE: Subscribers to e-mail notification will be given "one free look" at the document that was filed. This message will appear on each notice:

****NOTE TO PUBLIC ACCESS USERS****

You may view the filed documents once without charge.
To avoid later charges, download a copy of each document during this first viewing.

- ◆ To print a copy of this receipt for your records, click on the browser **[Print]** icon.
- ◆ To save a copy of this receipt to a file, click **[File]** on the browser menu bar and select **Save Frame As**.