

Application To Pay Filing Fee in Installments

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

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.)

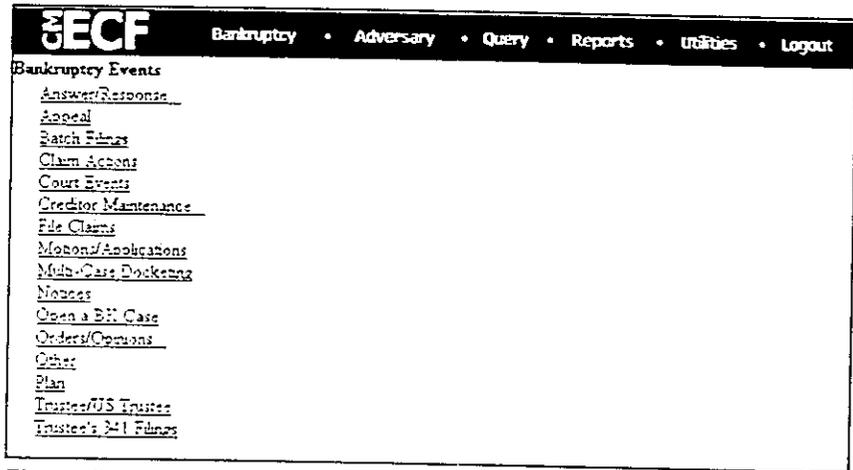


Figure 2

◆ Click on the Motions/Applications hyperlink.

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

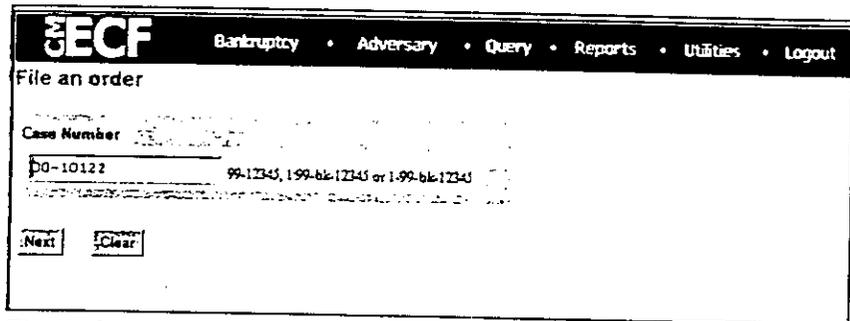


Figure 3

- ◆ 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.
- ◆ Click [Next].

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

STEP 4 The **MOTION/APPLICATION SELECTION** screen displays. (See Figure 4.)

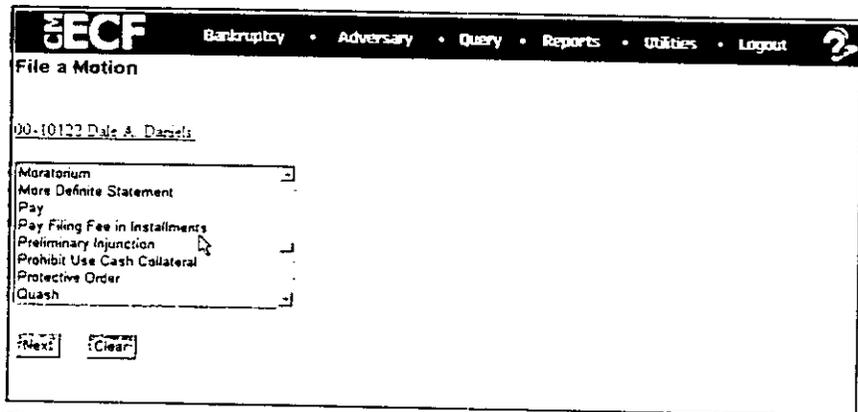


Figure 4

- ◆ Scroll down to display the selection Pay Filing Fee in Installments.

NOTE: Local court dictionary descriptions may vary from the selection above.

- ◆ Highlight that selection and Click [Next] to continue.

STEP 5 The case verification screen will appear next. If this is the correct case, click [Next] to continue. (See Figure 5.)

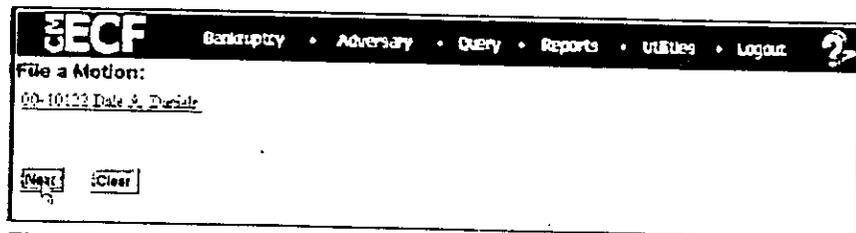


Figure 5

STEP 6 The ATTORNEY SELECTION screen will appear (See Figure 6.)

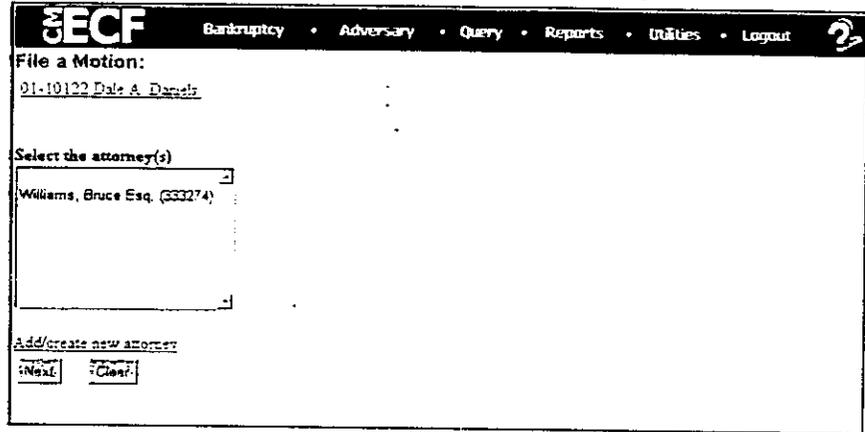


Figure 6

- ◆ Click on the attorney who is filing the application on the attorney selection screen, then click [Next] to continue.

STEP 7 The PARTY SELECTION screen will appear (See Figure 7.)

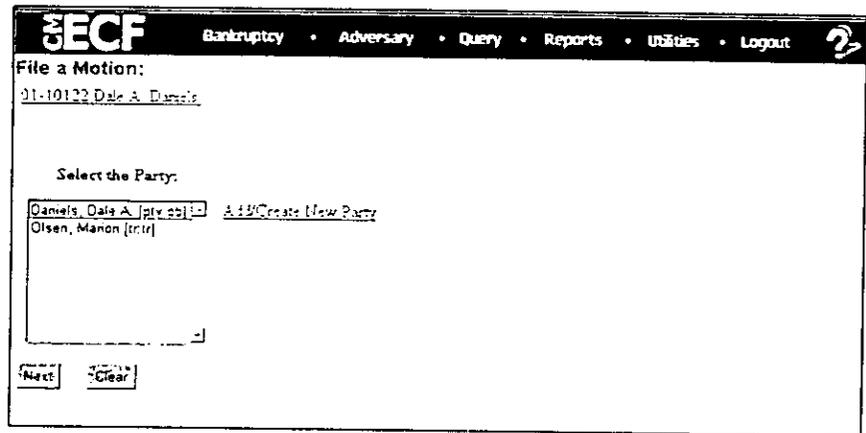


Figure 7

- ◆ Click on the debtor(s) for whom the application is being filed on the party selection screen, then click [Next] to continue.

STEP 8 The PDF DOCUMENT screen displays. (See Figure 8a.)

- ◆ The current date appears as the file date by default. This will be the Date Filed on the docket sheet. If this is not the correct date for the filing of this application, enter the correct date.

Figure 8a

- ◆ If you have no PDF document to associate with this petition, click [Next] to continue.
- ◆ If you do not enter a PDF document, a warning message box displays. (See Figure 8b.) This is information presented only as a reminder. The system will allow you to proceed.

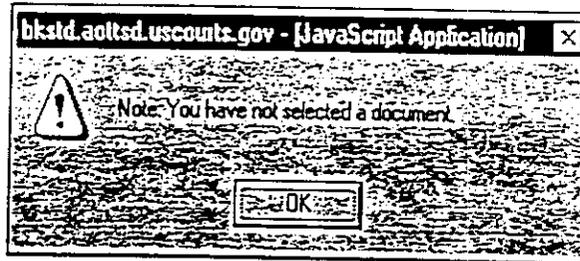


Figure 8b

- ◆ Click on the [OK] button.
- ◆ The option to assign a document number to this entry may then be presented (See Figure 8c.). Select the appropriate radio button.

Figure 8c

- ◆ Click **[Next]** to continue.
- ◆ Skip to **STEP 10** if there is no PDF document to associate with this application.

STEP 9

If there is a PDF document associated with this entry, follow these steps:

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- 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 9a.)

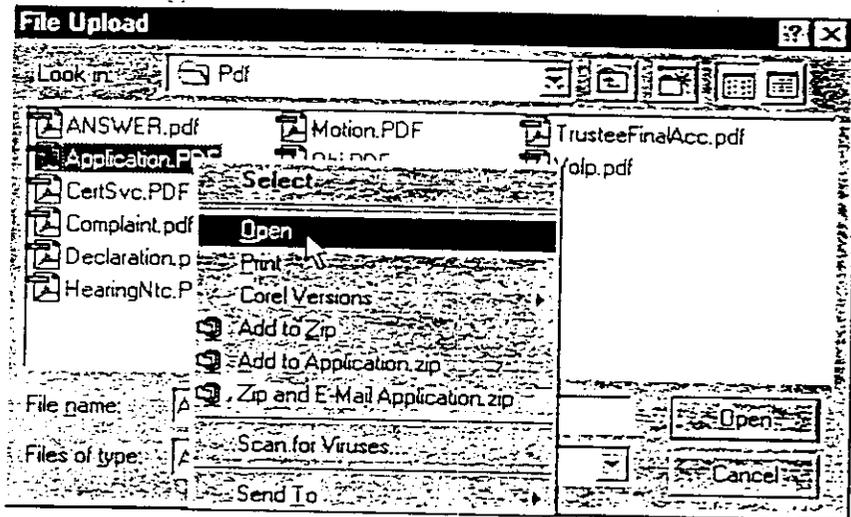


Figure 9a

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

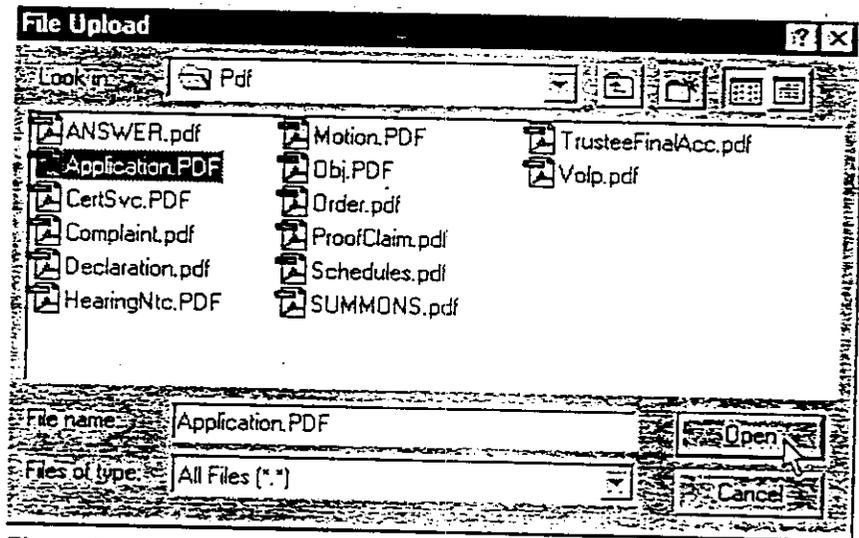


Figure 9b

- ◆ Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments will be covered in another module.
- ◆ Click **[Next]**.

STEP 10 The **FINAL TEXT EDITING** screen will then display. (See Figure 10.)

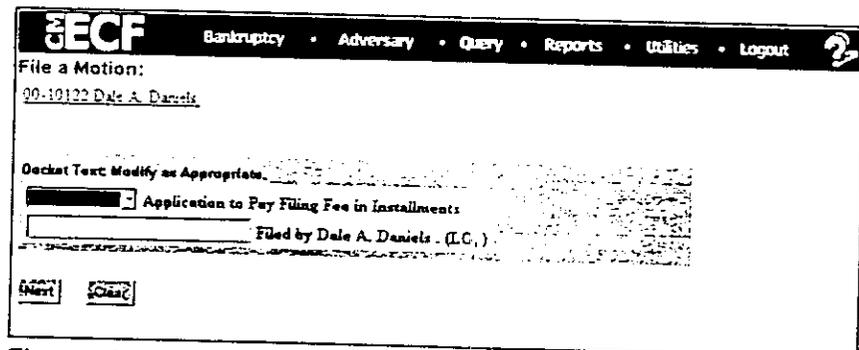


Figure 10

- ◆ Select a prefix, if appropriate, for this application, and enter any other text as necessary.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

- ◆ If the text is correct, click **[Next]**.

STEP 11 The Final Docket Text screen will be displayed (See Figure 11.)

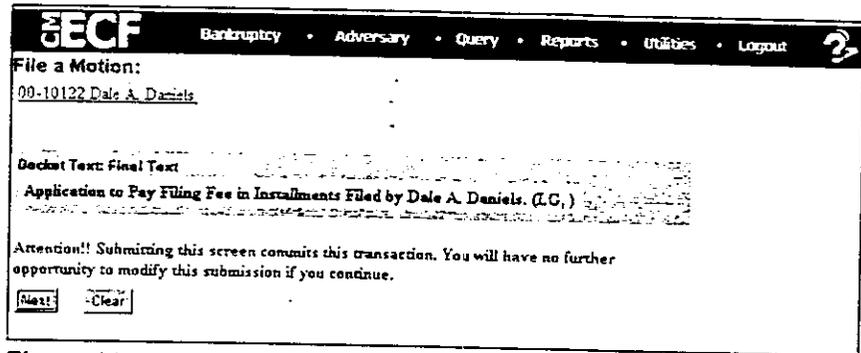


Figure 11

◆ If the information displayed is correct, click [Next] to continue.

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

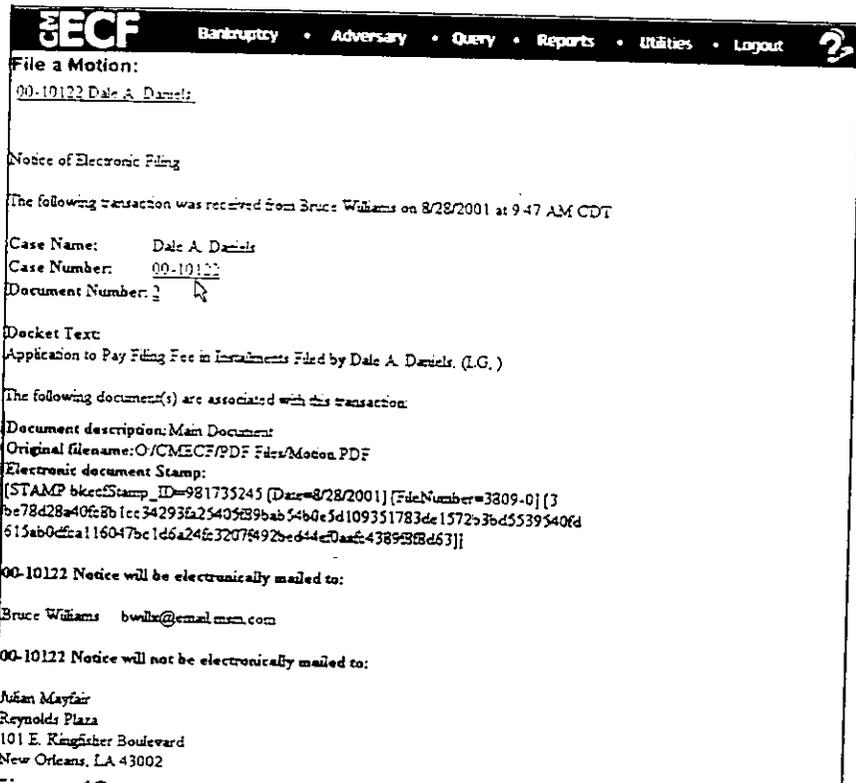


Figure 12

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.