

APPLICATION TO PAY IN INSTALLMENTS

Updated 3/23/2022

Description: This process shows the steps required for an external user to complete an Application for Individuals to Pay the Filing Fee in Installments in CM/ECF.

STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on **Motions/Applications** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 – The EVENTS screen displays.

- Select **Pay Filing Fee in Installments (Application)** from the list of events.
- Click the **[Next]** button.

NOTE: Type the first letter (**P** for **Pay**) and the highlight bar will immediately select the first entry beginning with **P**.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if the document is being filed with another attorney.
- Click the **[Next]** button.

STEP 6 – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.
- The Attorney/Party Association screen appears. Verify that the debtor/attorney linkage is correct.

STEP 7 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click to open the .pdf to verify the image is correct.
- Click the **[Next]** button.

STEP 8 – The RELATE TO AMENDED MOTION screen displays.

- If this motion is amending a previous motion, select **yes** from the drop-down list; otherwise select **no**.
- Click the **[Next]** button.

STEP 9 – The VERIFICATION screen with debtor name and case number appear.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 10 – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the [Next] button if correct.

SAMPLE Docket Text: Final Text

Application to Pay Filing Fee in Installments. Filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Bill)

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

STEP 11 – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number, and document number.