

Application To Pay Filing Fees in Installments

This lesson explains how to docket 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 the [Motions/Applications](#) hyperlink.

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

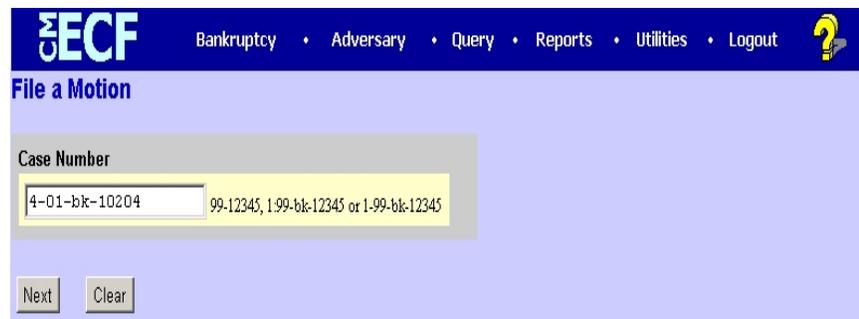


Figure 3

- ◆ Enter the correct case number (yy-nnnnn) including the hyphen. Click **[Next]**.

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



Figure 4

- ◆ Scroll down to display the order Pay Filing Fees in Installments event.
- ◆ Highlight the event and Click **[Next]** to continue.

STEP 5 The **ATTORNEY JOINT FILING** screen displays. Click **[Next]** to continue.

STEP 6 The **SELECT PARTY** screen displays. Highlight the party/debtor the application is being filed on behalf of and click **[Next]** to continue.. (See figure 6)



Figure 6

STEP 7 The **PDF DOCUMENT** screen displays. (See Figure 7a.)



Figure 7a

STEP 8

- 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 7b.)

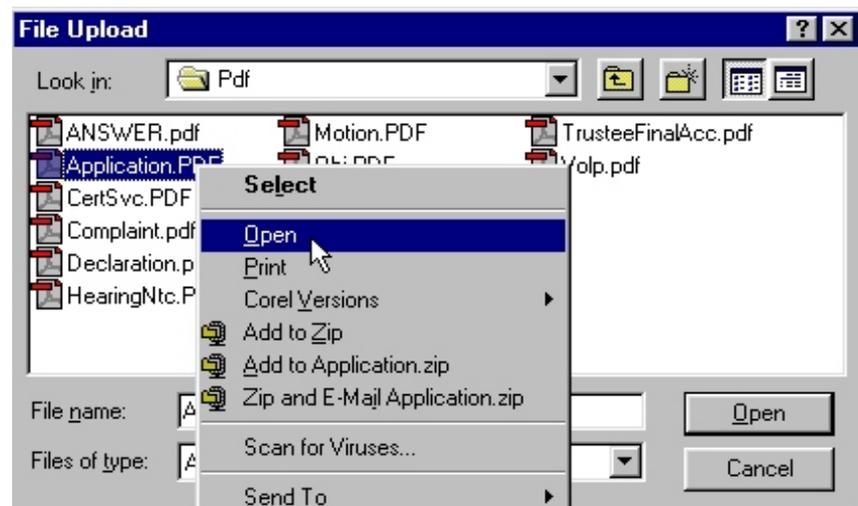


Figure 7b

- 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 7c.)

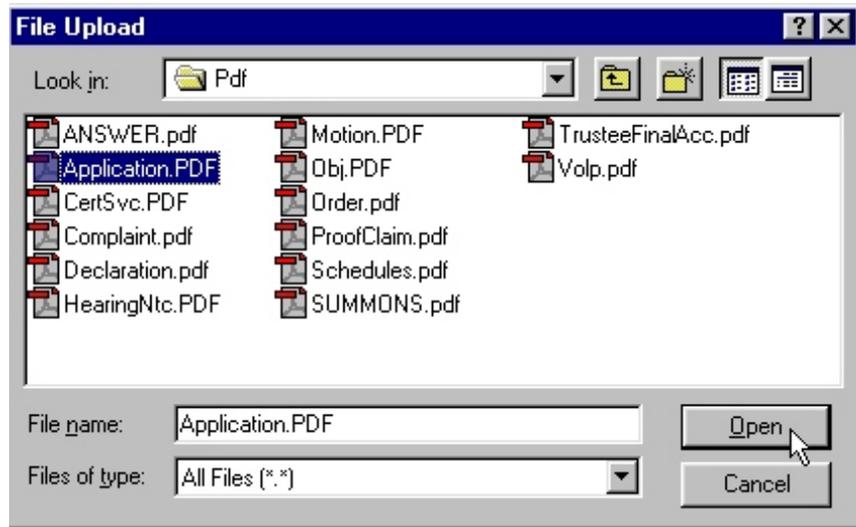


Figure 7c

- ◆ Click **[Next]**.

STEP 9 The **LINKING** screen displays (See Figure 10.)

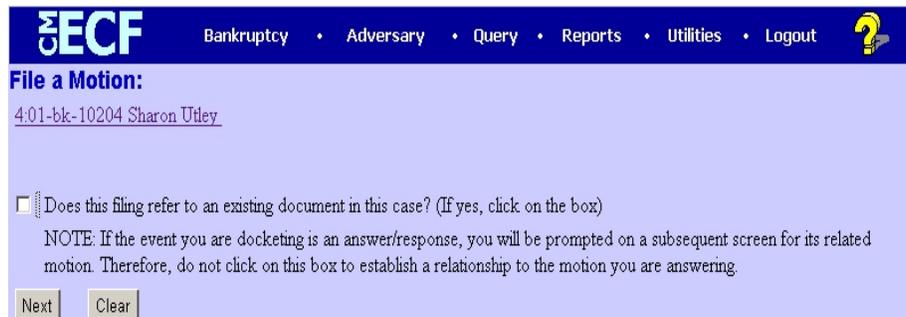


Figure 9

This application should not refer to an existing document in the case (**do not check this box at this time**).

- ◆ Click **[Next]** to continue.

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

File a Motion:
[4:01-bk-10204 Sharon Utley](#)

Docket Text: Modify as Appropriate.

Application to Pay Filing Fee in Installments

. Filed by Kent Pray on behalf of Sharon Utley . (Littrell, Angela)

Figure 10

- ◆ Review the docket text carefully and ensure the information is correct.
- ◆ Use the pre-fix box to add more information if appropriate.

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 information displayed in the docket text is correct, click **[Next]** to continue.
- ◆ The **FINAL WARNING** text screen will appear, click [Next] to continue.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 11.)

File a Motion:
[4:01-bk-10204 Sharon Utley](#)

Notice of Electronic Filing

The following transaction was received from Littrell, Angela on 11/20/2001 at 10:41 AM CST

Case Name: Sharon Utley
 Case Number: [4:01-bk-10204](#)
 Document Number: [8](#)

Docket Text:
 Application to Pay Filing Fee in Installments. Filed by Angela Littrell on behalf of Sharon Utley. (Littrell, Angela)

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.