

Application To Pay Filing Fees in Installments *For Attorneys*

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

◆ **STEP 3** Click the [Motions/Applications](#) hyperlink. The **CASE NUMBER** screen displays. (See **Figure 3**.)

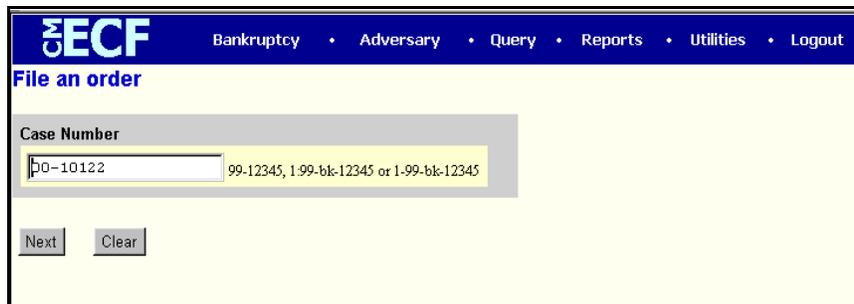


Figure 3

◆ Enter the correct case number (yy-nnnnn) including the hyphen.

- ◆ Click **[Next]** to continue.

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 DOCUMENT SELECTION** screen displays. (See **Figure 4.**)

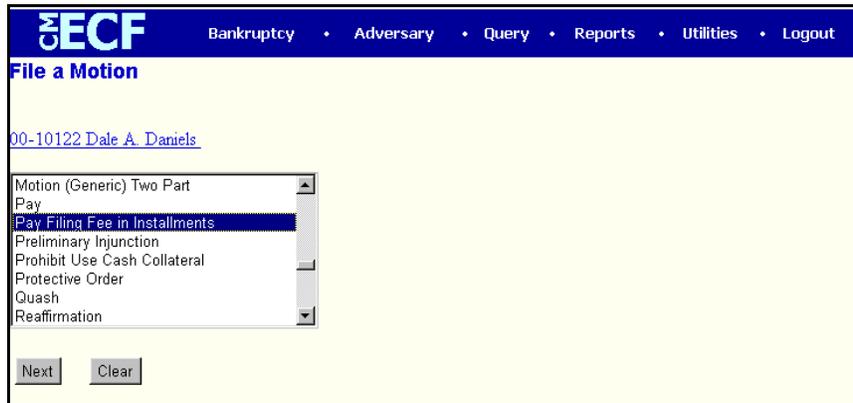


Figure 4

- ◆ Scroll to display the relief to Pay Filing Fees in Installments event.
- ◆ Click to highlight.
- ◆ Click **[Next]** to continue.

STEP 5 The **JOINT FILING** screen displays. (See **Figure 5.**)

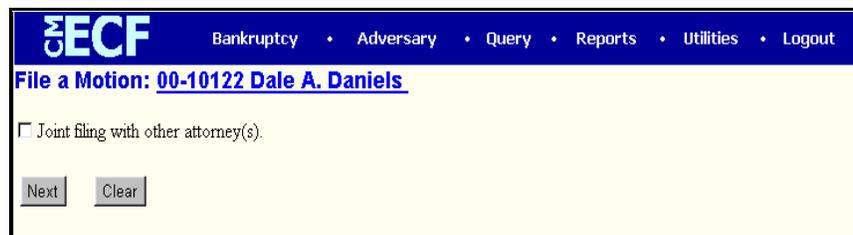


Figure 5

- ◆ This screen is only used if another attorney is joining in a filing. Skip this screen.
- ◆ Click **[Next]**.

STEP 6 The **SELECT PARTY** screen displays next. (See **Figure 6.**)



Figure 6

- ◆ Select the **DEBTOR** you are representing and click **[Next]** to continue.

STEP 7 The **PDF DOCUMENT SELECTION** screen will then be presented. (See Figure 7a.)

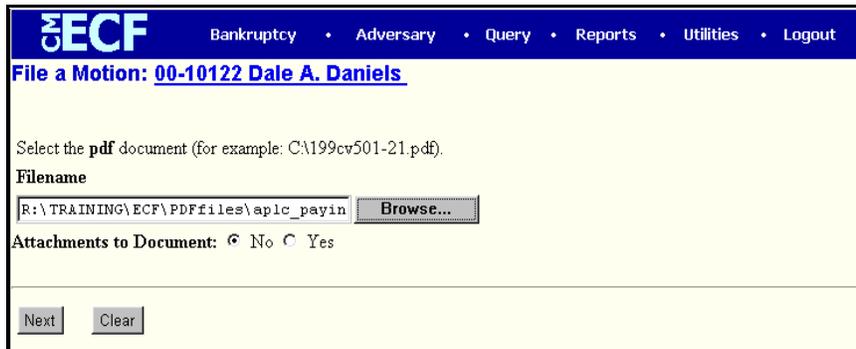


Figure 7a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.
 - 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.)

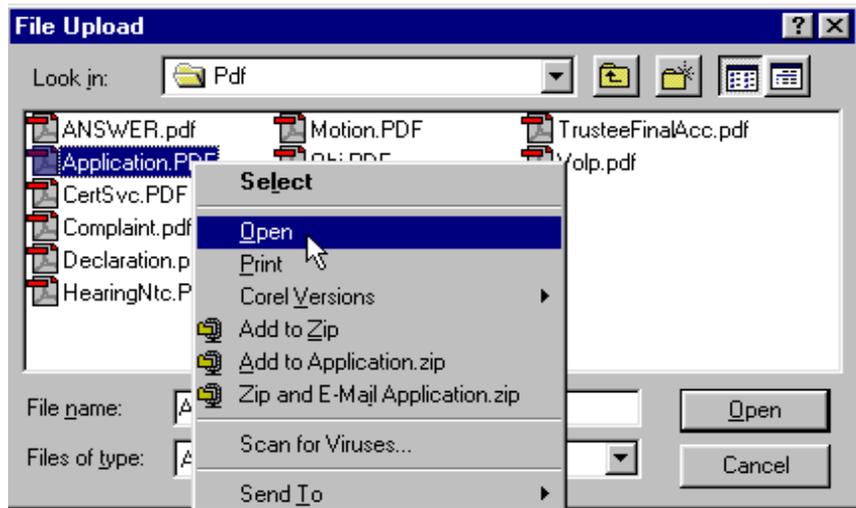


Figure 7b

- This will launch the Adobe Acrobat Reader to display the contents of the 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 7c.)

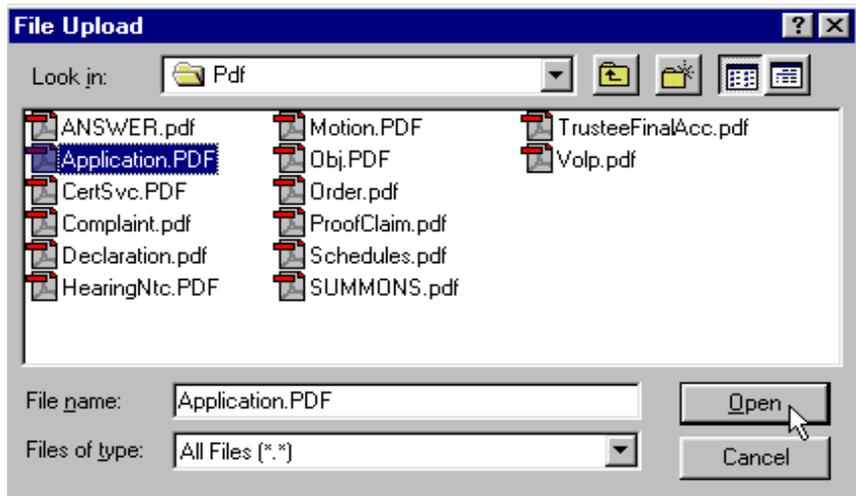
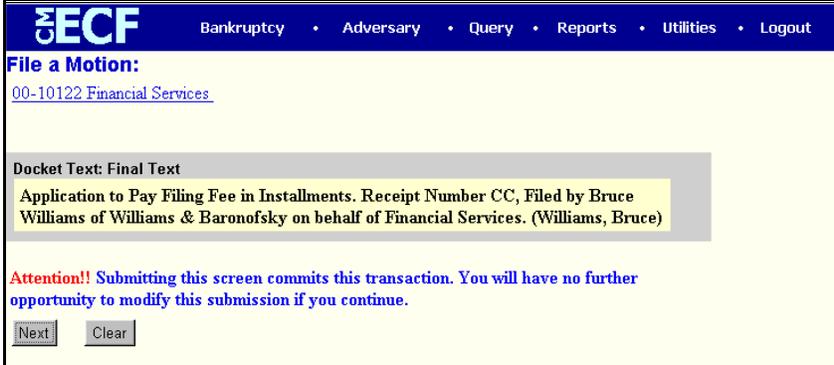


Figure 7c

STEP 8 The **FINAL DOCKET TEXT** screen appears. (See Figure 8.)



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the 'File a Motion' section for case 00-10122 Financial Services. The main content area displays the docket text: 'Docket Text: Final Text' followed by 'Application to Pay Filing Fee in Installments. Receipt Number CC, Filed by Bruce Williams of Williams & Baronofsky on behalf of Financial Services. (Williams, Bruce)'. A red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 8

- ◆ The filing attorney representing the debtor will display in parentheses, (Williams, Bruce).
 - ◆ Verify the final docket text. Read the warning message and proceed.
 - ◆ If correct, click **[Next]**.
 - ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the errors(s) and proceed with the event.
 - To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.
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STEP 9 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 9)

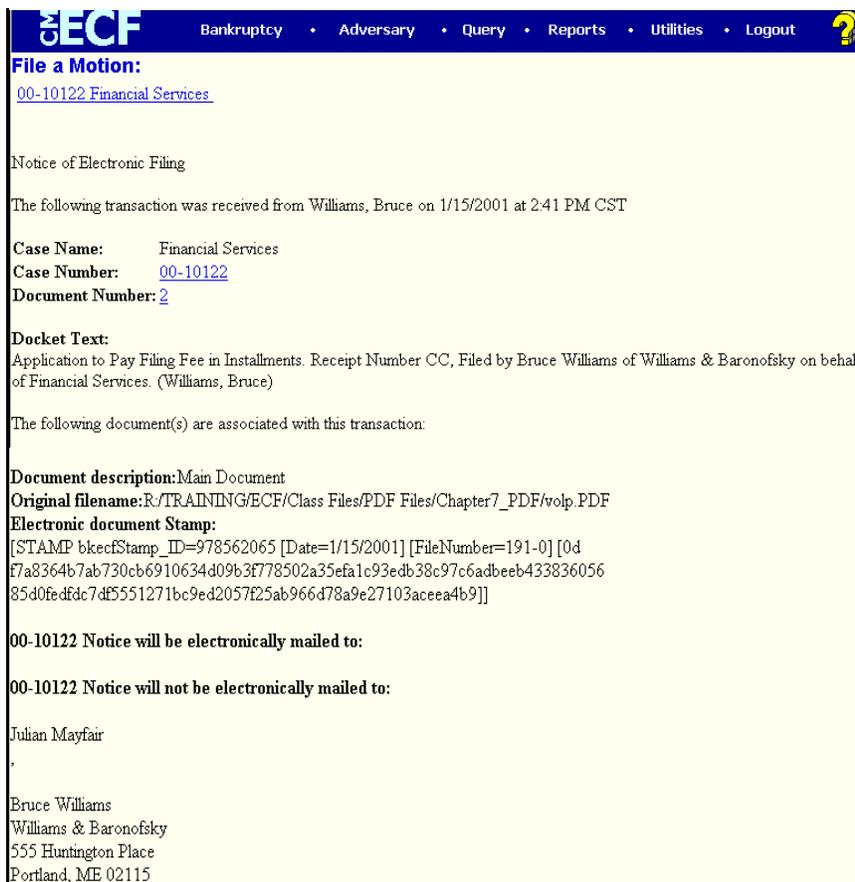


Figure 9

- ◆ 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 petition just filed.
- ◆ 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**.