

**Installment Payments**  
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**Revised February 22, 2024**

**FILING AN APPLICATION FOR INDIVIDUALS TO PAY THE FILING FEE IN INSTALLMENTS (OFFICIAL FORM 103A).**

- An Application for Individuals to Pay the Filing Fee in Installments (Official Form 103A) should be filed with the Voluntary Petition for Individuals Filing for Bankruptcy (Official Form 101).
- In Part 2, Question 8 of the Voluntary Petition for Individuals Filing for Bankruptcy, the box "I need to pay the fee in installments" should be selected.
- Debtor(s) will not receive a discharge until the entire filing fee has been paid.

1. File the Application for Individuals to Pay the Filing Fee in Installments in CM/ECF by going to:

Bankruptcy  
Motions/Applications  
Enter the Case Number  
Next

Select the event "Pay Filing Fee in Installments"  
Next

Select the Party - Select Debtor(s) from the list  
Next

Browse for the PDF of the application  
Next

Final Docket Text:  
Application to Pay Filing Fee in Installments filed by Jane Anne Anonymous.

2. Chambers will review the Application for Individuals to Pay the Filing Fee in Installments and prepare an order.
3. The Clerk's office will enter the order. If the application is granted, the order will include deadline(s) for installment payments to be made.

Docket Text:

Order Authorizing Debtor to Pay Filing Fee in Installments. (related document [3](#)), submitted to BNC for service, Notice of Entry affixed. First Installment Payment due 12/3/2023. Second Installment Payment due 1/5/2024. Third Installment Payment due 2/4/2024. Final Installment Payment due 3/4/2024.

**MAKING AN INSTALLMENT PAYMENT**

1. The attorney for Debtor(s) shall make installment payments through CM/ECF by going to:

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Bankruptcy  
Other  
Enter the Case Number  
Next

Select the appropriate "Payment of Installment Fee – Chapter 7, Chapter 12,  
or Chapter 13" event  
Next

Display - Use this event to pay an installment fee ordered by the Court.  
Next

Is this the final installment payment? Yes or No  
Next

Enter the dollar amount of the payment in the Fee box - do not include the  
dollar sign (i.e., 83.00)  
Next

Docket Text:  
Payment of Installment Fee. Fee Amount \$83.00.  
Next

2. A screen showing the "Summary of current charges" appears. Select the  
"Pay Now" button at the bottom of the screen.

Date Incurred	Description	Amount
2021-12-13 15:45:51	Payment of Installment Fee( 18-40001) [misc,pyins] ( 83.00)	\$ 83.00
		<b>Total: \$ 83.00</b>

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Select the fee(s) you wish to pay and select Next.

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2021-12-13 15:45:51	Payment of Installment Fee( <u>18-40001</u> ) [misc,pyins] (83.00)	\$ 83.00

Next Clear

On the next screen select Pay Now and you will be directed to your individual PACER account to complete the transaction for payment of the installment fee.