

APPLICATION TO PAY FILING FEE IN INSTALLMENTS

This event is programmed in CM/ECF to automatically transmit statistical information to the Administrative Office of the U.S. Courts pursuant to statutory mandates of BAPCPA. Please be sure this is the most appropriate event for the pleading you are e:filing.

Pursuant to Fed. R. Bankr. P. 1006, our court will not accept a petition for filing unless it is accompanied by the full filing fee pursuant to 28 U.S.C. § 1930 or an *Application to Pay in Installments*. (Chapter 7 individual debtors may also file an *Application for Waiver of Chapter 7 Filing Fee*). The court has posted on its website an [Application and Order to Pay Filing Fee in Installments](#). In addition to submitting the *Application and Order*, the filer must check the appropriate box on page 1 of the petition in the section captioned **Filing Fee (Check one box)**.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Pay Filing Fee in Installments (Attorney)**; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select the debtor as the party; click [NEXT]
- STEP 7** Upload PDF file; click [NEXT]
- STEP 8** Review installment payment deadlines; modify if appropriate; click [NEXT]
- ☛ *TIP - If the debtor has set forth payment dates that differ from the default dates, you may change the dates to reflect the debtor's proposed payment schedule.*
 - ☛ *NOTE: The last payment must be made within 120 days of the filing of the petition. If it is not, the due date of the last payment must be changed.*

STEP 9 Confirm case information; click [NEXT]

STEP 10 Docket text appears; modify if appropriate; click [NEXT]

- TIP - *The text of this docket entry cannot be modified from this screen. If an error is made abort the transaction and begin again.*

SAMPLE DOCKET TEXT

Application to Pay Filing Fee in Installments. Filed by Test Attorney on behalf of Test Clients. Second Installment Payment due by 11/6/2009. Third Installment Payment due by 12/5/209. Final Installment Payment due by 1/6/2010. (Attachments: # (1) Proposed Order)

STEP 11 Notice of Electronic Filing displays