

**CERTIFICATION AND AGREEMENT TO PAY FILING FEE**

Trustees and counsel for trustees must e:file a [Certification and Agreement to Pay Filing Fee](#) for every e:filed appeal, cross appeal, adversary proceeding and motion for which a filing fee is required whether or not sufficient funds currently exist in the estate. The form must be e:filed as a separate document. DO NOT upload this form as an attachment to the initiating pleading.

When and if sufficient funds become available in the estate, trustees and counsel for trustees are to forward the filing fee to the Office of the Clerk in the appropriate vicinage. The check must be accompanied by a paper copy of the court's Notice of Electronic Filing (NEF) relating to the document for which the filing fee is due. DO NOT forward the NEF generated by the e:filing of the Certification and Agreement to Pay Filing Fee.

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**STEP 1** Choose **Bankruptcy** from main menu if the filing is in the main case or choose **Adversary** from main menu if the filing is in an adversary.

**STEP 2** Choose **Misc. Events** category

**STEP 3** Enter case number; click [NEXT]

**STEP 4** Select **Certification and Agreement to Pay Filing Fee**; 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 Party** or click **Add/Create New Party**

☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role Type from the drop down menu on the Party Information screen.*

☛ *TIP - If this is the first time you are appearing on behalf of this party, you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*

**STEP 7** Upload the .pdf; click [NEXT]

- ☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*

**STEP 8** Confirm case information; click [NEXT]

**STEP 9** Docket text appears; review for accuracy; modify if appropriate; click [NEXT]

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

**SAMPLE DOCKET TEXT**

*Certification and Agreement to Pay Filing Fee filed by Test Attorney on behalf of Test Client.*

**STEP 10** *Notice of Electronic Filing* displays.