

3.3

APPLICATION TO PAY FILING FEE IN INSTALLMENTS

This process shows the steps and screens required for you to file an Application to Pay Filing Fee In Installments using CM/ECF.

NOTE: An order regarding the Application To Pay Filing Fee in Installments will be automatically generated by the court and served upon the appropriate parties.

Step 1 - Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.



Step 2 - The BANKRUPTCY EVENTS screen displays.

Bankruptcy Events

[Answer/Response...](#)
[Appeal](#)
[Claim Actions](#)
[Creditor Maintenance...](#)
[File Claims](#)
[Motions/Applications](#)
[Notices](#)
[Open a BK Case](#)
[Open Involuntary BK Case](#)
[Other](#)
[Plan](#)
[Order Upload](#)

[Case Upload](#)

Click on **Motions/Applications** hyperlink.

For further information on each of these categories, click the (Help) icon.

Step 3 - The CASE NUMBER screen displays.

Enter the case number for the appropriate case.

Click the [Next] button.

Step 4 - The EVENTS screen displays.

The screenshot shows the 'File a Motion' interface. At the top, it displays case information: '18-50001 Practice Electronic Filing', 'Type: bk', 'Chapter: 7 v', 'Office: 5 (Macon)', 'Assets: n', 'Judge: aec', and 'Case Flag: DebtEd, NotQCd'. Below this is a search prompt: 'Start typing to find another event. Hold down Ctrl to add additional items.' There are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: 'Moratorium', 'More Definite Statement', 'Objecting to Discharge under Section 727(a)(8) or 727(a)(9) or 1328(f)', 'Pay Filing Fee in Installments' (highlighted in blue), 'Prohibit Use Cash Collateral', 'Protective Order', 'Quash', 'Re-Negotiate Home Loan', 'Reconsider or Vacate', 'Reconsider or Vacate Dismissal of Case', 'Recusal', 'Redact', 'Redeem Property of the Estate', 'Reject Lease or Executory Contract', and 'Release Funds from Court Registry'. The 'Selected Events' column contains 'Pay Filing Fee in Installments'. At the bottom are 'Next' and 'Clear' buttons.

Select **Pay Filing Fee in Installments** from the list of events.
Click the [Next] button.

NOTE: You can type the first letter (P for Pay) and the highlight bar will immediately select the first entry beginning with P. As you type a key word, the program reduces the list of available events to those events that match your search selection criteria.

Step 5 - The SELECT PARTY screen displays.
***Select the debtor(s) as the filer(s) of this Application**

The screenshot shows the 'File a Motion' interface with the 'Select the Party' screen. It displays the same case information as Step 4. Below the case information is the 'Select the Party:' section. A list of parties is shown: 'Filing, Practice Electronic [Debtor]', 'U.S. Trustee - MAC, [U.S. Trustee]', and 'Webster, Joy (trustee) [Trustee]'. The first entry is highlighted. To the right of the list is a link: 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

Click the [Next] button.

Step 6 - The SELECT PDF screen displays.

File a Motion:

[18-50001 Practice Electronic Filing](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: aec	Case Flag: DebtEd, NotQCd

Filename

No file selected.

Attachments to Document: No Yes

Select the .pdf file to associate with this event. For more detailed information about creating and attaching .pdf files, see instructions: [How To Convert Documents to PDF](#).

Click the [Next] button.

Step 7 - The following case information screen will appear next. Verify that the case name and case number information is correct.

[18-50001 Practice Electronic Filing](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: aec	Case Flag: DebtEd, NotQCd

Click the [Next] button.

Step 8 - The DOCKET TEXT screen displays. Modify if appropriate.

File a Motion:

[18-50001 Practice Electronic Filing](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: aec	Case Flag: DebtEd, NotQCd

Docket Text: Modify as Appropriate.

Application to Pay Filing Fee in Installments filed by Debtor Practice Electronic Filing (Jones, J.)

Click the [Next] button.

Step 9 - The FINAL DOCKET TEXT screen displays.

File a Motion:

[18-50001 Practice Electronic Filing](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: aec	Case Flag: DebtEd, NotQCd

Docket Text: Final Text

Application to Pay Filing Fee in Installments filed by Debtor Practice Electronic Filing (Jones, J.)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.

If the final docket text is incorrect, click the browser [Back] button to find the screen you need to modify.

To abort or restart the transaction, click on an option on the blue CM/ECF Main Menu Bar. Click the [Next] button if correct.

Step 10 - The NOTICE OF ELECTRONIC FILING screen displays.

File a Motion:

[18-50001 Practice Electronic Filing](#)

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: aec

Case Flag: DebtEd, NotQCd

U.S. Bankruptcy Court

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from J. Jones entered on 2/9/2018 at 4:33 PM EST and filed on 2/9/2018

Case Name: Practice Electronic Filing

Case Number: [18-50001](#)

Document Number: [5](#)

Docket Text:

Application to Pay Filing Fee in Installments filed by Debtor Practice Electronic Filing (Jones, J.)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:CASE LOAD JAN-FEB.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=970768733 [Date=2/9/2018] [FileNumber=71082-0] [1
52ec8e7f191ce6b23bd43522ee861d9dee49e8b94b7d6992a5731ae95d7874c17a0626
633ce91e2ad2baed12e4f6bdb48a3521f15f1fa6d2a40840043b7929c]]

18-50001 Notice will be electronically mailed to:

NOTE: To file an Amended Application to Pay Filing Fee in Installments:

- Click on Bankruptcy Heading
- Click on the Other hyperlink
- Choose the event "Amended Document."

When prompted, link this amended document to the original application.