

APPLICATION TO PAY IN INSTALLMENTS

Pursuant to Fed. R. Bankr. P. 1006(a), our court will not accept a petition for filing unless it is accompanied by the full filing fee as prescribed by 28 U.S.C. § 1930 or an [Application to Pay in Installments](#).

If an attorney e:files an application to pay in installments, the first installment payment will be charged to their credit card. All subsequent payments must be made conventionally.

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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** Hearing screen displays, click [NEXT] to skip this screen.
- ☛ **TIP - DO NOT SET A HEARING FOR THIS APPLICATION.**
- STEP 8** Upload PDF file; click [NEXT]
- ☛ **TIP - Fillable forms are available under Our Court's Miscellaneous Forms.**

STEP 9 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 10 Confirm case name and number; click [NEXT]

STEP 11 Docket text appears; modify if appropriate; click [NEXT]

☛ *TIP - The text of this docket entry cannot be modified from this screen; if further modification is necessary, use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

Application to Pay Filing Fee in Installments. Filed by John Hughes on behalf of Julius Erving , Tasha Erving . First Installment Payment due by 10/8/2002. Second Installment Payment due by 11/6/2002. Third Installment Payment due by 12/5/2002. Final Installment Payment due by 1/6/2003. (Attachments: # (1) Proposed Order) (Hughes, John)

STEP 12 Notice of Electronic Filing displays