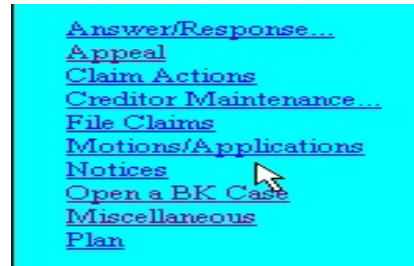
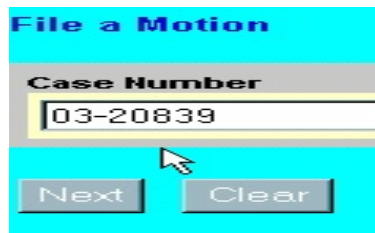


**Filing a Motion to Pay Filing Fee in Installments.**

**STEP 1** Select **Bankruptcy** from the *Main Menu*, and then click on **Motions / Applications** hypertext link.



**STEP 2** The **Case Number** entry screen displays.



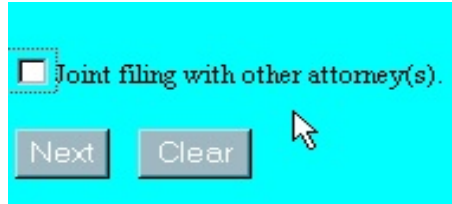
- ◆ **Case Number** - enter a case number in *YY-NNNNN* format.
- ◆ Click on the **Next** button.

**STEP 3** The select the type of **motion/application** being filed screen displays.



- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (to select more than one press and hold the *Ctrl* button as you click on the selection).

- ◆ A checkbox is also displayed above the **Next** button on this screen.



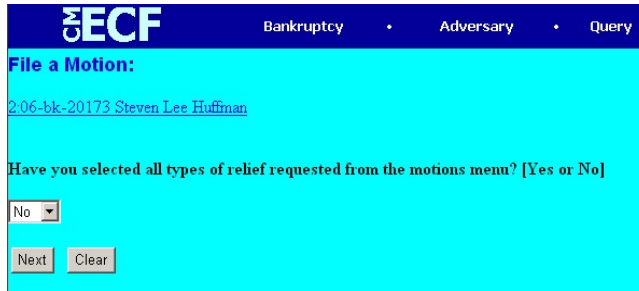
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney; if not, leave blank..
- ◆ Click on the **Next** button.

**STEP 4** The **Select the Party** screen displays.



- ◆ Click on the debtor(s) name.
- ◆ Click on the **Next** button.

**STEP 5** The **File a Motion** screen displays.

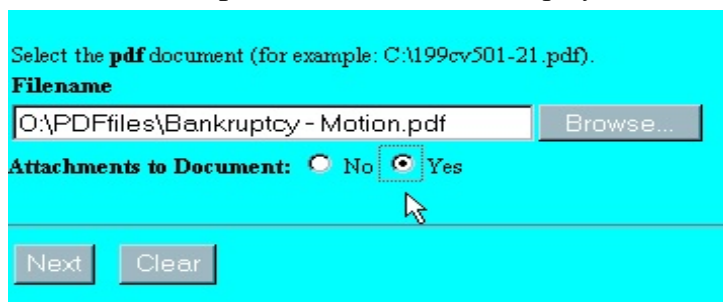


- ◆ Choose **Yes** or **No** and click **Next**.
  - ▶ If '**No**' is selected, the following screen will display.



- ▶ Click the back button on the browser menu until the select the type of **motion/application** being filed screen displays and select the other types of relief (motions/applications) being filed.

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the radio button next to '**Yes**' to **attached your Proposed Order**.
- ◆ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Proposed Order.p

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2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Pay Filing Fee in Ir

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

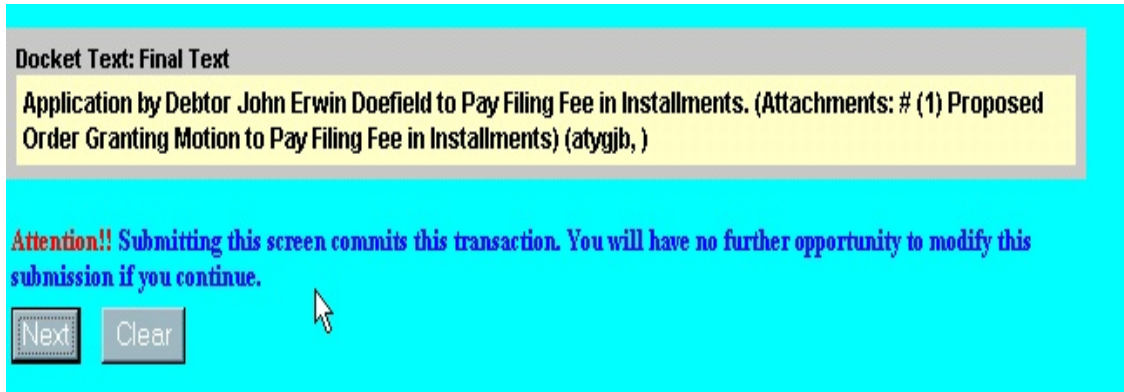
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 8** A **Verification of Case** screen displays. Verify that you are working in the right case, then click on the **Next** button.

**File a Motion:**

[2:03-bk-20839 John Erwin Doefield](#)

**STEP 9** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser’s Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 10** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

