

Payment of Filing Fees in Installments

May 11, 2020

See [Local Rule 1006-1 Payment of Filing Fee in Installments](#).

- (a) **Fees Owed from Previous Case.** If a debtor files an application to pay case filing fees in installments and the debtor owes an unpaid fee from a previous case filed within five calendar years, the Court will deny the application and allow the debtor fourteen days from the petition date to pay the entire filing fee. If the entire filing fee is not paid, the Court may dismiss the case without a hearing. An order denying the debtor's application will be entered on the CM/ECF docket report of the case.
- (b) **Minimum Installment Payments.** In all cases where subdivision (a) does not apply, a debtor's application to pay the case filing fee in installments may be approved, without a hearing, only if it complies with the following requirements:
- (1) a minimum payment of twenty-five percent of the total case filing fee shall be paid within 30 days of the petition date;
 - (2) installments shall be paid not less often than monthly;
 - (3) the number of installments shall not exceed four; and
 - (4) no installment shall be less than twenty-five percent of the total case filing fee unless a lesser amount will pay the filing fee in full.

Instructions for Entering Filing Fees when Filing a New Petition:

- **Paying Full Filing Fee with Petition** - leave the receipt field **blank** if the full filing fee is to be paid with the filing of the petition.
 - Immediately proceed with the payment of the filing fee by selecting **Pay Now** to continue through **Pay.gov** once the new petition has been entered.
- **Paying Filing Fee in Installments** - put the letter **O** in the receipt field if the filing fee is to be paid in installments.

Instructions for Entering and Paying an Installment Payment:

To set up an **installment payment** electronically for a voluntary petition, the filer should select **Bankruptcy > Miscellaneous > Payment of Fee (Full Filing Fee, Installment Payment, Reopen)**.

- The filer must select **Installment** from the drop-down menu that appears during the docketing of this event.

A selection MUST be made. Do not bypass the screen. Select type of Fee Item:

Installment

- The next screen allows you to input the dollar amount you wish to pay. Enter the desired amount in the **Fee** field and click **Next**.

Fee: \$

- Verify the correct "**Installment**" option was selected and the correct **Fee Amount** was entered, then submit the docket text.
- Once the docket text is submitted, a "Summary of Current Charges" screen appears that includes the installment payment you have entered.
- Select **Pay Now** to continue with your payment through **Pay.gov** immediately.
- Fees can be paid via a bank account (ACH) credit or debit or credit card.
- Debit cards may be used if the debit card does not require the use of a pin number.

Additional Guidance for Paying the Filing Fee in Installments:

If you have docketed the above **Payment of Fee (Full Filing Fee, Installment Payment, Reopen)** event and failed to pay the filing fee after submitting the docket text, go to **Utilities > Internet Payments Due**, select the fee to be paid, and continue with the payment through **Pay.gov** using your bank account or credit/debit card as noted above.