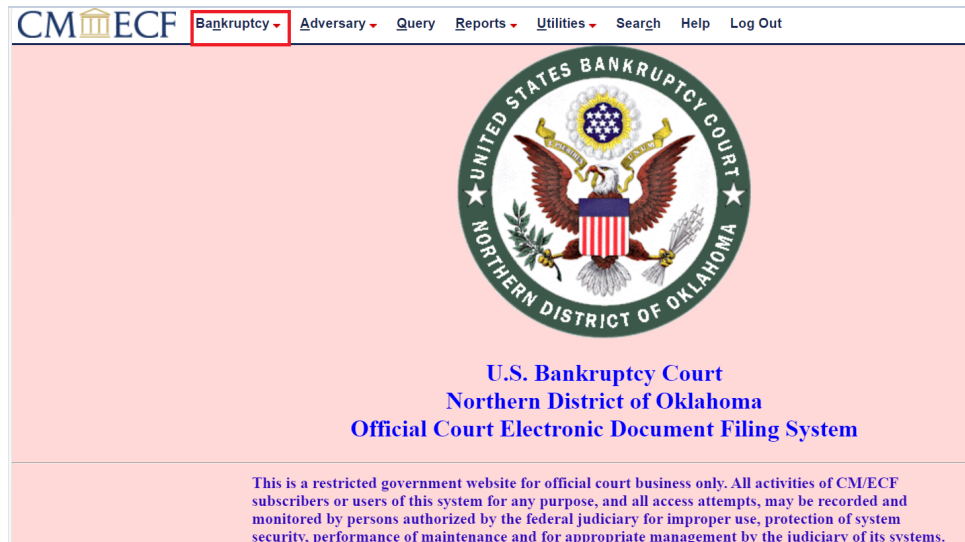


Electronic Installment Payment

After the Court has Granted the Application to Pay Filing Fees in Installments, in order to make a payment electronically, attorneys will need to use a specific event to pay the Installment Payment. This document will guide you through the process to make an electronic installment payment in CM/ECF.

1. Log into CM/ECF and select **Bankruptcy**.



2. Select Miscellaneous/Other.



3. Enter the case number. Then select **Next**.

CM ECF Bankruptcy Adversary Query Reports Ut

Miscellaneous

Case Number
21-10020 Find This Case

Next Clear

4. Verify the case number and debtors' name(s) are correct.
Then type **installment** to search for the correct event, you will have three options:

- Installment Payment to be paid by attorney (Chapter 11)
- Installment Payment to be paid by attorney (Chapter 13)
- Installment Payment to be paid by attorney (Chapter 7)

Select the **appropriate event based on the chapter** of your case, and then click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous

23-10020 First Middle Last

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Case Flag: DebtEdDue, FeeDueINST

installment Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Selected Events (click to remove events)
Installment Payment to be paid by attorney (Chapter 7)

Installment Payment to be paid by attorney (Chapter 11)
Installment Payment to be paid by attorney (Chapter 13)
Installment Payment to be paid by attorney (Chapter 7)

Next Clear

5. This next screen asks if you are filing jointly with other attorney(s). In this scenario we are not, so click **Next**. If you are filing jointly, then check the box next to “Joint filing with other attorney(s)”, then select **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous:

23-10020 First Middle Last

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Case Flag: DebtEdDue, FeeDueINST

Joint filing with other attorney(s).

Next Clear

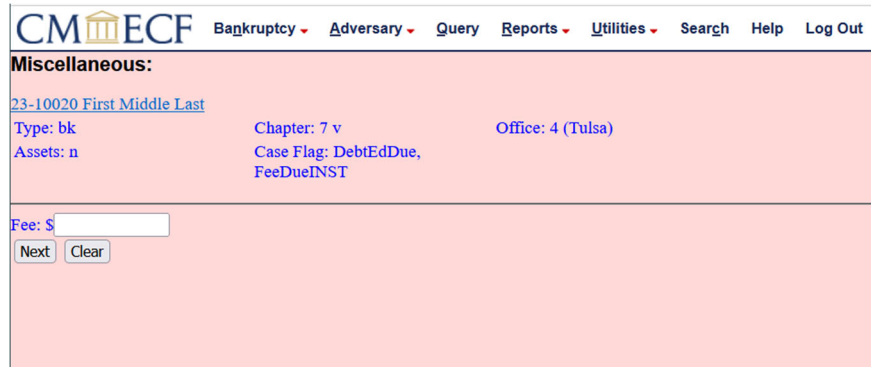
- We now need to select the party on whose behalf we are filing this pleading. The system has presented us with parties already associated with this case.

The screenshot shows the CM ECF interface for case 23-10020. The page title is "Miscellaneous:". Case details include: Type: bk, Assets: n, Chapter: 7 v, Case Flag: DebtEdDue, FeeDueINST, and Office: 4 (Tulsa). Under the heading "Select the Party:", there is a dropdown menu with two options: "Last, First Middle [Debtor]" and "Office of the United States Trustee, [U.S. Trustee]". To the right of the dropdown is a link "Add/Create New Party". At the bottom left are "Next" and "Clear" buttons.

- Our client is the Debtor. Please click on the **Debtor**. Now that we have selected our party, click on **Next**.

This screenshot is identical to the previous one, but with red boxes highlighting the "Last, First Middle [Debtor]" option in the dropdown menu and the "Next" button, indicating the required actions.

8. The next screen is the fee screen.



The screenshot shows the CM ECF interface. At the top, there is a navigation bar with the CM ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page is titled "Miscellaneous:". Underneath, there is a link "23-10020 First Middle Last". The page displays case details: "Type: bk", "Assets: n", "Chapter: 7 v", "Case Flag: DebtEdDue, FeeDueINST", and "Office: 4 (Tulsa)". A "Fee: \$" input field is present, which is currently empty. Below the input field are "Next" and "Clear" buttons.

9. In this screen, you will want to enter the amount you are going to pay today. In this case, we are going to pay the first payment of \$84.50, so we put **84.50** before clicking **Next**.



This screenshot is identical to the previous one, but the "Fee: \$" input field now contains the value "84.50". The input field and its contents are highlighted with a red rectangular box.

10. The next screen asks if you want to refer to an existing document.



The screenshot shows the CM ECF interface with the same case details as the previous screens. Below the case details, there is a checkbox labeled "Refer to existing event(s)?". The checkbox is currently unchecked. Below the checkbox are "Next" and "Clear" buttons.

11. Click on the box next to **Refer to existing event(s)?** and click **Next**.

The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with the CM ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page is titled "Miscellaneous:". The main content area displays case information: "23-10020 First Middle Last", "Type: bk", "Assets: n", "Chapter: 7 v", "Case Flag: DebtEdDue, FeeDueINST", and "Office: 4 (Tulsa)". A red box highlights a checkbox labeled "Refer to existing event(s)?". Below the checkbox are two buttons: "Next" and "Clear".

12. You are now being asked to select the category for which this installment payment relates. If you are unsure of what category to choose, you could select the entire list. If you know what this installment relates to, you can select a specific category. In this case, we are going to select all of the events by clicking on the first event, scrolling to the bottom of the list, while holding the shift key. Click **Next**.

The screenshot shows the CM ECF web interface with the same case details as the previous screenshot. Below the case information, there is a prompt: "Select the category to which your event relates." A dropdown menu is open, showing a list of categories: "misc", "motion", "notice", "oldnibs", "order", "plan", "tclerk", "trust13", "trustee", and "utility". A red box highlights the dropdown menu. Below the dropdown menu, there are two input fields labeled "Filed" and "Documents", each followed by a "to" label and another input field. At the bottom, there are two buttons: "Next" and "Clear".

13. Relate to the Order Granting Application To Pay Filing Fees In Installments by selecting the box next to it and click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous:

[23-10020 First Middle Last](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)
 Assets: n Case Flag: DebtEdDue, FeeDueINST

Select the appropriate event(s) to which your event relates:

- 04/05/2023 1 Chapter 7 Voluntary Petition. Receipt Number: INSTALL, Fee Amount Due: S338. Fee Amount Paid: S0.00 Filed by Johnny Paxer on behalf of First Middle Last. (Paxer, Johnny)
- 04/05/2023 2 Certificate of Credit Counseling Filed by Johnny Paxer on behalf of First Middle Last. (Paxer, Johnny)
- 04/05/2023 3 Chapter 7 Statement of Your Current Monthly Income Form 122A-1 . Filed by Johnny Paxer on behalf of First Middle Last. (Paxer, Johnny)
- 04/05/2023 4 Payment Advices Certification . Filed by Johnny Paxer on behalf of First Middle Last. (Paxer, Johnny)
- 04/05/2023 5 Application to Pay Filing Fees in Installments. Filed by Johnny Paxer on behalf of First Middle Last. (Paxer, Johnny) *(Terminated)*
- 04/05/2023 6 Order Granting Application To Pay Filing Fees In Installments. If any installment is not paid when due, the case may be dismissed without further notice and the Debtor(s) will not receive a discharge. Initial fee paid with petition: S0.00. Amount of First Installment: S84.50 due on or before 4/21/2023. Amount of Second Installment: S84.50 due on or before 5/5/2023. Amount of Third Installment: S84.50. due on or before 5/19/2023. Amount of Final Installment: S84.50 due on or before 6/2/2023. BY THE COURT: Chief Judge Terrence L. Michael (RE: related document(s)5 Application to Pay Filing Fees in Installments). *This entry is the Official Order of the Court. No document is attached.* (text-only order). (nc)

Next Clear

14. The next screen asks if there is a Certificate of Service or Request for Expedited Hearing. We do not have either, so we are just going to click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous:

[23-10020 First Middle Last](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)
 Assets: n Case Flag: DebtEdDue, FeeDueINST

If your pleading contains the following, please check.

- Certificate of Service (Only use to show that your image contains a certificate of service.)
- Request for Expedited Hearing

Next Clear

18. A Summary of current charges dialog box will appear over the NEF to show the amount that is to be paid with any other payments that are due. Click the **Pay Now** button to proceed with the Electronic Payment. Click the **Continue Filing** button to make the payment after other documents have been filed.



If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the methods below.

Phone: 918-699-4072

Email: cmecf@oknb.uscourts.gov