# 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**.
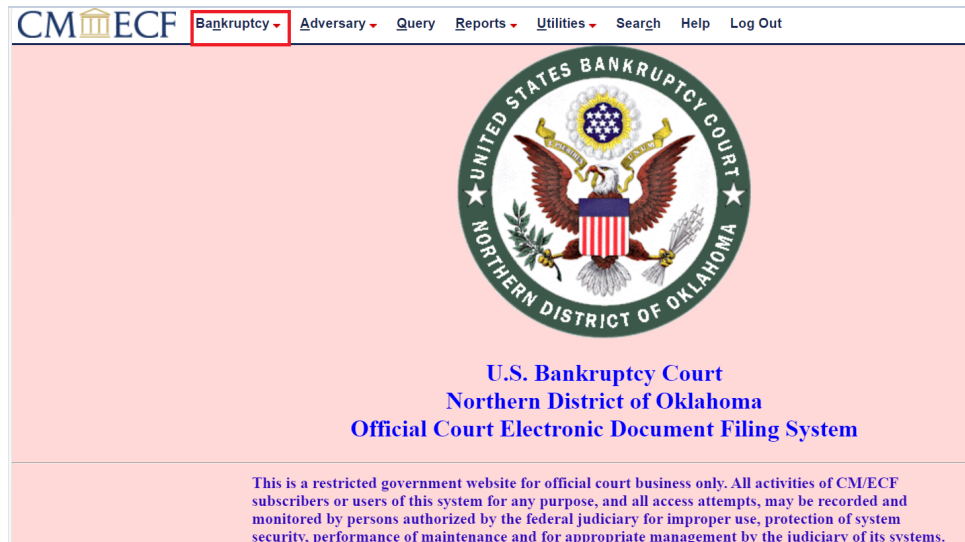
2. Select Miscellaneous/Other.

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

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**.

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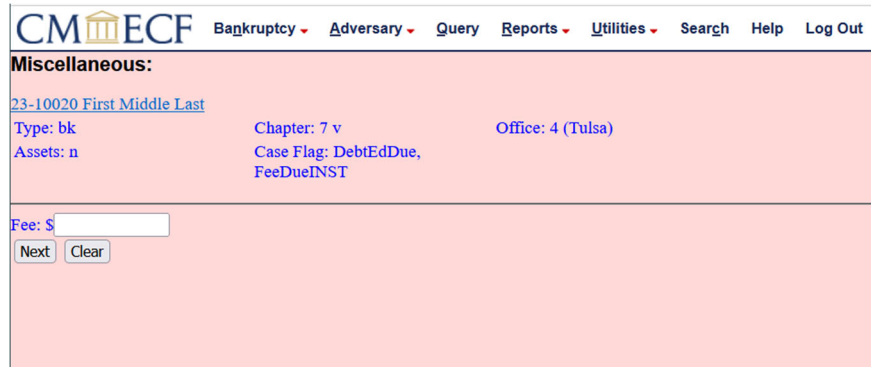
6. We now need to select the party on whose behalf we are filing this pleading. The system has presented us with parties already associated with this case.

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

8. The next screen is the fee screen.

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

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

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

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**.

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

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**.

15. The next screen asks if this is a corrective or amended filing, which it is not in this case. We will just click **Next**.

16. The next screen is the docket text. Verify it is for the correct case, correct amount, list the attorney's name in the blank box, and it is related to the Order before clicking **Next**.

17. The next screen is the final docket text. If it is correct, click **Next**.

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.

Summary of current charges		
2023-04-05 14:50:40	Installment Payment to be paid by attorney (Chapter 7)(23-10020) [misc,instpmt] (84.50)	$ 84.50

Pay Now   Continue Filing

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

United States Bankruptcy Court
for the Northern District of Oklahoma