

### [Pay Reopen Filing Fee](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

- Click **Miscellaneous** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Pay Reopen Filing Fee** click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

**Place** a check mark in the box to establish the association.

- Click **Next**.
- *Select the appropriate event(s) to which your event relates:*

**Note:** The fee amount to reopen the case displays. click Next.

- Click Next.
- ***Review final docket text.***
- Click **Next**.

**Manual Chapter:** Miscellaneous

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