

## [Application to Pay Filing Fees in Installments](#)

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

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

**Note:** If this 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**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Pay Filing Fee in Installment**

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- Click **Next**.
  
- Edit the docket text if necessary.
  
- ***Review final docket text.***
  
- Click **Next**.

**Manual Chapter:** Applications

**Source URL (modified on 04/20/2016 - 1:37pm):** <https://www.canb.uscourts.gov/ecf/efiling-manual/application-pay-filing-fees-installments>