



## Review Installment Payment Order

For those who file petitions under Chapter 7 or 13 seeking authority to pay the filing fee in installments, an initial minimum installment payment of \$100 of the total filing fee shall be made with the installment application, or within 14 days thereafter. Unless otherwise ordered by the Court and as a general policy, the second installment payment shall be scheduled for payment within 28 days of the date of the petition and a payment of at least \$50. In chapter 7 cases, the final installment shall be due and payable no later than 120 days after the date of the petition. In chapter 13 cases, the final installment shall be due and payable before the first scheduled confirmation hearing.

Due to these requirements, oftentimes the Order for Payment of Filing Fee in Installments does not coincide with the due dates and amounts listed in the original application. The Order, NOT the Application, is the controlling document for installment payment amounts and due dates. Filing Users should carefully review the Order for Payment of Filing Fee in Installments and adhere to the amounts and dates listed in the Order.

When filing the CM/ECF event to pay an installment payment, there are two events available in the “Debtor Events” category. The events are listed in alphabetical order to pay filing fees in installments, 1) “Electronically Paid Fee - INSTALLMENTS (FINAL)” and 2) “Electronically Paid Fee - INSTALLMENTS (INTERIM).” The “Electronically Paid Fee - INSTALLMENTS (FINAL)” should be used ONLY when making a Final Installment payment. For other Interim payments use the “Electronically Paid Fee - INSTALLMENTS (INTERIM).”

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