



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Chapter 7 and Chapter 13 New Case Installment Payment Procedure Change

Friday, August 27, 2010, the clerk's office began accepting new case installment payments online through CM/ECF.

After the commencement of a new case, the filing of an Application to Pay Filing Fees in Installments, and the entry of an Order granting the installment application attorney filers may pay each installment payment by entering a specific filing event in CM/ECF. Initially, the process involved four filing events. After further review and testing, the process has been modified and now involves six filing events.

There are three specific events for paying the first, second, and third installment in a Chapter 7 case located in CM/ECF under Bankruptcy, Action Upon A Case, and Notices. The events may not be entered together. Each one must be entered and paid separately.

- Pay Chapter 7 First Installment by Credit Card
- Pay Chapter 7 Second Installment by Credit Card
- Pay Chapter 7 Third Installment by Credit Card

There are three specific events for paying the first, second, and third installment in a Chapter 13 case located in CM/ECF under Bankruptcy, Action Upon A Case, and Notices. The events may not be entered together. Each one must be entered and paid separately.

- Pay Chapter 13 First Installment by Credit Card
- Pay Chapter 13 Second Installment by Credit Card
- Pay Chapter 13 Third Installment by Credit Card

Step by step instructions for using each event are attached for your reference.

Please note that installment payments must be entered and paid as three separate entries, i.e., first installment payment, second installment payment, and third installment payment.

The first installment payment is due within 48 hours of commencement of a case. Failure to pay the first installment within 48 hours of the case commencement may result in the dismissal of the case. In addition, failure to pay the second installment and/or third installment may result in the dismissal of the case.

If you have any questions, please do not hesitate to contact the Clerk's office.

Chapter 7 Cases
Paying Installment Fees By Credit Card
As of September 8, 2010

First (Initial) Installment Payment

- Go to Bankruptcy, Action Upon A Case, Notices, and select **Pay Chapter 7 First Installment by Credit Card**.
- Enter the Case Number and click Next to continue.
- Joint filing with other attorney - Please do not check box. Click Next to continue.
- Select Party filing: Debtor(s) and click Next to continue.
- Check the box for the Order Granting the Application to Pay Filing Fees in Installments and click Next to continue.
- Information Screen: Your credit card will be charged the following amount: **Fee: \$99**. Click Next to continue.
- Blank Screen - Click Next to continue.
- Review the final text: **Notice to Pay First Installment by Credit Card. Fee Amount Paid \$99 Filed by Attorney Name on behalf of Debtor's Name (Attorney Name)**
- Last Chance to Review - Click Next to complete the transaction
- Notice of Electronic Filing
- Electronic Payment Window Appears. Select Pay Now to enter credit card information or select Continue Filing to pay after additional filings.

Second Installment Payment

- Go to Bankruptcy, Action Upon A Case, Notices, and select **Pay Chapter 7 Second Installment by Credit Card**.
- Enter the Case Number and click Next to continue.
- Joint filing with other attorney - Please do not check box. Click Next to continue.
- Select Party filing: Debtor(s) and click Next to continue.
- Check the box for the Order Granting the Application to Pay Filing Fees in Installments and click Next to continue.
- Information Screen: Your credit card will be charged the following amount: **Fee: \$100**. Click Next to continue.
- Blank Screen - Click Next to continue.
- Review the final text: **Notice to Pay Second Installment by Credit Card. Fee Amount Paid \$100 Filed by Attorney Name on behalf of Debtor's Name (Attorney Name)**
- Last Chance to Review - Click Next to complete the transaction
- Notice of Electronic Filing
- Electronic Payment Window Appears. Select Pay Now to enter credit card information or select Continue Filing to pay after additional filings.

Third (Final) Installment Payment

- Go to Bankruptcy, Action Upon A Case, Notices, and select **Pay Chapter 7 Third Installment by Credit Card**.
- Enter the Case Number and click Next to continue.
- Joint filing with other attorney - Please do not check box. Click Next to continue.
- Select Party filing: Debtor(s) and click Next to continue.
- Check the box for the Order Granting the Application to Pay Filing Fees in Installments and click Next to continue.
- Information Screen: Your credit card will be charged the following amount: **Fee: \$100**. Click Next to continue.
- Blank Screen - Click Next to continue.
- Review the final text: **Notice to Pay Third Installment by Credit Card. Fee Amount Paid \$100 Filed by Attorney Name on behalf of Debtor's Name (Attorney Name)**
- Last Chance to Review - Click Next to complete the transaction
- Notice of Electronic Filing
- Electronic Payment Window Appears. Select Pay Now to enter credit card information or select Continue Filing to pay after additional filings.

Chapter 13 Cases
Paying Installment Fees By Credit Card
As of September 8, 2010

First (Initial) Installment Payment

- Go to Bankruptcy, Action Upon A Case, Notices, and select **Pay Chapter 13 First Installment by Credit Card**.
- Enter the Case Number and click Next to continue.
- Joint filing with other attorney - Please do not check box. Click Next to continue.
- Select Party filing: Debtor(s) and click Next to continue.
- Check the box for the Order Granting the Application to Pay Filing Fees in Installments and click Next to continue.
- Information Screen: Your credit card will be charged the following amount: **Fee: \$94**. Click Next to continue.
- Blank Screen - Click Next to continue.
- Review the final text: **Notice to Pay First Installment by Credit Card. Fee Amount Paid \$94 Filed by Attorney Name on behalf of Debtor's Name (Attorney Name)**
- Last Chance to Review - Click Next to complete the transaction
- Notice of Electronic Filing
- Electronic Payment Window Appears. Select Pay Now to enter credit card information or select Continue Filing to pay after additional filings.

Second Installment Payment

- Go to Bankruptcy, Action Upon A Case, Notices, and select **Pay Chapter 13 Second Installment by Credit Card**.
- Enter the Case Number and click Next to continue.
- Joint filing with other attorney - Please do not check box. Click Next to continue.
- Select Party filing: Debtor(s) and click Next to continue.
- Check the box for the Order Granting the Application to Pay Filing Fees in Installments and click Next to continue.
- Information Screen: Your credit card will be charged the following amount: **Fee: \$90**. Click Next to continue.
- Blank Screen - Click Next to continue.
- Review the final text: **Notice to Pay Second Installment by Credit Card. Fee Amount Paid \$90 Filed by Attorney Name on behalf of Debtor's Name (Attorney Name)**
- Last Chance to Review - Click Next to complete the transaction
- Notice of Electronic Filing
- Electronic Payment Window Appears. Select Pay Now to enter credit card information or select Continue Filing to pay after additional filings.

Third (Final) Installment Payment

- Go to Bankruptcy, Action Upon A Case, Notices, and select **Pay Chapter 13 Third Installment by Credit Card**.
- Enter the Case Number and click Next to continue.
- Joint filing with other attorney - Please do not check box. Click Next to continue.
- Select Party filing: Debtor(s) and click Next to continue.
- Check the box for the Order Granting the Application to Pay Filing Fees in Installments and click Next to continue.
- Information Screen: Your credit card will be charged the following amount: **Fee: \$90**. Click Next to continue.
- Blank Screen - Click Next to continue.
- Review the final text: **Notice to Pay Third Installment by Credit Card. Fee Amount Paid \$90 Filed by Attorney Name on behalf of Debtor's Name (Attorney Name)**
- Last Chance to Review - Click Next to complete the transaction
- Notice of Electronic Filing
- Electronic Payment Window Appears. Select Pay Now to enter credit card information or select Continue Filing to pay after additional filings.