



ATTORNEY FILING FEE INSTALLMENT AND FILING FEE WAIVER INSTRUCTIONS

1. Pursuant to Federal Rule of Bankruptcy Procedure 1006, an individual (not a corporation, partnership, limited liability company, trust or other artificial entity) may pay the filing fee in installments. If you are filing a petition for individual or joint debtors who are unable to pay the filing fee in full and are going to file an application to pay the filing fee in installments, you may file the petition and open the case without having the full filing fee charged to your credit card. Only \$80.00, or a larger amount if you desire, will be charged to your credit card.

The debtor may also apply for a waiver of a Chapter 7 filing fee (only chapter 7 fees may be waived.). If you do have occasion to file a chapter 7 case where the debtor may be eligible for waiver of the filing fee, you can open the case on CM/ECF with no charges to your credit card and then file an Application for Waiver of the Chapter 7 Filing Fee. Official Form 103B, which is available at www.uscourts.gov, must be used.

2. As required by Local Rule 1006-1, a debtor who is filing a petition without paying the full filing fee and is filing an application to pay the filing fee in installments, is required to pay an initial installment of \$80.00 at the time the petition is filed. The debtor may then apply to pay the balance of the filing fee in installments. However, an application to pay in installments may only be filed after counsel discloses the compensation paid as required by FRBP 2016(b).

3. To open a case and file a petition without paying the full filing fee, when the statistical screen is displayed, change the Fee status from Paid to Installment.

The screenshot shows a form titled "Open New Bankruptcy Case" with several dropdown menus. A red arrow points to the "Fee status" dropdown, which is currently set to "Installment". Other fields include "Prior filing within last 8 years" (yes), "Nature of debt" (consumer), "Asset notice" (No), "Estimated number of creditors" (1 - 49), "Estimated assets" (\$0 to \$50,000), and "Estimated liabilities" (\$0 to \$50,000).

4. You will then be able to change the amount of the fee to the amount that you will be paying when filing the petition (\$80.00 minimum or more) if filing an Application to Pay the Filing Fee in Installments. If filing an Application for Waiver of the Chapter 7 Filing Fee change the amount to 0.00.

The screenshot shows the "Open New Bankruptcy Case" form with the "Fee" input field set to \$80. There are "Next" and "Clear" buttons below the input field.

At the conclusion of the filing, you will be prompted to pay this amount online using your credit card. If you have input 0.00 for an amount, the following screen will not appear.

Summary of current charges		
Date Incurred	Description	Amount
2018-07-20 10:32:56	Voluntary Petition (Chapter 7)(2:18-bk-00130) [other,volp7] (80.00)	\$ 80.00
		Total: \$ 80.00

5. After opening the case, you need to file the debtor's application to pay the filing fee in installments, along with the disclosure of compensation, or the application for waiver of the chapter 7 filing fee. An order will then be entered providing for the dates and amounts the installments are to be paid or granting or denying the waiver application. Those installment payments, if made by the attorney, must be by check and if made directly by the debtor must be by money order or cashier's check.