



**Instructions for Trustee Payments of an
Adversary Complaint Filing Fee, Chapter 7
Petition Filing Fee, and Reopen Filing Fee to the
U.S. Bankruptcy Court for the District of Arizona**

Note: These instructions are for making a payment due to the Court *after* the Petition, Adversary Complaint, or Motion to Reopen has been filed.

1. Log into CM/ECF using your Trustee login and password.
2. Click on the **Bankruptcy** menu and select **Trustee/US Trustee**.
3. Enter the case number and click **Next** to continue.
4. From the drop-down menu, select the option that refers to the payment you are submitting:
 - **Trustee's Payment Chapter 7 Filing Fee**
 - **Trustee's Payment on Deferral of Adversary Filing Fee.**
 - **Trustee's Payment on Reopen Fee – Chapter 7**
5. Select the Attorney (if applicable) and click **Next** to continue.
6. Select Filer and click **Next** to continue.
7. The date filed will default to today's date, click **Next** to continue. Review ECF display instructions. Click **Next** to continue.
8. Enter the amount to be paid if different from default amount.
9. If available, check the "**Refer to existing event(s)?**" box, then click **Next** to continue. Refer to the applicable document and click **Next** to continue.
10. The docket text screen will display. Review and click **Next** to continue. This will submit your transaction.
11. Click **Pay Now** for payment.
12. Check the box next to the transaction you wish to pay and click **Next** to continue.
13. A confirmation screen with the amount due will display. Click **Pay Now** to continue.
(The Pay Now selection will prompt the ACH module to display.)
14. Select the ACH account radio button. The prompts for the account, routing numbers and bank account type will display. Add the number and bank account type and verify they are correct. Click **Next** to continue.
15. Check the authorization box and click **Submit**.

The final display screen confirms the payment and receipt. This information is transmitted to the docket.

Questions? Please send an email to Trustee_ECF_Payments@azb.uscourts.gov