

Slide 1 - Introduction Slide

Application - Pay Filing Fee in Installments - Attorney CM/ECF BK v3.3 i

Production Information:
Produced by AO-OIT-SDSD-TB
Contact Information: AOTXml_ELM@aotx.uscourts.gov

Electronic Learning Module Version 1.0
Application - Pay Filing Fee in Installments - Attorney
Date 03/11/2009

Bankruptcy CM/ECF Release 3.3

**AO-OIT-SDSD
TRAINING BRANCH**

**Application to Pay Filing Fees in
Installments**

Slide notes

Welcome to the module on filing an application to pay filing fees in installments.

Slide 2 - Navigation

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. If you pause the lesson, click the button again to resume.

Menu: Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **speaker icon** to toggle audio on or off.

Additional Information: Roll the mouse over the "i" located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

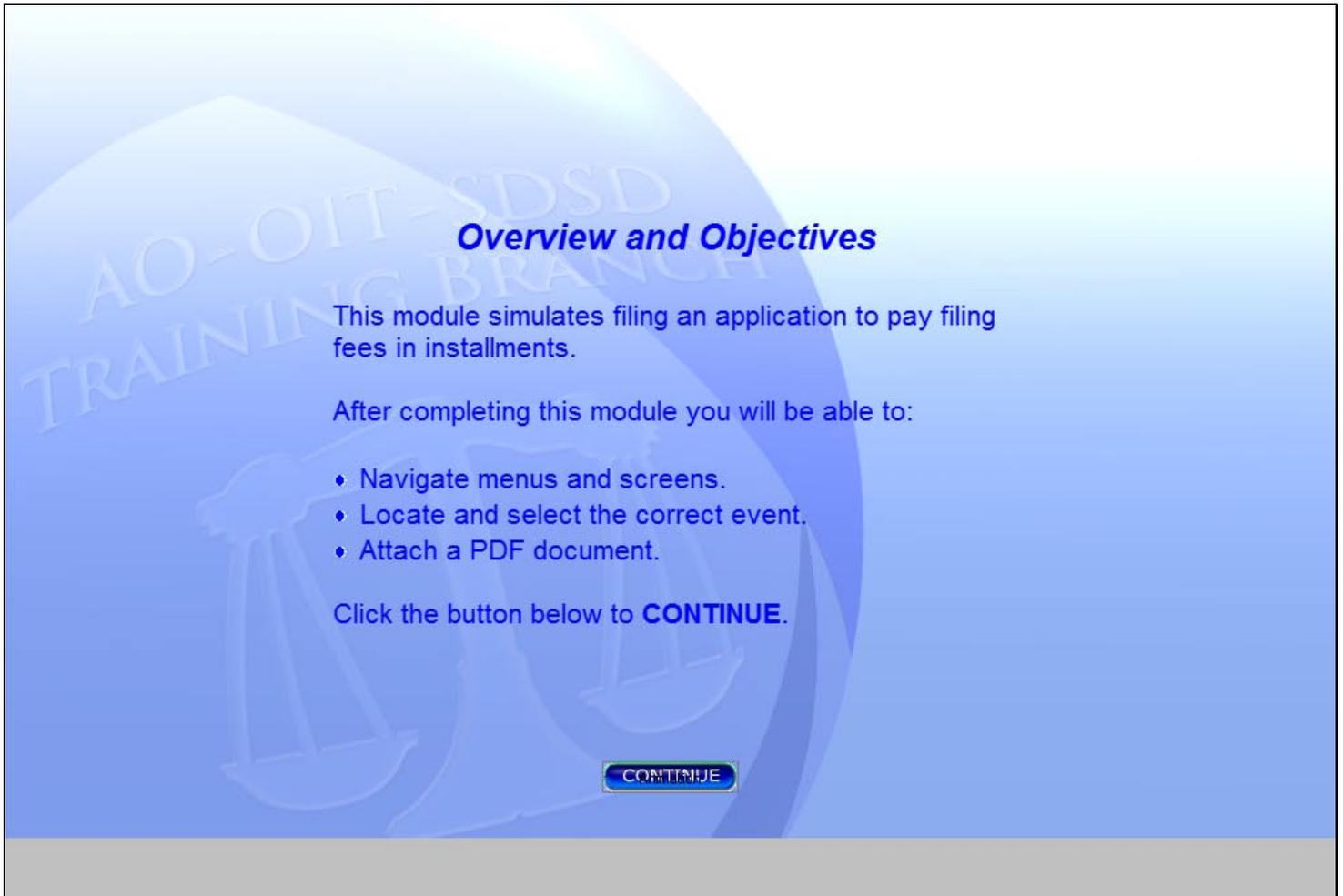
Exit the Lesson: To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit** from the menu.

Begin the Lesson: Click the **START** button when you are ready to begin.

**Slide notes**

Please take a moment to read these Navigation Instructions. When you are ready to begin, click START.

Slide 3 - Objectives



Overview and Objectives

This module simulates filing an application to pay filing fees in installments.

After completing this module you will be able to:

- Navigate menus and screens.
- Locate and select the correct event.
- Attach a PDF document.

Click the button below to **CONTINUE**.

CONTINUE

Slide notes

In this module you will practice filing an application to pay filing fees in installments. Filing this application will include navigating menus and screens, locating the correct event, and attaching the correct PDF document. Click CONTINUE.

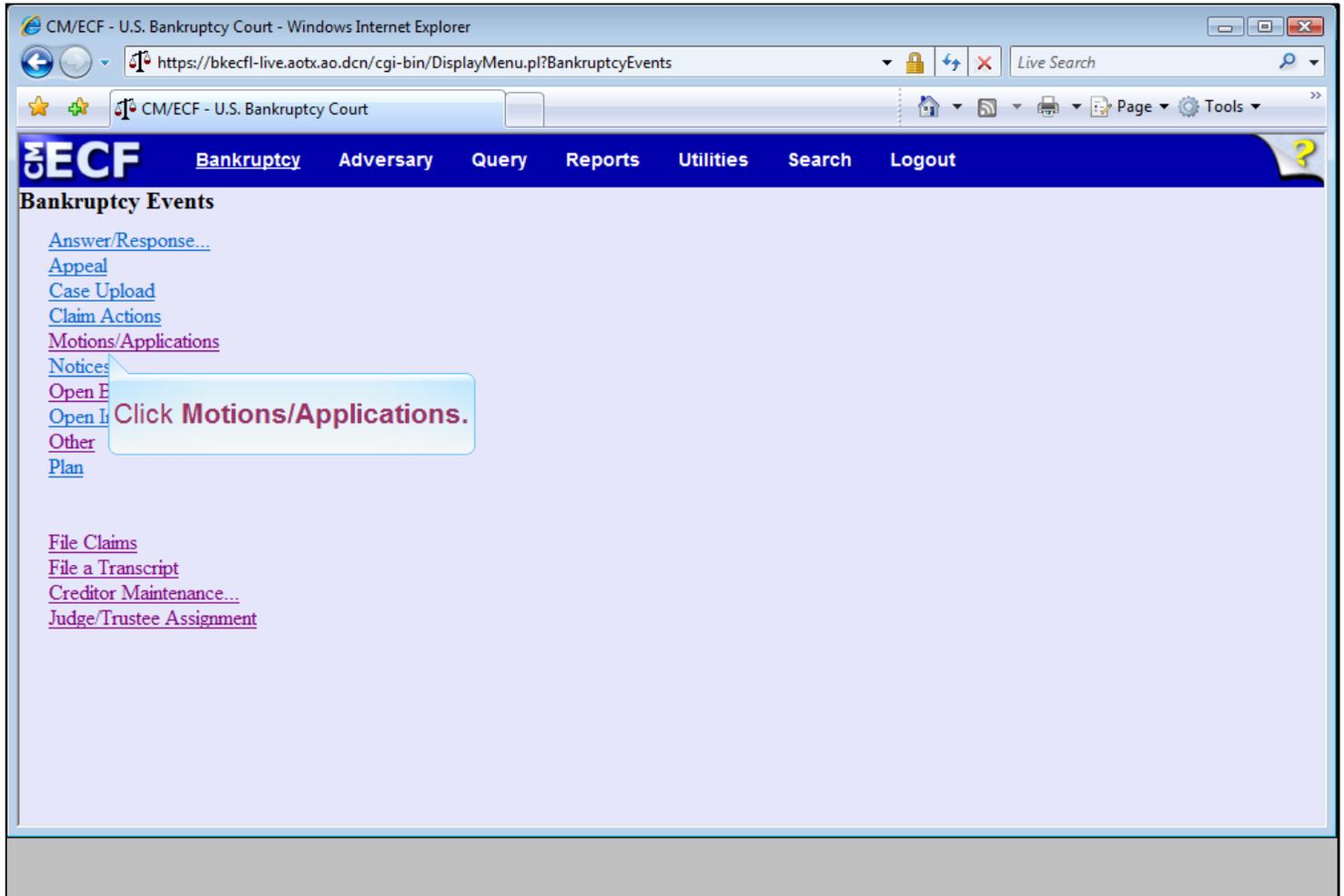
Slide 4 - Slide 4



Slide notes

After you have successfully logged into CM/ECF, menus for each category of action are displayed on a blue menu bar at the top of the screen. To file a motion or application, click Bankruptcy.

Slide 5 - Bankruptcy Events

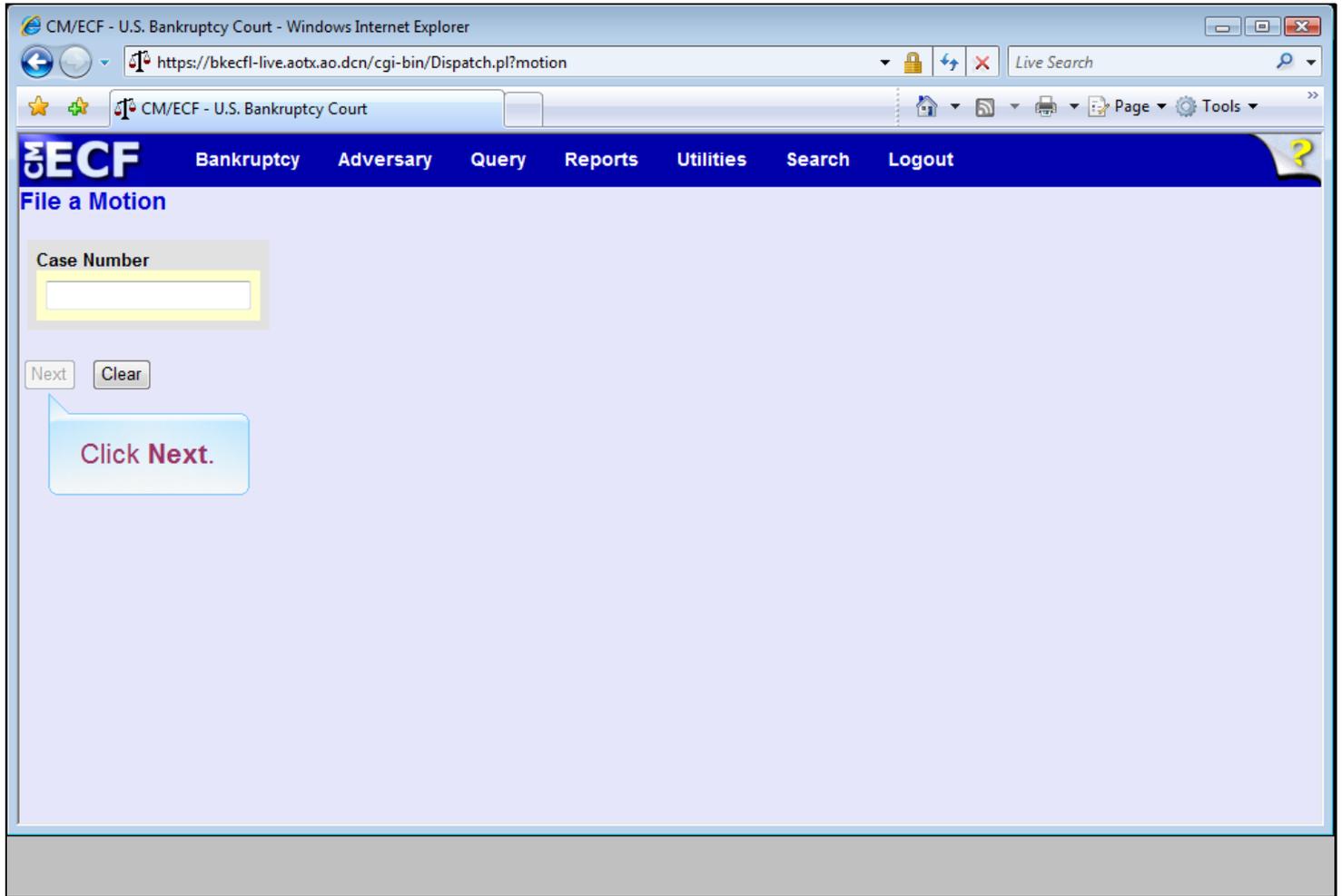


The screenshot shows a Windows Internet Explorer browser window displaying the CM/ECF - U.S. Bankruptcy Court website. The address bar shows the URL: <https://bkecf1-live.aotx.ao.dcn/cgi-bin/DisplayMenu.pl?BankruptcyEvents>. The page title is "CM/ECF - U.S. Bankruptcy Court". The website header includes the ECF logo and navigation links: [Bankruptcy](#), [Adversary](#), [Query](#), [Reports](#), [Utilities](#), [Search](#), and [Logout](#). The main content area is titled "Bankruptcy Events" and lists several menu items: [Answer/Response...](#), [Appeal](#), [Case Upload](#), [Claim Actions](#), [Motions/Applications](#), [Notices](#), [Open E](#), [Open I](#), [Other](#), and [Plan](#). A blue callout box with a white border points to the "Motions/Applications" link, containing the text "Click Motions/Applications." Below the main menu, there are additional links: [File Claims](#), [File a Transcript](#), [Creditor Maintenance...](#), and [Judge/Trustee Assignment](#).

Slide notes

The Bankruptcy Events menu displays on the next screen. Your court's menu may differ from what is shown here. To proceed, click Motions/Applications.

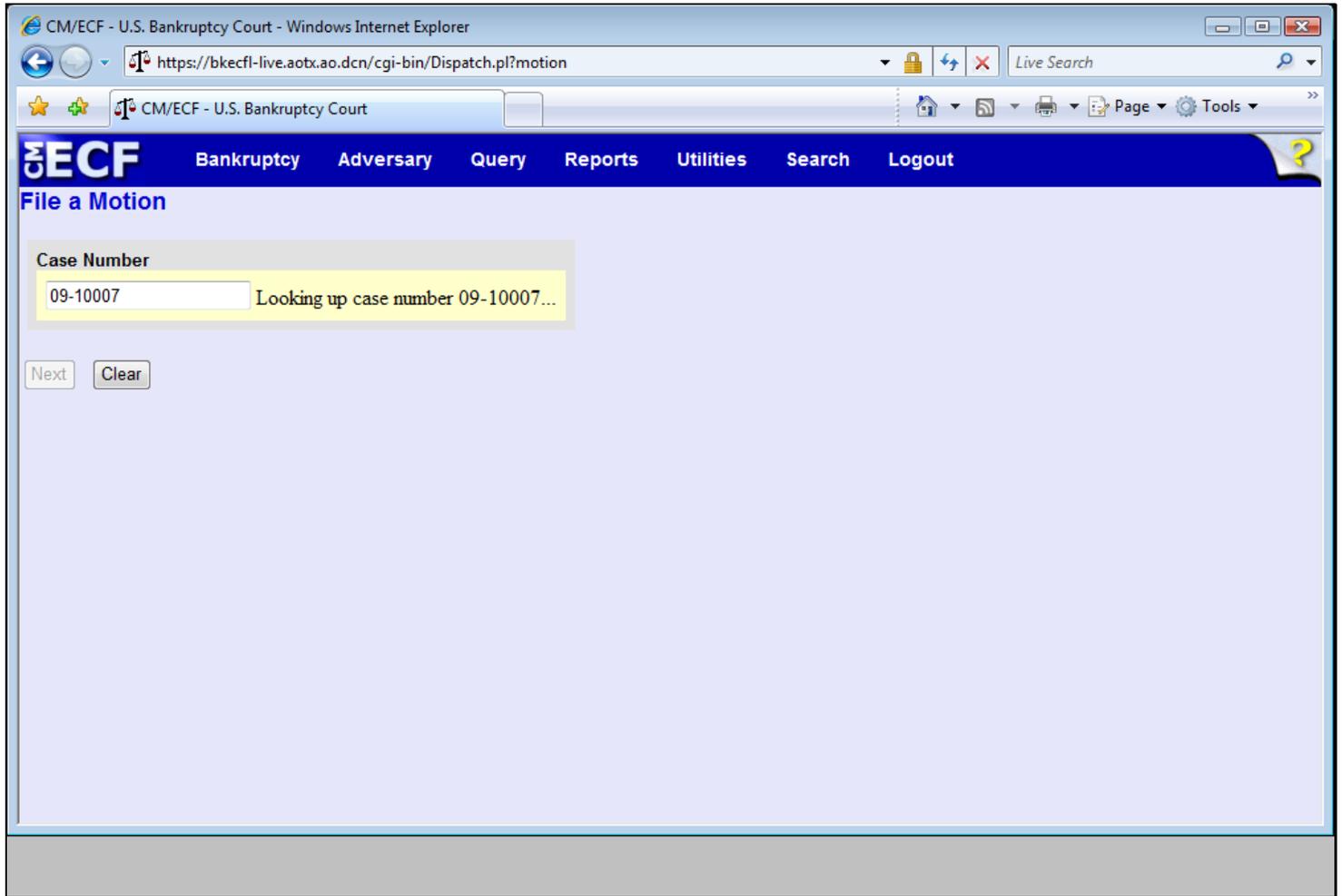
Slide 6 - Case Number



Slide notes

When filing an application in CM/ECF, you must first identify the correct case. Notice that as I enter the case number, the previously grayed out Next button becomes available. Another button, Find This Case, is also made available. For this lesson, click Next.

Slide 7 - Slide 7



Slide notes

Transition slide.

Slide 8 - Event Selection

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?610227868655975

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

09-10007 [Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Start typing to find an event.

Available Events (click to select events)

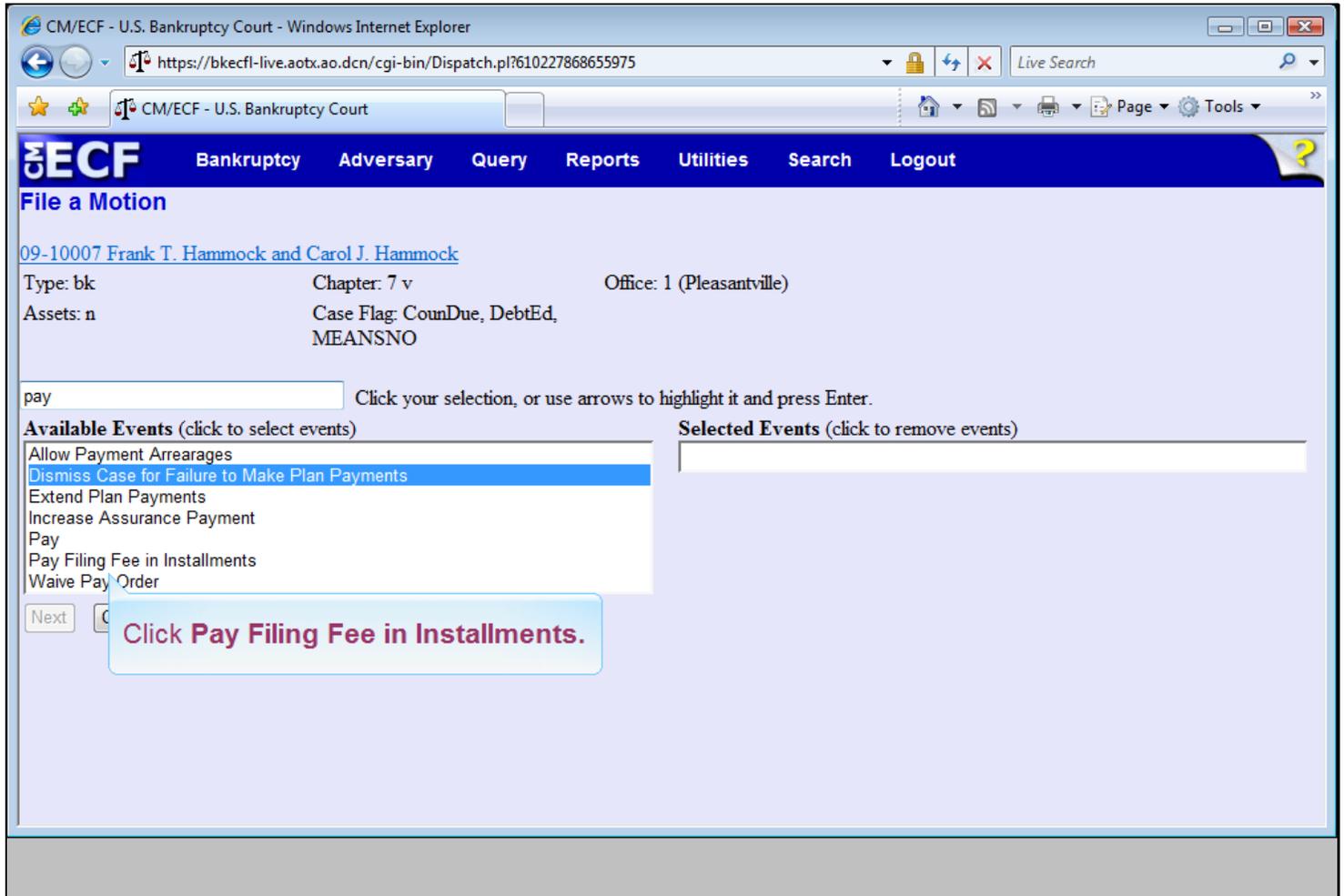
- Deposit Unclaimed Funds
- Determine Tax Liability
- Disallow Claims
- Dismiss Case
- Dismiss Case for Abuse
- Dismiss Case for Failure to File Taxes
- Dismiss Case for Failure to Make Plan Payments**
- Dismiss Debtor
- Dismiss Debtor for Failure to File Documents under 521(i)(1)
- Dismiss Party
- Dismiss/Withdraw Document
- Employ
- Examination
- Exemption from Credit Counseling
- Exemption from Financial Management Course
- Exemption from Means Test
- Expedite Hearing
- Expunge

Selected Events (click to remove events)

Slide notes

Once the case has been identified, a list of Available Events from the Motions/Applications menu, selected earlier, displays. Your court's list of events may differ from those shown here. It is from this list that you will select the desired event. While you can scroll through the list to locate the appropriate event, the number of events listed can be limited by typing characters or whole words in the text box provided. Since we are filing an Application to Pay Filing Fees in Installments, we'll use the word "pay" to limit our list. Watch as I type the word "pay."

Slide 9 - Slide 9



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?610227868655975

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

09-10007 [Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)

Assets: n Case Flag: CounDue, DebtEd, MEANSNO

pay Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events)

- Allow Payment Arrearages
- Dismiss Case for Failure to Make Plan Payments
- Extend Plan Payments
- Increase Assurance Payment
- Pay
- Pay Filing Fee in Installments
- Waive Pay Order

Selected Events (click to remove events)

Next

Click Pay Filing Fee in Installments.

Slide notes

The list displayed has now been shortened to include all events in which the word "pay" appears, including the one we'll use, Pay Filing Fee in Installments. In the Available Events window, click Pay Filing Fee in Installments.

Slide 10 - Slide 10

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?610227868655975

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

09-10007 [Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Limit Notice
- Limited Admissions
- Modify Plan
- Moratorium
- More Definite Statement
- Pay
- Pay Filing Fee in Installments**
- Preliminary Injunction
- Prohibit Use Cash Collateral
- Protective Order
- Quash
- Reaffirmation
- Reclassify Claims
- Reconsider
- Reconsider Dismissal of Case
- Recusal
- Redeem Property of the Estate
- Refund of Fees

Selected Events (click to remove events)

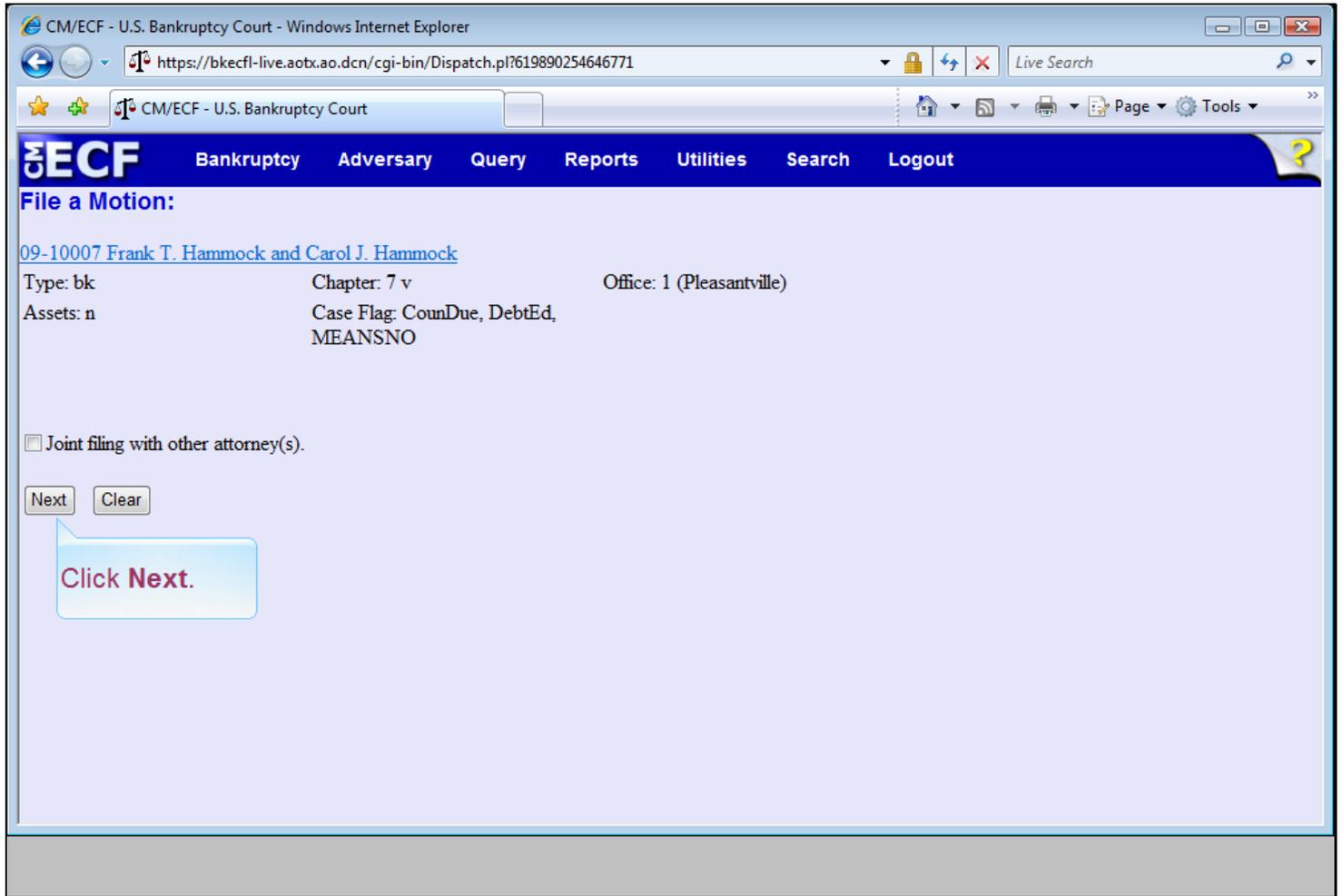
- Pay Filing Fee in Installments

Click the scroll arrow.

Slide notes

Notice that our event is placed in the Selected Events list. To continue, click the scroll arrow to view the bottom of the screen.

Slide 12 - Slide 12



Slide notes

If you are filing jointly with another attorney, click the Joint filing with other attorney checkbox. For our example, we are not filing jointly. Click Next.

Slide 13 - Selecting the debtor(s)

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?229902279484373

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select the Party:

Evans, Roberta R. [U.S. Trustee] [Add/Create New Party](#)
Hammock, Carol J. [Joint Debtor]
Hammock, Frank T. [Debtor]
Mayfair, Julian [Trustee]

Click Hammock, Carol J. [Joint Debtor].

Next Clear

Slide notes

Since this is a joint case, select both the debtor and joint debtor as filers of this application. First, click Hammock, Carol J. [Joint Debtor].

Slide 14 - Slide 14

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.aocdn/cgi-bin/Dispatch.pl?229902279484373

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select the Party:

Evans, Roberta R. [U.S. Trustee] [Add/Create New Party](#)
Hammock, Carol J. [Joint Debtor]
Hammock, Frank T. [Debtor]
Mayfair, Julian [Trustee]

Press and hold **CTRL** and click **Hammock, Frank T. [Debtor]**.

Next Clear

Slide notes

Now, to select the Debtor as well, hold down the Control key on your keyboard and click Hammock, Frank T. [Debtor].

Slide 15 - Slide 15

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?229902279484373

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select the Party:

- Evans, Roberta R. [U.S. Trustee]
- Hammock, Carol J. [Joint Debtor]
- Hammock, Frank T. [Debtor]
- Mayfair, Julian [Trustee]

[Add/Create New Party](#)

Next Clear

Slide notes

Transition Slide.

Slide 16 - Slide 16

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?7229902279484373

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select the Party:

Evans, Roberta R. [U.S. Trustee]
Hammock, Carol J. [Joint Debtor]
Hammock, Frank T. [Debtor]
Mayfair, Julian [Trustee]

[Add/Create New Party](#)

Next Clear

Click Next.

Slide notes

When both debtors are selected, click Next.

Slide 17 - Associate the PDF

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?106963530061965

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

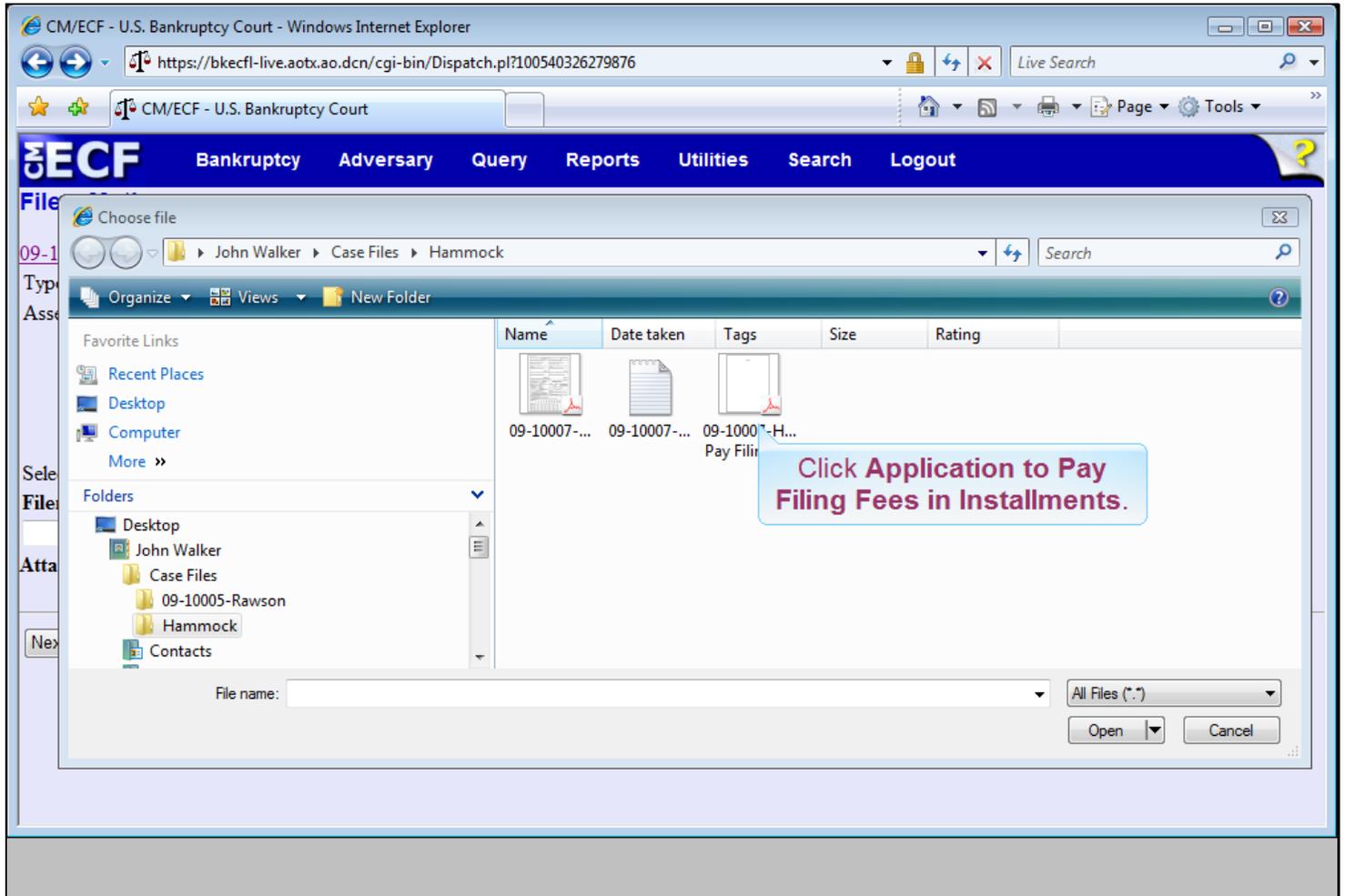
Attachments to Document: No Yes

Click Browse.

Slide notes

The process of associating the correct PDF document with this docket entry begins on this screen. Click Browse.

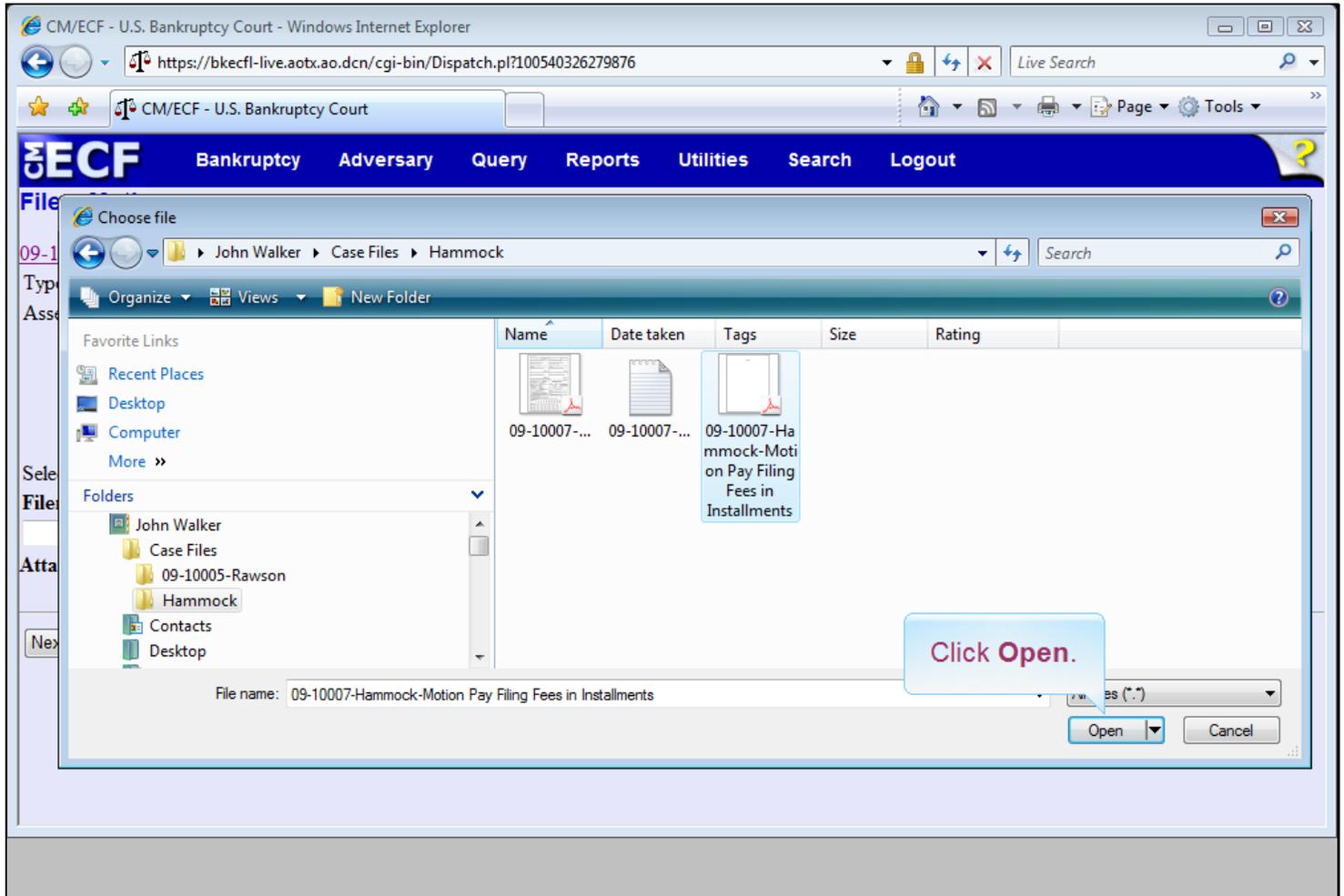
Slide 18 - Slide 18



Slide notes

Navigate to the location on your computer where the appropriate PDF document file is stored. For our example, click the Application to Pay Filing Fees in Installments document.

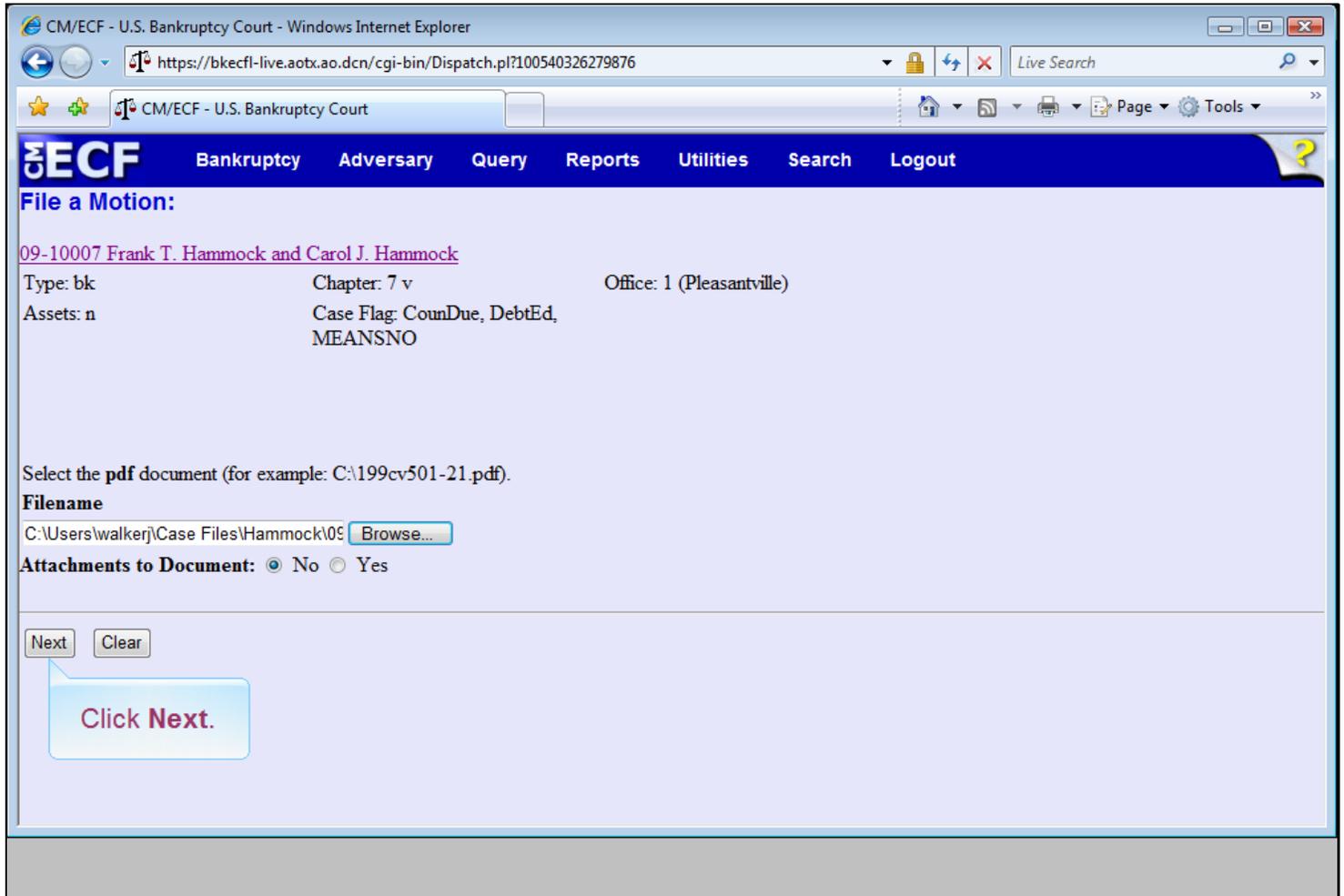
Slide 19 - Slide 19



Slide notes

While our example does not simulate opening the PDF document, it is always a good idea at this point to verify that the selected file is the correct PDF document you want associated with this event. Now, click Open.

Slide 20 - Slide 20



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?100540326279876

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
C:\Users\walker\Case Files\Hammock\09-10007 Frank T. Hammock and Carol J. Hammock.pdf

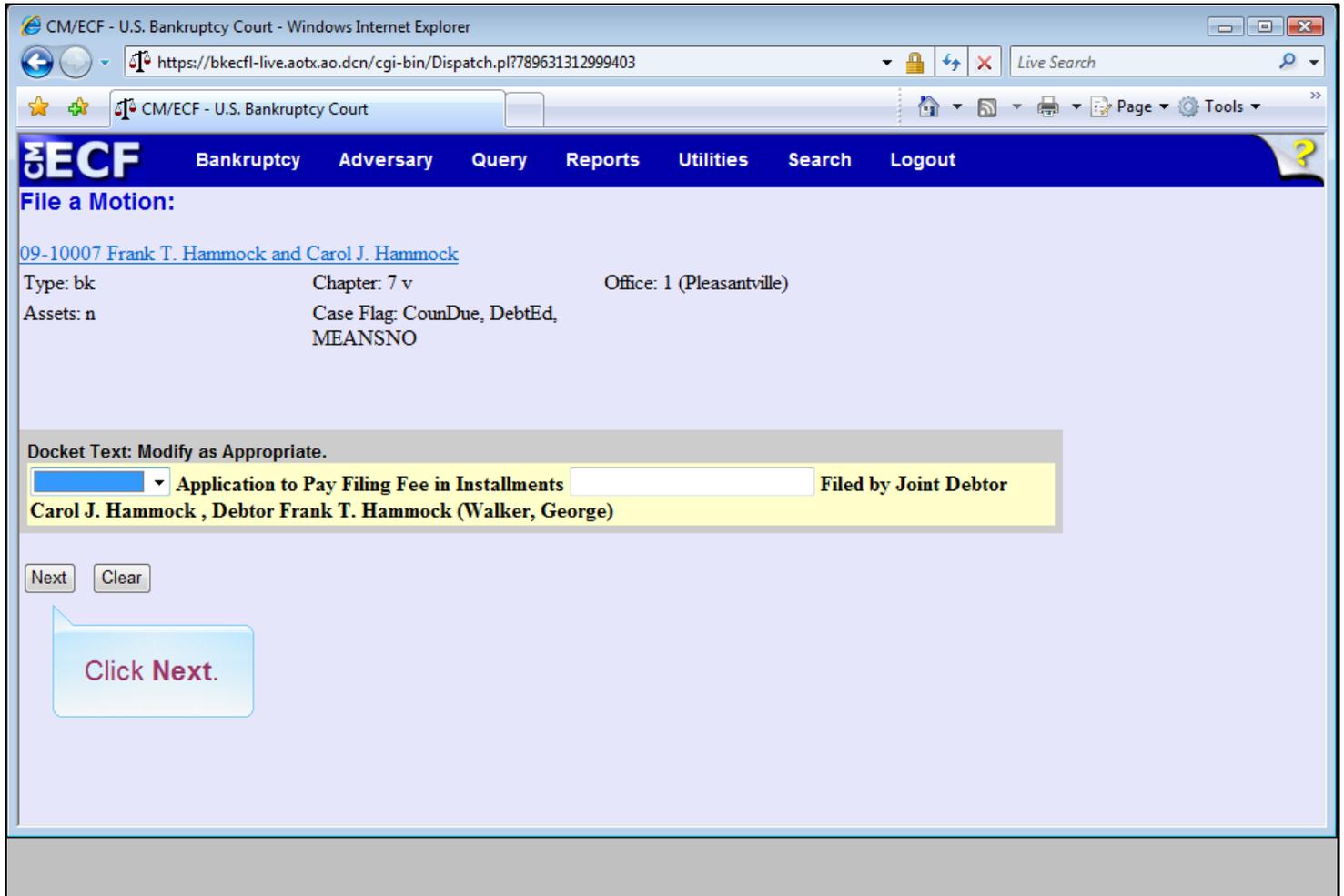
Attachments to Document: No Yes

Click Next.

Slide notes

The full path to the PDF document now appears in the Filename field. If you are attaching additional supporting documents, click the Yes radio button next to the Attachments to Document prompt. As there are no additional documents to attach, click Next.

Slide 21 - Docket Text



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf1-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?789631312999403

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 [Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Docket Text: Modify as Appropriate.

Filed by Joint Debtor
Carol J. Hammock, Debtor Frank T. Hammock (Walker, George)

Next Clear

Click Next.

Slide notes

The Docket Text generated by this docket entry displays for your examination. Your court may allow you to add more detail to the docket text through a drop-down list that allows you to select a prefix for inclusion in docket text. You may also type additional docket text using the text entry window highlighted here. It is critical that you review the docket text to ensure it's accuracy. If anything is incorrect, click Bankruptcy on the menu bar to abort this filing and start over. Now, click Next.

Slide 22 - Slide 22



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?595854567159199

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Case Flag: CounDue, DebtEd, MEANSNO	

Docket Text: Final Text

Application to Pay Filing Fee in Installments Filed by Joint Debtor Carol J. Hammock, Debtor Frank T. Hammock (Walker, George)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next.

Slide notes

This screen displays the final docket text as it will appear on the docket sheet. Further, you are informed that once this screen is submitted, no further opportunities to cancel or modify this transaction are allowed. The docket text is acceptable for our example. Click Next.

Slide 23 - Notice of Electronic Filing

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?764130721347079

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[09-10007 Frank T. Hammock and Carol J. Hammock](#)

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Case Flag: CounDue, DebtEd, MEANSNO	

U.S. Bankruptcy Court
Live Database

Notice of Electronic Filing

The following transaction was received from George T. Walker entered on 4/28/2009 at 9:05 AM CDT and filed on 4/28/2009

Case Name: Frank T. Hammock and Carol J. Hammock
Case Number: [09-10007](#)
Document Number: [9](#)

Docket Text:
Application to Pay Filing Fee in Installments Filed by Joint Debtor Carol J. Hammock, Debtor Frank T. Hammock (Walker, George)

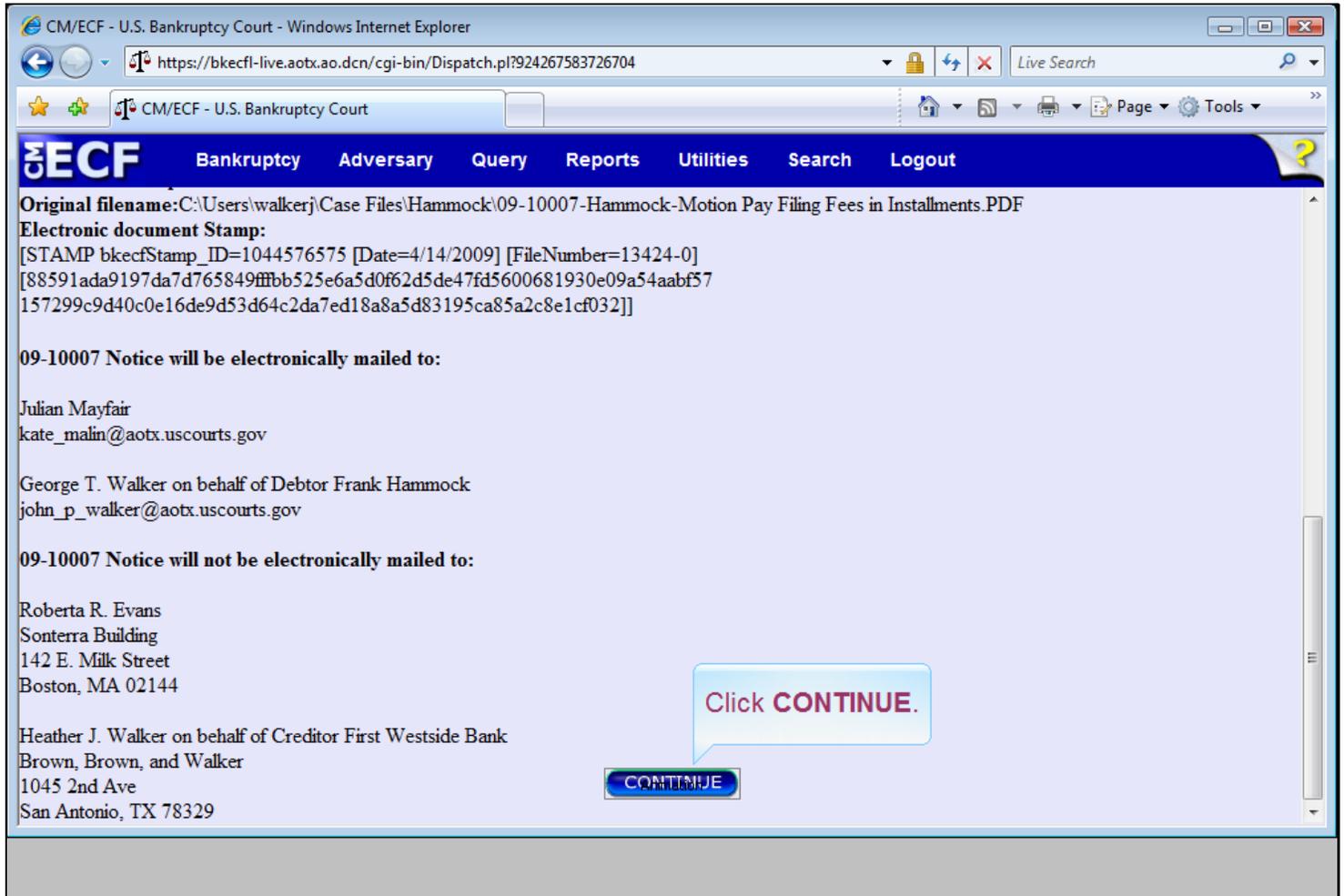
The following document(s) are associated with this transaction:

Press PAGE DOWN.

Slide notes

This Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the application is now an official court document. We suggest you print this page as a record of the filing. Copies of this notice are immediately e-mailed to all participant CM/ECF users who have subscribed to this service. The PDF document has been assigned document number 9. Attorneys on the case and other parties can access the PDF document one time here without incurring a PACER fee. However, attorneys and other PACER customers must log into PACER and incur appropriate fees to view the docket report from either case number hyperlink as highlighted here. Press the PAGE DOWN key to review the bottom of the Notice of Electronic Filing.

Slide 24 - Slide 24



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.aocn/cgi-bin/Dispatch.pl?924267583726704

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Original filename: C:\Users\walkerj\Case Files\Hammock\09-10007-Hammock-Motion Pay Filing Fees in Installments.PDF

Electronic document Stamp:
[STAMP bkecfStamp_ID=1044576575 [Date=4/14/2009] [FileNumber=13424-0]
[88591ada9197da7d765849fbb525e6a5d0f62d5de47fd5600681930e09a54aabf57
157299c9d40c0e16de9d53d64c2da7ed18a8a5d83195ca85a2c8e1cf032]]

09-10007 Notice will be electronically mailed to:

Julian Mayfair
kate_malin@aotx.uscourts.gov

George T. Walker on behalf of Debtor Frank Hammock
john_p_walker@aotx.uscourts.gov

09-10007 Notice will not be electronically mailed to:

Roberta R. Evans
Sonterra Building
142 E. Milk Street
Boston, MA 02144

Heather J. Walker on behalf of Creditor First Westside Bank
Brown, Brown, and Walker
1045 2nd Ave
San Antonio, TX 78329

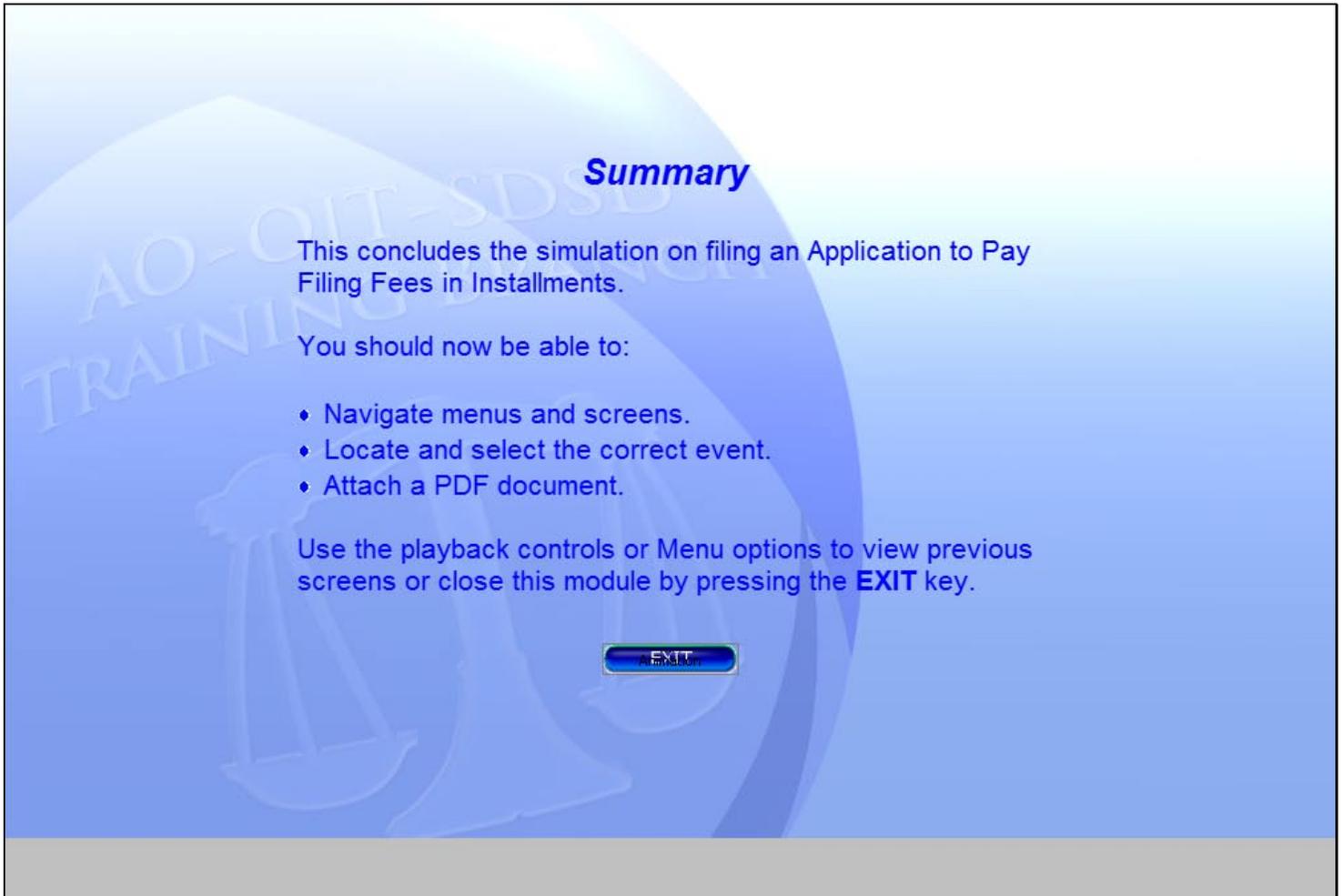
Click **CONTINUE**.

CONTINUE

Slide notes

The electronic document stamp is a security feature used throughout CM/ECF. It is a unique identifier for this PDF document. The Notice of Electronic filing also includes a list of those individuals who will be noticed electronically and a list of those who must be notified by mail. Click CONTINUE.

Slide 25 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text 'AO-QIT-SDSD TRAINING'. The word 'Summary' is written in a bold, blue, italicized font. Below it, the text reads: 'This concludes the simulation on filing an Application to Pay Filing Fees in Installments. You should now be able to:'. This is followed by a bulleted list: '• Navigate menus and screens.', '• Locate and select the correct event.', and '• Attach a PDF document.'. Below the list, the text says: 'Use the playback controls or Menu options to view previous screens or close this module by pressing the EXIT key.' At the bottom center, there is a small, dark blue button with the word 'EXIT' in white capital letters.

Summary

This concludes the simulation on filing an Application to Pay Filing Fees in Installments.

You should now be able to:

- Navigate menus and screens.
- Locate and select the correct event.
- Attach a PDF document.

Use the playback controls or Menu options to view previous screens or close this module by pressing the **EXIT** key.

EXIT

Slide notes

During this simulation of filing an Application to Pay Filing Fees in Installments, you navigated menus and screens, located and selected the correct motion event, and attached the motion PDF document. You may use the playback controls or Menu options to move to previous screens or you may exit this module by clicking the EXIT button.

Slide 26 - Exit



Slide notes

Thank you for viewing the module on Filing an Application to Pay Filing Fees in Installments.