

# HOW TO PAY YOUR FEE

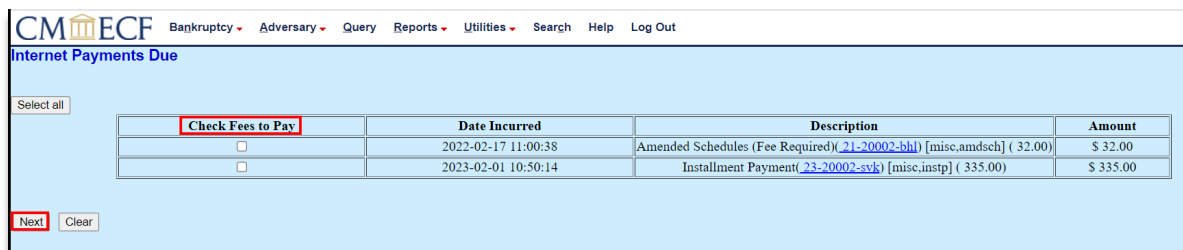
The following document provides instructions on how to make payments in our filing system.

## 1. Summary of Current Charges

The first and easiest way to submit a payment for your filing is through the **Summary of Current Charges**. This window will appear immediately after you have submitted your filing with our court. If you choose to wait to make your payment, this window will also appear for you the next time you log-in to our filing system, as well as any subsequent time you log-in until you no longer have any outstanding fees. Please note that you must have pop-ups enabled in your browser for this window to appear.



When you click **Pay Now** you will be routed to the **Internet Payments Due** report. Select the box next to the fees you will be paying and then click **Next**. Then, review your selection and click **Pay Now**.



You will then be routed to the PACER website where you will use a stored payment method or enter a new credit card or ACH account number to complete the payment.

## 2. Internet Payments Due

In the event you do not receive a **Summary of Current Charges** window when you log-in to our filing system, you are able to access the **Internet Payments Due** submenu from the **Reports** menu.



CM ECF Bankruptcy Adversary Query **Reports** Utilities Search Help Log Out



**U.S. Bankruptcy Court  
Eastern District of Wisconsin (TRAIN)  
Official Court Electronic Document Filing System**

Welcome to the U.S. Bankruptcy Court for the Eastern District of Wisconsin (TRAIN) Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.  
[Information about viewing PDF files](#)

CM/ECF-BK V10.7

**Welcome to the Training Database**  
01/29/2019 14:00  
You are accessing a training site. Documents contained herein are not official court records.

This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by

---

CM ECF Bankruptcy Adversary Query **Reports** Utilities Search Help Log Out

**Reports**

**Calendar Reports / Functions**  
[Calendar Events](#)

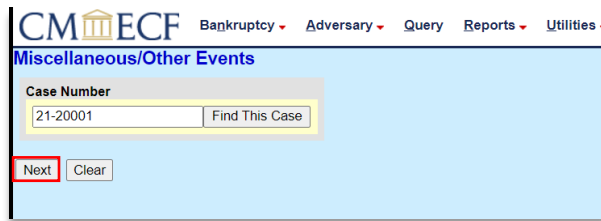
**Chambers Reports / Functions**  
[CHAP Chamber Presets](#)  
[Docket Activity](#)

**Standard Reports**  
[Cases](#)  
[Claims Register](#)  
[Closed Calendar 341 Rpt](#)  
[Docket Report](#)  
[Internet Payment History](#)  
**[Internet Payments Due](#)**  
[List of Creditors](#)

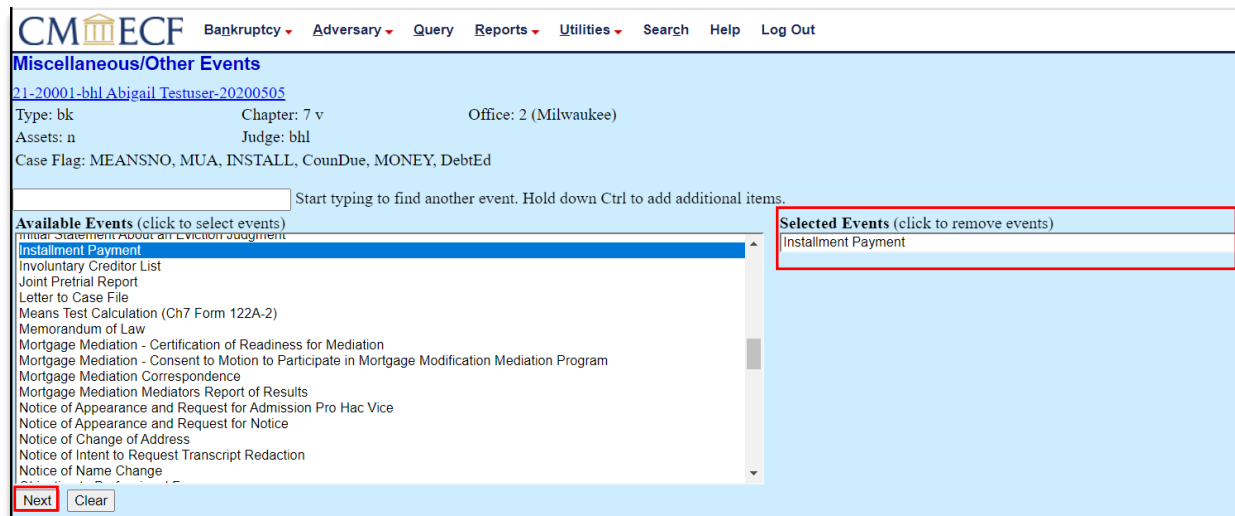
Proceed to select the fees you will be paying, according to the second and third screenshots in section one above.

### 3. Installment Payment

When submitting an installment payment for a case filing fee, your fee will not appear on the Internet Payments Due report. Instead, you will need to use the **Installment Payment** event. Begin by selecting **Bankruptcy – Miscellaneous/Other Events**. Then enter the case number.



Select the **Installment Payment** event from the pick list. Once you have selected that event, proceed to select the debtor(s) from the party pick list, and then submit the final docket text.




[Bankruptcy](#) ▾ [Adversary](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [Help](#) [Log Out](#)


**Miscellaneous/Other Events:**

[21-20001-bhl Abigail Testuser-20200505](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
 Assets: n Judge: bhl  
 Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd

**Select the Party:**

[Add/Create New Party](#)


[Bankruptcy](#) ▾ [Adversary](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [Help](#) [Log Out](#)

**Miscellaneous/Other Events:**

[21-20001-bhl Abigail Testuser-20200505](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
 Assets: n Judge: bhl  
 Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd

**Docket Text: Modify as Appropriate.**  
**Installment Payment. Fee Amount \$335 Fee shall be considered paid when the receipt appears on the case docket report. filed by Alfred Tests on behalf of Abigail Testuser-20200505 . Fee Amount: \$335. (Tests, Alfred)**

Once the final docket text is submitted, the **Summary of Current Charges** window will appear giving you the ability to pay the fee through PACER.