

Determine the Appropriate Filing Fee and How You Will Pay It

The current fees for filing petitions under all chapters of the Bankruptcy Code are included in Appendix 2, *Filing Requirements (Form EDC 2-035)*. You must pay the required filing fee regardless of your income. If you cannot come up with the full amount at the time of filing and you are an individual filing a voluntary petition, you may ask for permission to pay the fees in up to four installments over a period of one hundred twenty (120) days. To do so, you must complete the *Application to Pay Filing Fee In Installments (Form EDC 2-020)* located in *SECTION V*, and submit the original and two copies with your completed petition.

You will not be permitted to pay filing fees in installments if you have paid any money or transferred any property to an attorney for services in connection with your bankruptcy or if within one year prior to the filing of the petition you paid any money or transferred any property to a bankruptcy petition preparer for services in connection with filing the petition. Additionally, once you have been granted permission to pay the fee in installments, you can not pay any money or transfer any property to an attorney or any other person who renders services in connection with your case until the filing fee has been paid in full. If you fail to pay any installment when due, your case may be dismissed and you may be denied a discharge of your debts.

Filing fee payments can be made in person or mailed to the Bankruptcy Clerk's Office where the petition is filed. When making payments, remember that **the Clerk's Office does not accept personal checks or make change**. Cash payments must therefore equal the amount due. For your protection, do not send cash through the mail. Cashier's checks, certified checks and money orders payable to *Clerk, U.S. Bankruptcy Court*, and written for the amount due or on a *Not to Exceed* basis will be accepted.