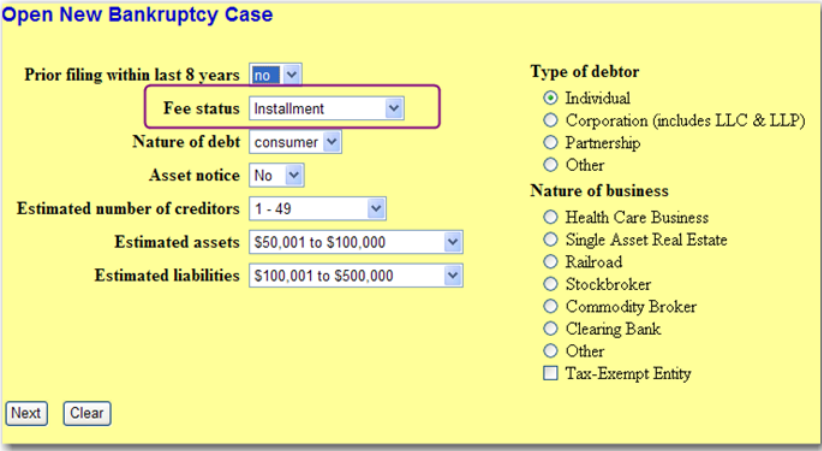
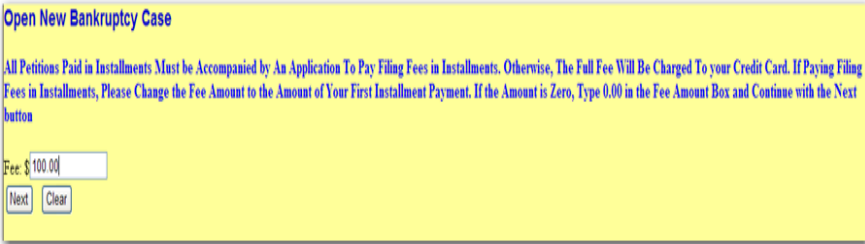


New Case Filing Fee in Installments (Screen Shots)

When an Application to Pay Filing Fee in Installments is filed; follow the steps in case opening process and when you get to the following screens make the necessary selections.

STEP	SCREEN
<p>Statistical Screen: Select "Installment" from the Fee Status drop down menu on the statistical screen.</p>	
<p>Receipt # Screen: Type in the amount being paid with this petition in the amount field.</p>	
	<p>Note: Docket the Application to Pay Filing Fee in Installments as a separate docket entry.</p>