Motions

This procedure explains how to docket a two-part motion. Single-part motions are docketed in the same manner. The example illustrated is a Motion for Relief from Stay and Adequate Protection.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1Click the Bankruptcy hypertext link on the CWECF Main Menu.
(See Figure 1.)



STEP 2 The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.



Figure 2

Click the Motions/Applications hyperlink.

STEP 3 The CASE NUMBER screen displays. (See Figure 3.)

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File a Motion Case Number 08-10010 Continue	Find This Case	1						

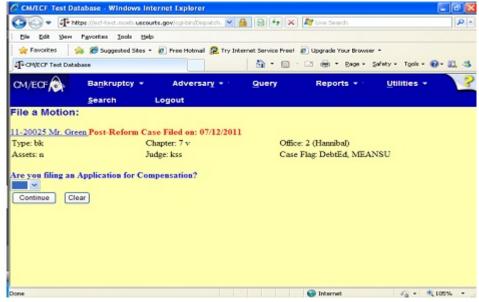


Enter the case number, including the hyphen. Click [Continue].

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

The CASE INFORMATION screen displays. Click [Continue].

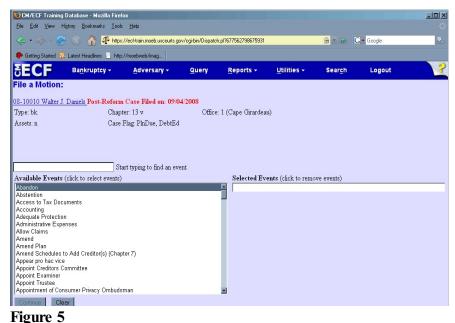
STEP 4 The APPLICATION FOR COMPENSATION screen appears. (See Figure 4.)





Since you not filing an Application for Compensation type "n."

STEP 5 The DOCUMENT SELECTION screen displays next. (See Figure 5.)



A text box is provided above the list of available events. You may type begin typing "Relief from Stay" in the text box to jump down to this event. Then begin typing "Adequate Protection" to jump to his event. Hold the Ctrl key while clicking "Adequate Protection." Both events will appear in the Selected Events box on the right. (See Figure 5a.)

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08-10010 Walter J. Daniels Post-	Reform Case Filed on: 09/04	/2008					
Type: bk	Chapter: 13 v	Office: 1 (Cape Girardea	u)			
Assets: n	Case Flag: PlnDue, DebtEd						
	Start typing to find anothe	r event. Hold dow	m Ctrl to add a	dditional items.			
Available Events (click to select	: events)			ents (click to rem	ove events)		
Abandon Abstention		-	Relief from St Adequate Pro				
Access to Tax Documents		_	Auequate Pit	rection			
Accounting							
Adequate Protection Administrative Expenses							
Allow Claims							
Amend							
Amend Plan Amend Schedules to Add Creditor	(c) (Chanter 7)						
Appear pro hac vice	(a) (Chapter /)						
Appoint Creditors Committee							
Appoint Examiner Appoint Trustee							
Appoint Trustee Appointment of Consumer Privacy	Ombudsman						
Continue Clear		_					
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STEP 6 The HEARING INFORMATION screen displays next. (See Figure 6.)

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G CM/ECF Test Dat	abase				🏠 • 🔊	- 🖃 🖶 - Bage	e + <u>S</u> afety + T <u>o</u> ols •	• • • »			
CM/ECF	Ba <u>n</u> kruptcy -	Adversary 👻	Query	Reports -	Utilities 🝷	Search	Logout	?			
File a Motion	:										
08-10010 James V	William Common and Ju	ilia Alltoo Common Po	st-Reform Case	Filed on: 11/19/2008							
Type: bk Chapter: 11 v Office: 1 (Cape Girardeau)											
Assets: y	Judge	e: bss	Case Fla	ig: PlnDue, DsclsDue							
Complete hearing information only if motion is submitted as combined motion and notice - otherwise, click continue. Hearing Information											
In order to enter a	hearing date/time/locati	on, you must obtain pri	or approval from	the presiding judge. Co	ntact the Courtroo	om Deputy of Judg	e Schermer.				
Hearing Date:	Hearing	g Time:	R								
Location:			-								
Continue	ear										
Figure 6											

• Complete hearing information only if motion is submitted as combined motion and notice. Otherwise, click [Continue].

STEP 7 The SELECT PARTY screen displays. (See Figure 7.)

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Getting Started 5	🕄 Latest Headlines 📄 http	://moebweb/imag						
SECF	Ba <u>n</u> kruptcy -	<u>A</u> dversary -	Query	<u>R</u> eports +	Utilities +	Sear <u>c</u> h	Logout	3
File a Motion:	:							
08-10010 Walter J	. Daniels Post-Reform	n Case Filed on: 09/0	4/2008					
Type: bk	Chap	ter: 13 v	Office	: 1 (Cape Girardeau)	с			
Assets: n	Case	Flag: PinDue, DebtEd						
Select the Deniels Walter trainAuditor, [U.S Continue Cla	. [Debtor] 🖻 🛛 Add/Cn	eate New Party						



 Since the party, Friendly Finance, is currently not a party in this case, they are not listed and must be added. Click the <u>Add/Create New Party</u> hyperlink.

STEP 8 The PARTY SEARCH screen appears. (See Figure 8.)



Figure 8

• Enter the first part of the business name and click [Search].

STEP 9If there are no matches, the system will return a No PersonFound message. Make sure your search criteria is accurate. If the
party is not found on your first try, use different criteria and/or
wildcards. (See Figure 8a.)

SECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout	?₽
Search for a party												
SSN			Tax Id 🗌									
Last/Business name												
Search Clear												
Party search results												
No person found.												
Create new party												

Figure 8a

- Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click [Create New Party].
- **NOTE:** Your name search may find more than one record having the same name as shown in **Figure 8b**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

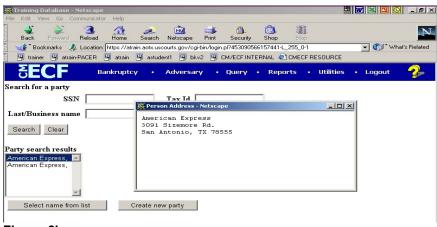


Figure 8b

STEP 10 The PARTY INFORMATION screen displays. (See Figure 9.)

SEC	Bankruptcy + Adversary	• Query • Reports • Utilities • Logout 🤧
Party Informati	on	
Last name	Friendly Finance First n	ame
Middle name	Genera	tion Title
SSN	222-11-1234 Ta	
Office	Addre	ss 1
Address 2	Addre	ss 3
City	s	tate Zip Zip
County	Peachtree Cou	ntry
Phone		Fax
E-mail		
ProSe	no 💌 I	Creditor (cr:cr)
Party text		
Submit Ca	ncel Clear	

Figure 9

- Enter creditor **Name** information in the appropriate boxes, according to court policy.
- Leave *pro se* as **no**.
- ♦ Expand the Role Type selection pick list by clicking on the down arrow ▼ and select Creditor.
- Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- Click [Submit].

STEP 11 The **SELECT PARTY** screen appears again. (See Figure 10.)





- The new creditor's name, Friendly Finance, is highlighted.
- Click [Continue].

STEP 12 The ATTORNEY/PARTY ASSOCIATIONS screen appears. (See Figure 11.)



Figure 11

- Click the box to establish the association between you and Friendly Finance in this case.
- Click [Continue].

STEP 13 The PDF DOCUMENT SELECTION screen displays. (See Figure 12a.)

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	wites Looks Help	2 10 (22) (24) (A) 10 (10 (20 (0))	10-10
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	Suggested Sites · @ Pree Hotival age for	y Internet Service Free1 😰 Upgrade Your Browser *	
To CM/ECP Test Database		🛅 * 🔯 · 🖾 🖶 * Bage - Safety	• Tgols • 🐠 • 🛄 🚳
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File a Motion:			
	Kinney and Janet McKinney Post-Ro		
Type: bk	Chapter: 13 v	Office: 4 (St. Louis)	
Assets: y	Judge: less	Case Fing: PinDue, DebtEd	
Assets: y	Judge: kus	Case Fing PlaDue, DebtEd	
Assets: y Filename	Judge: kus	Case Flag. PlnDue, DebtEd	
	Judge: kan	Case Flag PlaDue, DebtEd	
	Browse	Case Flag PlaDue, DebtEd	
Filename	Browse	Case Flag PlaDue, DebtEd	
Filename	Browse	Case Flag PlaDue, DebtEd	
Filename Attachments to Docur	Browse	Case Fing PinDue, DebtEd	

Figure 12a

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - In the File Upload window, change Files of type: to All Files (*.*)
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 12b.)

File Upload			<u>?</u> ×
Look in:	🔁 PDF Files		
History Desktop My Documents My Computer	Exhibit A - Vol Petition.pdf Exhibit.pdf HearingNtc.PDF Inventory of Property.pdf Involuntary Petition.pdf jointmotion.PDF List of All Creditors.pdf Martin.pdf Motion Motion Motion Print	Motion to Dismiss 00_10029.pdf Motion to Dismiss 00_10054.pdf Motion.PDF Motion3.pdf Motion3.pdf Motion5.pdf Notice of Appearance.pdf Notice.pdf Notice.vdf NoticeVolConvto7.pdf NTCABN.PDF	Cobjection Cobjection Corder - Di Corder - Fi Corder - Gi Corder Disl Corder Mul Corder.pdf Plan.pdf Proposed
My Network P	Scan for Viruses File name: Open With Files of typ Quick View Plus Quick Print	odf	Open Cancel

Figure 12b

 This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct. Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 12c.)

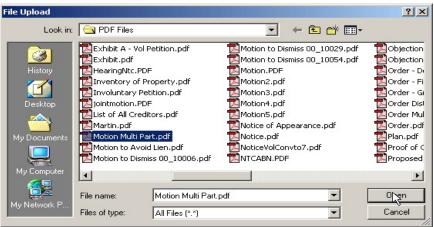


Figure 12c

The path and name of the selected PDF file is placed in the Filename Box. The file will be associated with the current event and a hyperlink will be created to it. If there are no Attachments to this document click [Continue]. (See Figure 12d.)

CM/ECF Test D	atabase - Windows Interne	t Explorer						-8×
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File a Motion								
11-40034 Christo	pher Paul McNutt and T	est Joint Debtor Post-	Reform Case Filed	on: 04/20/2011				
Type: bk	Chapt	er: 11 v	Office: 4 (St	Louis)				
Assets: y	Judge:	bss	Case Flag: P	InDue, DsclsDue				
Filename								
F:\TRAIN\Motion f	or Relief from Stay & Ac	Browse						
Attachments to 1	Document: • No • Y	les						
Continue	lear							

Figure 12d

- There may however be a requirement to attach supporting documentation to the main PDF document. To illustrate the feature of CW/ECF that allows attachments to the main document, click the Yes radio button to the right of the Attachments to Document prompt. (See Figure 12d.)
- **NOTE:** Please note that the PDF file for the motion is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- Click [Continue].
- STEP 14 When you click the **yes** radio button and click [Continue], the ATTACHMENT screen displays. (See Figure 13a.)

CM/ECF	Bankruptcy ~ Logout	Adversary ~	Query	Reports -	Quilities ~	Search
lle a Motion:						
1-20025 Mr. Gre	en Post-Reform Ca	se Filed on: 07/12/3	2011			
Type: bk		apter: 7 v		ice: 2 (Mannibal)		
Assets: n	Pod	lge: kss	Cas	e Flag: DebtEd, ME.	ANSU	
elect one or m	ore attachments.					
) Select the PD Bename	F document that cor	stains the attachmen	f.			
		ower				
Category	and/o	Description				
	une to the list box de m the Next button.	low. If you have mo	re attachments	, go back to Step 1	When the list of	f filenames 15
Add to List						
Next						
				interne	• S 1	

Figure 13a

- There are three steps to the attachment process:
 - 1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
 - To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on "-" or "x" in the control box in the upper right hand corner.
 - 2. Select the appropriate attachment type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter "A" to signify this is Exhibit A. This description goes into docket text.

- **NOTE:** You must enter a **Type** or a **Description**, or both. Follow your local court procedures for use of the Type and/or Description Box.
- 3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1-3.
- Click [Add to List]. (See Figure 13b.)

CM/EOF	Bankruptcy *	Adversary *	Query	Reports * 1	Utilities *	Search	1
	Logout						
File a Motion							
1-20025 Mr. Gr	en Post-Reform C	ase Filed on: 07/12/2	2011				
Type: bk	d	apter: 7 v	Offic	e: 2 (Mannibal)			
Assets: n	Ju	dge: kss	Case	Flag: DebtEd, ME	ANSU		
elect one or m	ore attachments.						
) Select the PD	F document that co	ntains the attachmeni					
Filename							
	3	rowse					
							-
2) Fill in the fiel Category	and/a	· Description					
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Remove to	im Ust						
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Figure 13b

- Click [Next].
- STEP 15 The FEE screen appears. (See Figure 14.)





• The **SECURED PROPERTY** screen appears.

If applicable, provide a description of the secured property here (e.g. 123 Elm Street, 2012 Ford F-150).

	Ba <u>n</u> kruptcy	•	<u>A</u> dversary	•	<u>Q</u> uery	<u>R</u> eports	•	
File a Motion:								
15-40072 Ronald Stev	en Peterson Post-Re	eform Case	Filed on: 12/09/2015	5				
Type: bk	Chapter	: 13 v	Office	4 (St. L	ouis)			
Assets: y	Case Fla	ag: PlnDue,	DebtEd					
If applicable, please p	rovide a description	of the secur	red property here (e.g.	123 Eln	n Street, 2012 Ford	F-150):		
Continue]							

STEP 16 The MODIFY DOCKET TEXT screen appears. (See Figure 15.)

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ile a Motion:							
1-20025 Mr. Green P	ost-Reform Case File	ed on: 07/12/2011					
Type: bk	Chapter:	7 v	Office: 2 (H	unnibal)			
Assets: n	Judge: ks	s	Case Flag: I	ebtEd, MEANSI	10		
Docket Text: Modify a	s Appropriate.						
Mot	ion for Adequate Pro	tection			Motion for Relief	rom	
Stay		nount \$176, Filed	by Creditor Friend	lly Finance . (Att	orney, Test)		
Continue Clear							

Figure 15

If appropriate, choose a prefix from the **Prefix Text** pick list.

- In any or all of the text boxes, add additional text for the motions you are filing according to your court procedures.
- Click [Continue].

STEP 17 The FINAL DOCKET TEXT screen displays. (See Figure 16.)

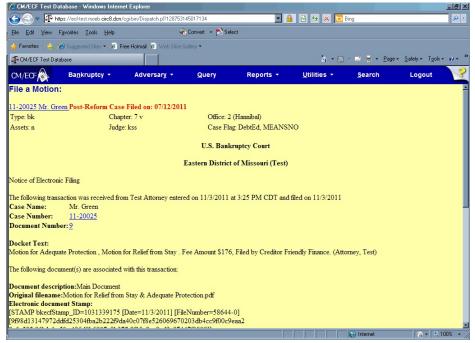
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1-20025 Mr. Green Pos	t-Reform Cas	e Filed on: 07/12/201	1					
ype: bk	Chap	pter: 7 v	Office: 2 (H	Hannibal)				
Assets: n	Judg	e: kss	Case Flag:	DebtEd, MEANSI	NO.			
Docket Text: Final Text								
Motion for Adequat	e Protection	, Motion for Relief	from Stay . Fee	Amount \$176, F	iled by Creditor F	riendly		
Finance. (Attorney,	Test)							
						_		
						10000000		
ttention!! Submitting	inis screen cor	nmits this transaction	i. You will have no	further opportuni	ry to modify this st	ibmission		
you continue.								

Figure 16

- Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click [Continue].
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.

• To abort or restart the transaction, click the <u>Bankruptcy</u> hyperlink on the **Menu Bar**.

STEP 18 The NOTICE OF ELECTRONIC FILING SCREEN displays. (See Figure 17.)





NOTE: The electronic payments screen also now appears. This screen is covered in Step 19.

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the PACER login screen.
- Clicking on the document number hyperlink will present the PACER login screen.
- To print a copy of this receipt click the browser [**Print**] icon.
- To save a copy of this receipt, click [File] on the browser menu bar and select Save Frame As.
- The Notice of Electronic Filing will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

STEP 19 The electronic payments screen appears at the same time as the Notice of Electronic Filing screen. (**See Figure 18a**)

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	pested Sites 👻 💋 Free Hotr	mail 🖉 Web Slice Gallery 🕶				
CM/ECF Test Database				🏠 • 🔊	- 📑 🚔 - <u>P</u> age -	<u>S</u> afety + T <u>o</u> ols + 😧
CM/ECF	<u>n</u> kruptcy - A	dversary + Query	Reports +	Utilities -	<u>S</u> earch	Logout
ile a Motion:	Summary of current	charges			X	
1-20025 Mr. Green Pc	Date Incurred		Description		Amount	
T-20025 Mil. Green Pt	2011-10-25 15:23:20	Motion for Relief From Stay	(08-10010) [motion,mrlfsty] (150.00)	\$ 150.00	
Assets: n	2011-11-03 11:32:46	Voluntary Petition (Chapter	13)(11-40097) [misc,volp13a]	(281.00)	\$ 281.00	
135013. II	2011-11-03 14:55:29	Amended Schedules(07-40	057) [misc,amdschs] (30.00))	\$ 30.00	
	2011-11-03 15:25:33	Motion for Relief From Stay	(11-20025) [motion,mrlfsty] (176.00)	\$ 176.00	
Notice of Electronic Filir The following transaction Case Name: M						
Case Number: 11						
Document Number: 9						
Docket Text: Motion for Adequate Pro						
The following document(
Ocument description: Driginal filename:Moti lectronic document S		Pay Nov	v Continue Filing			

Figure 18a

If you choose Pay Now, the Online Payment screen appears. (**See Figure 18b.**) See Administrative Procedures, Appendix 7-A, for On-Line Credit Card Attorney Manual.

Online Payment Return t	o your originating application
Step 1: Enter Payment Information	1 2
Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Disco	over, Mastercard, VISA)
Required fields are indicated with a red asterisk *	
Account Holder Name: *	
Payment Amount: *	
Billing Address: *	
Billing Address 2:	
City:	
State / Province:	
Zip / Postal Code:	
Country: United States	
Card Type: * 1994 🗪 🔤 🔤	
Card Number: Card number value show	Ild not contain spaces or dashes)
Expiration Date: */ *	
Select the "Continue with Plastic Card Payment" button to continue to the	next step in the Plastic Card
Payment Process. Continue with Plastic Card Payment	Cancel
Conunue with Flasuc Caru Fayment	Cancer
te: Please avoid navigating the site using your browser's Back Button - th ta being transmitted and pages being loaded incorrectly. Please use the li	is may lead to incomplete
ala benig transmitted and pages being loaded moon ectly. Please use the il	iks provided whenever

Figure 18b

If you choose Continue Filing, the Online Payment screen will be removed and reappear after future filings that require a fee.