

FILING FEES

The filing fee must be paid at the time of filing the bankruptcy petition unless the petition is accompanied by a signed Application to Pay the Filing Fees in Installments (Official Form 103A) or a signed Application to Have the Chapter 7 Filing Fee Waived (Official Form 103B), either of which must be approved by the court.

Filing fees for each chapter and suggested installment amounts are available at <https://www.flnb.uscourts.gov/filing-fees>.

Application to Pay Filing Fees in Installments

If you owe fees from a previous case, your application may be denied until outstanding fees have been paid. If the application is denied, you must pay the remaining filing fee in full or your case will be dismissed.

Official Form 103A, Application to Pay Filing Fees in Installments can be found at www.uscourts.gov/forms/individual-debtors/application-individuals-pay-filing-fee-installments.

Application to Have the Chapter 7 Filing Fee Waived

If your income is less than 150% of the official poverty line and you are unable to pay your filing fees in installments, you may request a waiver of the chapter 7 filing fee. Information about the poverty guidelines is available through the U.S. Department of Health and Human Services at <https://aspe.hhs.gov/poverty-guidelines>.

Official Form 103B, Application to Have the Chapter 7 Filing Fee Waived is available at www.uscourts.gov/forms/individual-debtors/application-have-chapter-7-filing-fee-waived.

Acceptable Forms of Payment

This court does not accept cash. Debtors may pay using **money orders or cashier's checks** made payable to Clerk, U.S. Bankruptcy Court and mailed to U.S. Bankruptcy Court, 110 E. Park Ave., #100, Tallahassee, FL 32301. We do not accept personal checks from debtors. For more information, visit our website at <https://www.flnb.uscourts.gov/fees>.

Failure to Pay Filing Fees

Failure to pay your filing fees as directed will result in dismissal of your bankruptcy case. If not paid in full, you will not receive a discharge and cases pending under chapter 11, 12, or 13 will not be confirmed pursuant to 11 U.S. Code § 1129(a)(12) and Federal Rules of Bankruptcy Procedure 1325(a)(2) and 1225(a)(2).

U.S. Bankruptcy Court Northern District of Florida

Mailing Address:

U.S. Bankruptcy Court
110 E. Park Ave., Ste. 100
Tallahassee, FL 32301

Court Locations and Hours:

Tallahassee

U.S. Bankruptcy Courthouse
110 E. Park Ave., Ste. 100
Tallahassee, Florida

Pensacola

Winston E. Arnow Federal Bldg.
100 N. Palafox St., Ste. 154
Pensacola, Florida

Gainesville*

U.S. Courthouse
401 SE 1st Avenue
Gainesville, Florida

**Court location only; office is not staffed*

Panama City

The U.S. Courthouse in Panama City is closed indefinitely due to damage from Hurricane Michael (11/2018).

Office Hours

Offices are open to the public
Monday – Friday, excluding federal
holidays, 9:00 a.m. to 4:00 p.m.

Telephone:

(850) 521-5001 [Tallahassee]
(866) 639-4615 [Toll Free]

Website:

www.flnb.uscourts.gov

Employees of the Clerk's Office are not permitted to assist you in preparing the petition, schedules, or other documents, nor may they provide you with legal advice or attorney recommendations.

This information is intended to answer frequently asked questions and is not to be interpreted as legal advice or to serve as a complete guide as to what is required to be filed, provided, or completed in your case. This information is subject to change without notice. Please review the Court's website for the most recent information and forms.