

CERTIFICATE OF CREDIT COUNSELING

Updated 11/8/2021

Description: This process shows the steps and screens required for an external user to file a Certificate of Credit Counseling.

STEP 1 - Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on the **Other** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 - The EVENTS screen displays.

- Verify that the case name and number are correct.
- Select "Certificate of Credit Counseling" from the list of events.
- Click the **[Next]** button.

NOTE: Type the first letter (**C** for **Certificate**) and the highlight bar will immediately select the first entry beginning with **C**.

STEP 5 - The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the **[Next]** button.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list. (Hold the **Ctrl** Key down to select more than one party)
- If the correct party's name and address does not appear in the drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 7 - The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 8 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 9 - The VERIFICATION screen with debtor name and case number appear.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 10 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.
- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Sample Docket Text: Final Text

**Certificate of Credit Counseling Filed by Bill Attorney
on behalf of Joe Debtor. (Attorney, Bill)**

**Attention!! Submitting this screen commits this transaction. You
will have no further opportunity to modify this submission if you
continue.**

Have you redacted?

STEP 11 - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number and document number.