

**ATTORNEY -- Quick Reference Guide****Certificate of Credit Counseling**

<b>Step</b>	<b>Action</b>
1	Click on <b>Bankruptcy</b> hyperlink.
2	Click <b>Misc</b>
3	Enter the case number - click <b>NEXT</b>
4	Select <b>Certificate of Credit Counseling</b> from the event type list - click <b>NEXT</b>
5	Select the <b>Debtor(s)</b> as the party filer - click <b>NEXT</b>
6	<p>The <b>PDF Document Selection</b> screen displays. Click <b>Browse</b>, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry.</p> <p><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on <b>open</b>. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p>
7	<p>Leave the <b>Attachments to Document</b> default option to <b>No</b> - click <b>NEXT</b></p> <p>Click <b>NEXT</b> at the Miscellaneous screen.</p>
8	<p>Verify that the Final Docket Text is correct -</p> <p>If correct - click <b>NEXT</b></p> <p>If incorrect - click the browser <b>BACK</b> button until you find the error(s) and proceed with the event</p>
9	The Notice of Electronic Filing screen appears and your transaction is complete.