

**ATTORNEY – Quick Reference Guide**

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**Certificate of Credit Counseling**

<b>Step</b>	<b>Action</b>
1	Click on the <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 <b>Debtor(s)</b> as party filer(s) – click <b>NEXT</b>
6	At the screen with the <b>ATTENTION message</b> click <b>NEXT</b>
7	Click <b>BROWSE</b> on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and Verify the document you wish to attach to this entry – click <b>Open</b> to attach the correct PDF.  <b>NOTE:</b> To view the document select the correct <b>PDF</b> , <b>Right Click</b> and <b>Click Open</b>
8	Leave the <b>Attachments to Document</b> default option to <b>No</b> - Click <b>NEXT</b> Click <b>NEXT</b> at the <b>Miscellaneous</b> screen
9	Verify that the Final Docket Text is correct – If correct – click <b>NEXT</b> If incorrect – click the browser <b>BACK</b> button until you find the error(s) and proceed with the event
10	The Notice of Electronic Filing screen appears and your transaction is complete