

CM/ECF Filing Reference Guide

Certificate of Credit Counseling

Step	Action
1.	Select Bankruptcy
2.	Select Misc
3.	Enter the case number Select NEXT
4.	From the Available Events list select Certificate of Credit Counseling Select NEXT
5.	<p>From the party listing either:</p> <p>(A) Select the party filing the certificate of credit counseling</p> <p>Select NEXT and move on to step</p> <p>OR</p> <p>(B) Add/Create New Party</p> <p>Fill in the requested information</p> <p>Select SEARCH</p> <p>If your party is found in the search results, select the name.</p> <p>If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role”.</p> <p>Select SUBMIT</p> <p>From the party listing make a selection.</p> <p>Select NEXT</p> <p>This screen solidifies the attorney/client relationship. You will get the following message:</p> <p>IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</p>
6.	<p>This screen allows you to browse your system to attach the PDF of the certificate of credit counseling.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select OPEN.</p> <ul style="list-style-type: none"> In order to include a Proposed Order and/or a Notice of Hearing choose Yes at Attachments to Document

	<p>Select NEXT</p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the certificate of credit counseling</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat. If the document is the correct document select OPEN.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the certificate of credit counseling</i></p> <p>If correct,</p> <p>Select NEXT</p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select NEXT to move to step 7</p>
7.	Select NEXT
8.	<p>This screen serves as the last chance to verify that the Docket Text: Final Text is correct. If correct,</p> <p>Select NEXT - the docketing process will be committed.</p> <p>If any changes need to be made use the back navigation arrow to make corrections. Retrace actions once correction is made.</p>
9.	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete.</p>

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