

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.1 Certification of Budget and Credit Counseling Course

IV. File Certification of Budget and Credit Counseling Course.

Each individual debtor (in a joint petition, both spouses must comply) is required to complete a U.S. Trustee approved pre-filing bankruptcy credit counseling course PRIOR to filing a new petition. Failure to meet this requirement may result in dismissal of a case with potential restrictions on re-filing. Specific requirements for filing a **Certificate of Exigent Circumstances Re: Credit Counseling (Waiver)** pursuant to 11 U.S.C. § 109(h)(3) are provided in a procedure of the same name.

- ✓ Filing the above titled certificate(s) must not be confused with the requirement for filing Official Form 23, **Debtor's Certification of Instructional Course Counseling Concerning Financial Management**. This certification must be filed within 45 days of the first date scheduled for a meeting of creditors and before a discharge can be entered. Filing instructions for this requirement are provided in a procedure of the same name.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered. Click **Next**.

STEP 4 The **Miscellaneous** screen will display. Select **Certification of Budget and Credit Counseling Course**. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. Click to select the event, which will be confirmed on the right side of the screen. Click **Next**.

STEP 5 The **Select the Party** screen will display. Select the debtor(s) filing this document.

To select both debtors for one docket entry, click to highlight a debtor's name, and while holding down the "Ctrl" key click to select another debtor's name. Both will now be highlighted. Click **Next**.

CRITICAL ISSUE - Each individual debtor is required to file their own certification. A certification for a debtor and joint debtor may be filed in one event or each may be entered separately.

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STEP 6 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 7 For joint cases, at “This Certificate is Being Filed on Behalf of:”, select the appropriate radio button. Click **Next**.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.