

## Pre-Petition Credit Counseling Certificate

**\*\*\*\*\*These instructions do not cover the filing of Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management (Official Form B23). Refer to separate instructions so titled.**

\*\*\*\*\*The Pre-Petition Credit Counseling Certificate provided by credit counseling agencies may or may not include a bankruptcy caption, and does not require one to be filed on the court's docket.

\*\*\*\*\*The Pre-Petition Credit Counseling Certificate does not require a cover sheet, cover letter or any other documentation to be included in the PDF to be filed on the court's docket.

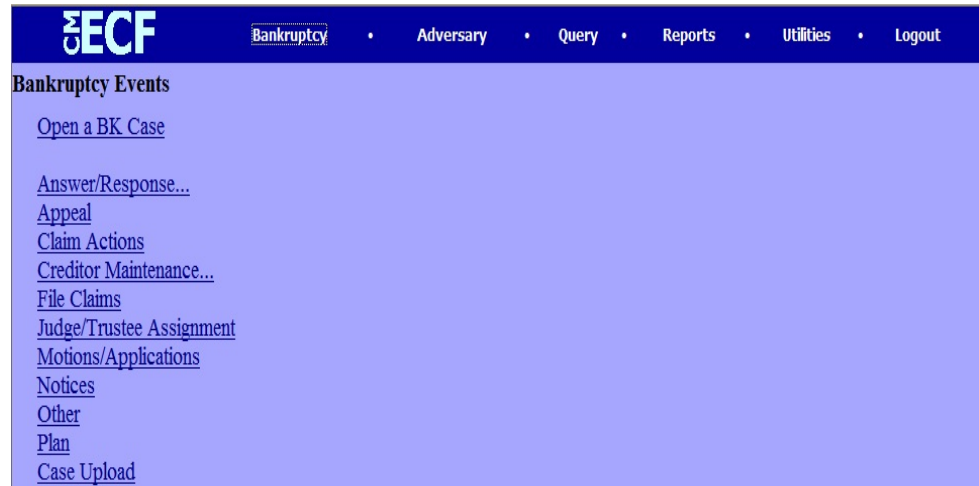
\*\*\*\*\*The Pre-Petition Credit Counseling Certificate must not be made part of any other filing -- including the Voluntary Petition or the Certification of Completion of Personal Financial Management Course -- and must be filed separately using the instructions below.

**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1)



Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2)



**Figure 2**

- ◆ Click the Other hyperlink.

**STEP 3** Enter the case number in YY-NNNNN format in the **CASE NUMBER** screen and click **[Next]**. (See Figure 3)

The screenshot shows the ECF Case Number entry screen. At the top, there is a dark blue navigation bar with the ECF logo on the left and a menu of options: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the main content area is light blue and titled "Miscellaneous". Under this title, there is a "Case Number" section. It features a text input field containing "05-10032" and a yellow tooltip box that displays the format "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear".

**Figure 3**

**STEP 4** The **DOCUMENT SELECTION** screen is displayed. (See Figure 4)



**Figure 4**

- ◆ Scroll the box and select **Certificate of Credit Counseling**.

**NOTE:** To locate your event quickly, type the first letter of the entry (**C** for Certificate) and the highlight bar will immediately select the first event beginning with C.

- ◆ Click **NEXT**.

**STEP 5** The attorney **JOINT FILING** screen will then be displayed. (See Figure 5)



**Figure 5**

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only attorney filing this document, skip this screen.
- ◆ If this is a joint attorney filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click **NEXT**.

- STEP 6** The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6)



**Figure 6**

- ◆ Locate and select the debtor(s) in the **Party Selection** window. Click **NEXT** to continue.

- STEP 7** The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7a)

 No  Yes'. At the bottom are 'Next' and 'Clear' buttons." data-bbox="292 477 971 714"/>

**Figure 7a**

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

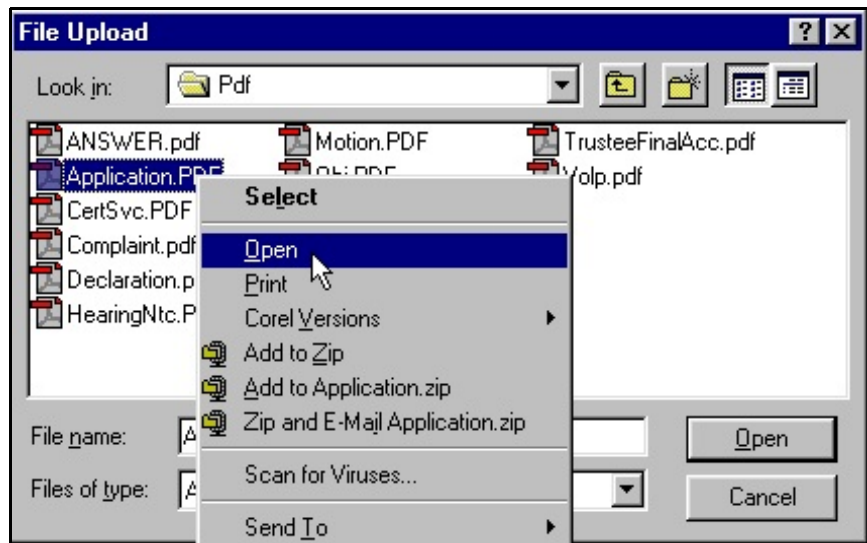


Figure 7b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **Open** on the **FILE UPLOAD** dialogue box. (See Figure 7c)

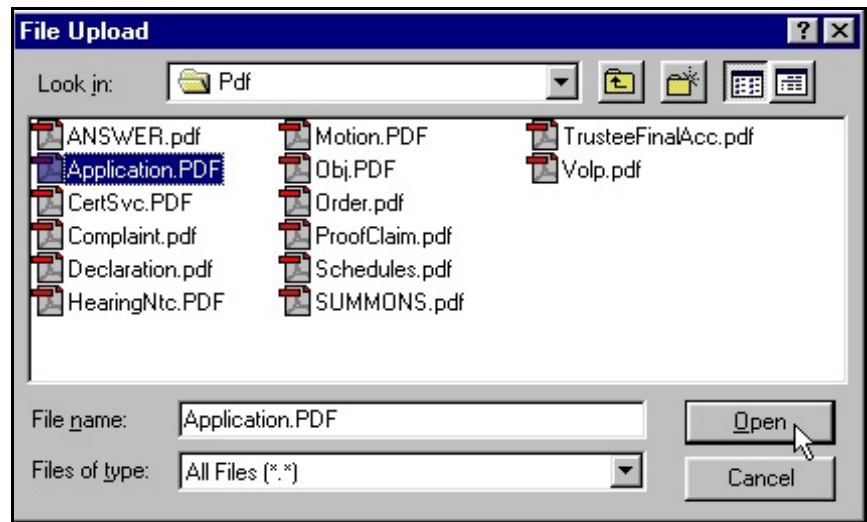


Figure 7c

- ◆ Click **NEXT**.

- STEP 8** The **Certificate of Service** screen will display with a text box to indicate whether the certificate is being filed with or without certificate of service. (See Figure 8)

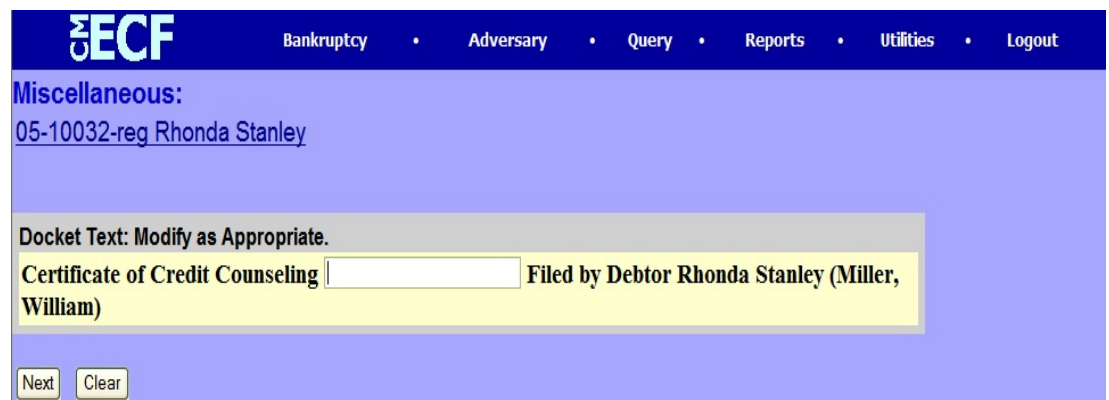


The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a light blue header area with the text "Miscellaneous:" and a link "05-10032-reg Rhonda Stanley". The main content area is light blue and contains the text "With or Without Certificate of Service?" followed by an empty text input box. At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 8**

- ◆ Insert the appropriate response (“With” or “Without”) and click **NEXT** to continue.

- STEP 9** The **Modify Text** screen will display. (See Figure 9)

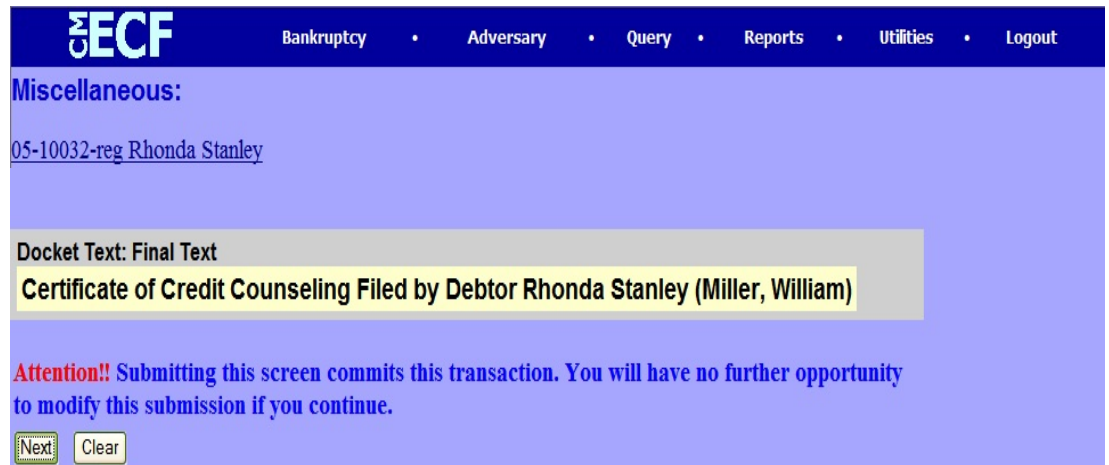


The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a light blue header area with the text "Miscellaneous:" and a link "05-10032-reg Rhonda Stanley". The main content area is light blue and contains a grey box with the text "Docket Text: Modify as Appropriate." Below this is a yellow box containing the text "Certificate of Credit Counseling" followed by an empty text input box and the text "Filed by Debtor Rhonda Stanley (Miller, William)". At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 9**

- ◆ An empty text box is presented for use if additional wording is necessary. The filing of the certificate of credit counseling does not require additional text for entering on the court’s docket. Click **NEXT** to continue.

**STEP 10** The **Final Docket Text** screen will appear. (See Figure 10)



**Figure 10**

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If correct, click **NEXT**.
- ◆ If the final docket text is incorrect:
  - Click the browser **Back** button to find the errors(s) and proceed with the event.
  - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

**STEP 11** The **Notice of Electronic Filing** screen displays. (See Figure 11)

The screenshot shows the CM/ECF interface for the U.S. Bankruptcy Court, Northern District of Indiana (Test Database). The page title is "Notice of Electronic Filing". The main content area is light blue and contains the following information:

The following transaction was received from Miller, William entered on 2/6/2006 at 9:41 AM CST and filed on 2/6/2006

**Case Name:** Rhonda Stanley  
**Case Number:** [05-10032-reg](#)  
**Document Number:** [27](#)

**Docket Text:**  
Certificate of Credit Counseling Filed by Debtor Rhonda Stanley (Miller, William)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**G:\generic pleading.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1006806559 [Date=2/6/2006] [FileNumber=53432-0] [721149984f02e20f78a7461e5c0d202f557681b1a27c0b7c7667d397fd6851afc7d45206bc6c7c212215bb8ab668abfe1de13dde23282e0cba6f4e097e714f96]]

**05-10032-reg Notice will be electronically mailed to:**

R. David Boyer rms@hbbwlaw.com,

**05-10032-reg Notice will not be electronically mailed to:**

Steven J. Glaser  
116 E. Berry, Suite 1900  
Fort Wayne, IN 46802

William Miller  
123 S. Main Street  
PO Box 200  
South Bend, IN 46601

**Figure 11**