

# FILING THE CERTIFICATE OF CREDIT COUNSELING

**Your PDF should consist of the following:**

The Certificate of Credit Counseling

## **\*\*NOTE\*\***

The Certificate of Credit Counseling is to be filed alone. **DO NOT** include it with any other filings.

This document is required to be filed at the time of filing the bankruptcy case.

If the debtor does not have the Certificate of Credit Counseling on the date of filing the case, the court will issue a Notice of Deficiency of Certification of Credit Counseling.

The deficiency notice will require that the Certificate of Credit Counseling be filed within 15 days. If it is not timely filed, the case will be dismissed.

Exhibit D - (Official Form 1, Exhibit D), is **NOT** the Certificate of Credit Counseling.

Exhibit D - (Official Form 1, Exhibit D), is to be filed with the Voluntary Petition.

A list of approved credit counseling agencies is posted on the following website addresses :  
[www.lamb.uscourts.gov](http://www.lamb.uscourts.gov) or [www.usdoj.gov/ust/eo/bapcpa/index.htm](http://www.usdoj.gov/ust/eo/bapcpa/index.htm)

If the credit counseling has not been obtained before filing a bankruptcy case, a Motion for Temporary Waiver of Credit Counseling and Request for Expedited Hearing, or a Motion for Determination of Credit Counseling Exemption and Request for Expedited Hearing must be filed when the Voluntary Petition is filed.

If you have any questions, please contact the bankruptcy court.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

## Miscellaneous

Case Number

08-10009 99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

Click **Next**

Select **Certificate of Credit Counseling** from the list.

## Miscellaneous

08-10009 Debtor D. Debtor and Joint Debtor

Balance Sheet

Ballots - Chapter 11

Cash Flow Statement

Certificate of Credit Counseling

Certificate of Performance

Certificate of Service

Certificate of Service of Tax Information

Certificate of Service of Tax Information to Requestor

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorney(s), do not check the box.

Click **Next**

**Select Party** screen.

Select the Debtor(s).

## Miscellaneous:

[08-10009 Debtor D. Debtor and Joint Debtor](#)

Select the Party:

Debtor, Debtor D. [Debtor]
Debtor, Joint [Debtor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next

Clear

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

## Miscellaneous:

[08-10009 Debtor D. Debtor and Joint Debtor](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

<input type="text"/>	Browse...
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**Attachments to Document:**  No  Yes

Next

Clear

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click Next

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**Miscellaneous:**

[08-10009 Debtor D. Debtor and Joint Debtor](#)

**Docket Text: Modify as Appropriate.**

Certificate of Credit Counseling  Filed by Perry Mason on behalf of Debtor D. Debtor , Joint Debtor . (Mason, Perry)

Next

Clear

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[08-10009 Debtor D. Debtor and Joint Debtor](#)

**Docket Text: Final Text**

Certificate of Credit Counseling Filed by Perry Mason on behalf of Debtor D. Debtor, Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Click Next

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**