

FILING THE DEBTOR'S CERTIFICATION OF PERSONAL FINANCIAL MANAGEMENT INSTRUCTIONAL COURSE

Your PDF should consist of the following:

The Debtor's Certification of Personal Financial Management Instructional Course. This will be given to the debtor by the provider.

****NOTE****

The Debtor's Certification of Personal Financial Management Instructional Course must be filed to receive a discharge.

The Debtor's Certification of Personal Financial Management Instructional Course is to be filed alone. **DO NOT** include it with any other filings.

Deadlines for filing this certificate depend on the chapter.

- **Chapter 7** : Must be filed within 60 days of the first meeting of creditors date.
- **Chapter 13 or 11** : Must be filed no later than the last payment made under the plan or the filing of a motion for entry of discharge.

If filing a joint case, both debtors must complete the financial management course.

If the certification is not filed, the court will issue a Notice of Deficiency for Financial Management.

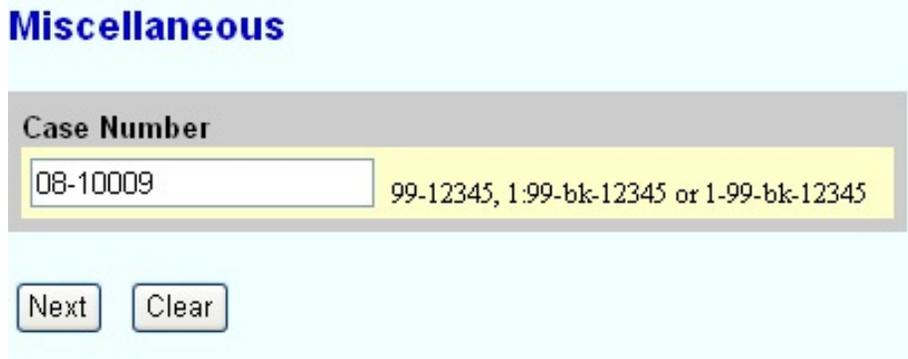
The deficiency notice will require that the Debtor's Certification of Personal Financial Management be filed within 14 days. If not filed, the case will be closed without the entry of discharge.

A link to the list of approved debtor's education providers is posted on the court's website www.lamb.uscourts.gov

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

Below Bankruptcy Events, click **Other**.

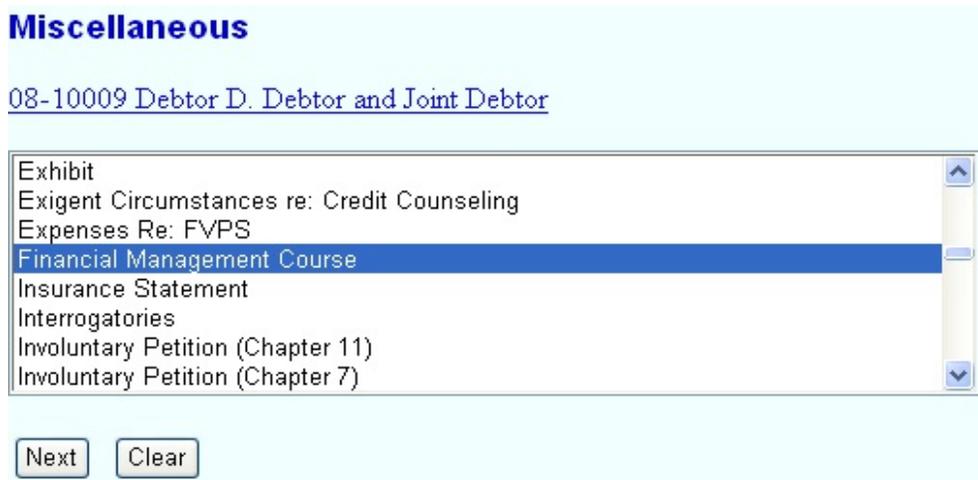
Miscellaneous screen. Enter the bankruptcy case number.



The screenshot shows a light blue header with the word "Miscellaneous" in bold blue text. Below the header is a grey box containing a "Case Number" label and a text input field with "08-10009". To the right of the input field is the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the grey box are two buttons: "Next" and "Clear".

Click **Next**

Select **Financial Management Course** from the list.



The screenshot shows a light blue header with the word "Miscellaneous" in bold blue text. Below the header is a blue link "08-10009 Debtor D. Debtor and Joint Debtor". Below the link is a list box containing the following items: "Exhibit", "Exigent Circumstances re: Credit Counseling", "Expenses Re: FVPS", "Financial Management Course" (highlighted in blue), "Insurance Statement", "Interrogatories", "Involuntary Petition (Chapter 11)", and "Involuntary Petition (Chapter 7)". Below the list box are two buttons: "Next" and "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.

Financial Management Course Certificate Filed 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

Financial Management Course Certificate Filed 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