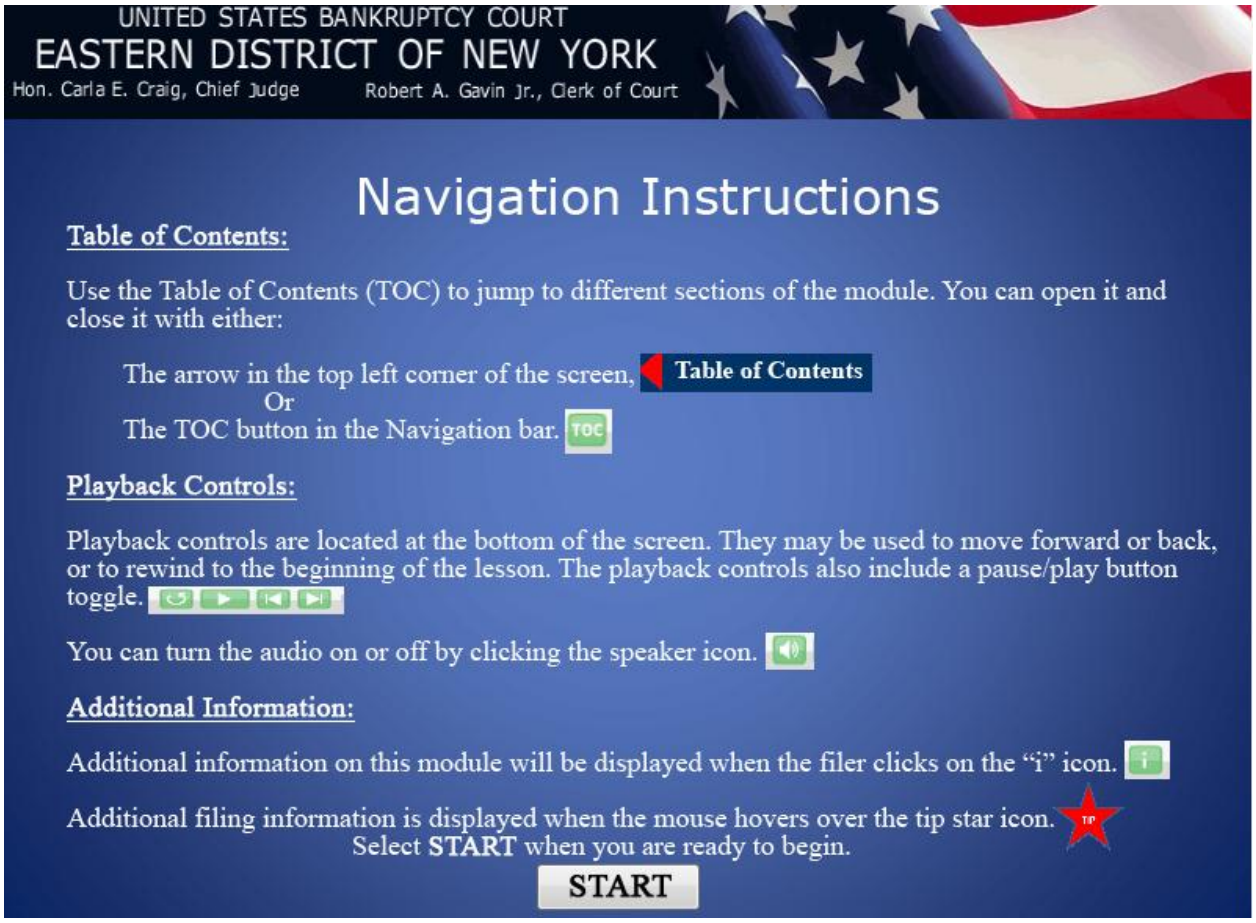
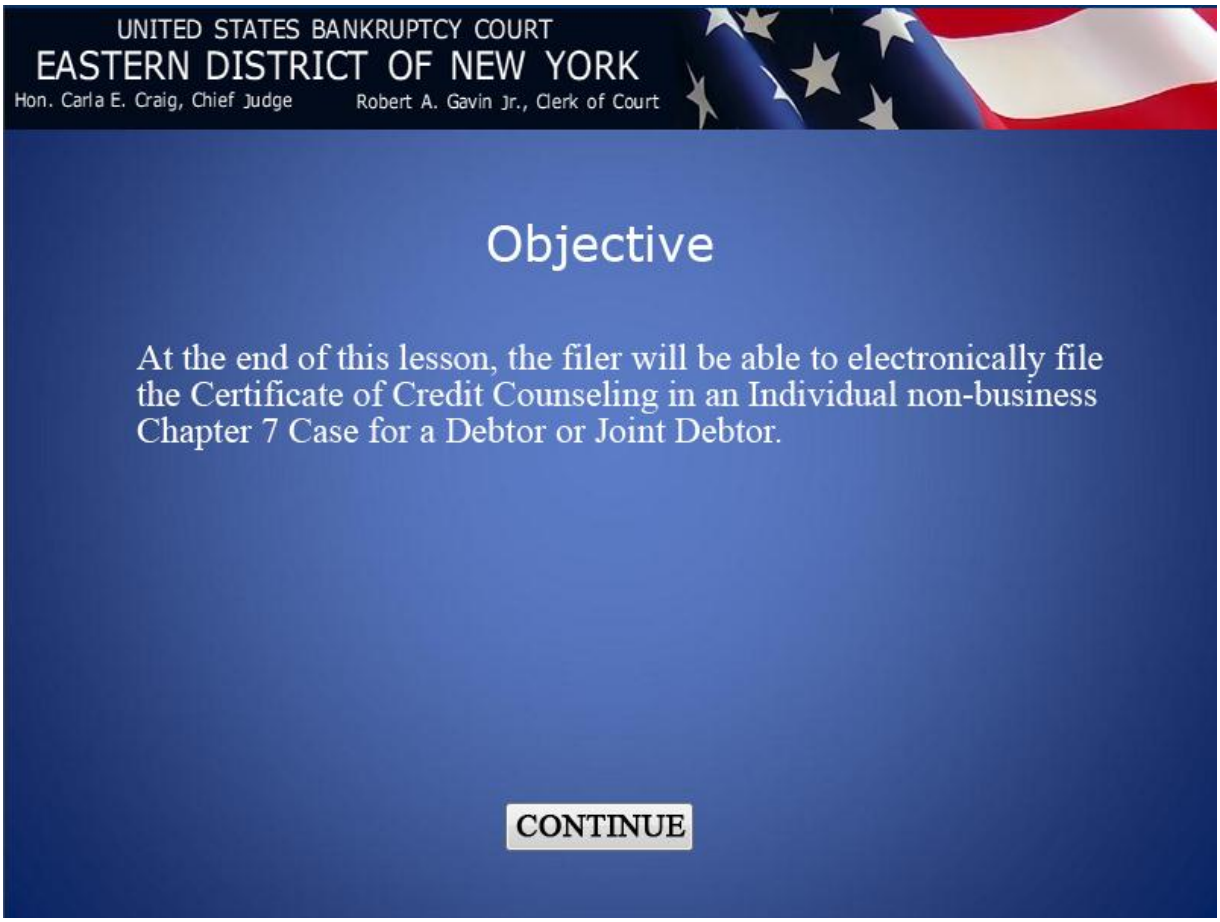
Welcome to the United States Bankruptcy Court's lesson on Certificate of Credit Counseling.


UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge
Robert A. Gavin Jr., Clerk of Court
Navigation Instructions
Table of Contents:
Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:
The arrow in the top left corner of the screen,
Table of Contents
Or
The TOC button in the Navigation bar.
TOC
Playback Controls:
Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle.
You can turn the audio on or off by clicking the speaker icon.
Additional Information:
Additional information on this module will be displayed when the filer clicks on the "i" icon.
Additional filing information is displayed when the mouse hovers over the tip star icon.
TIP
Select START when you are ready to begin.
START


UNITED STATES BANKRUPTCY COURT
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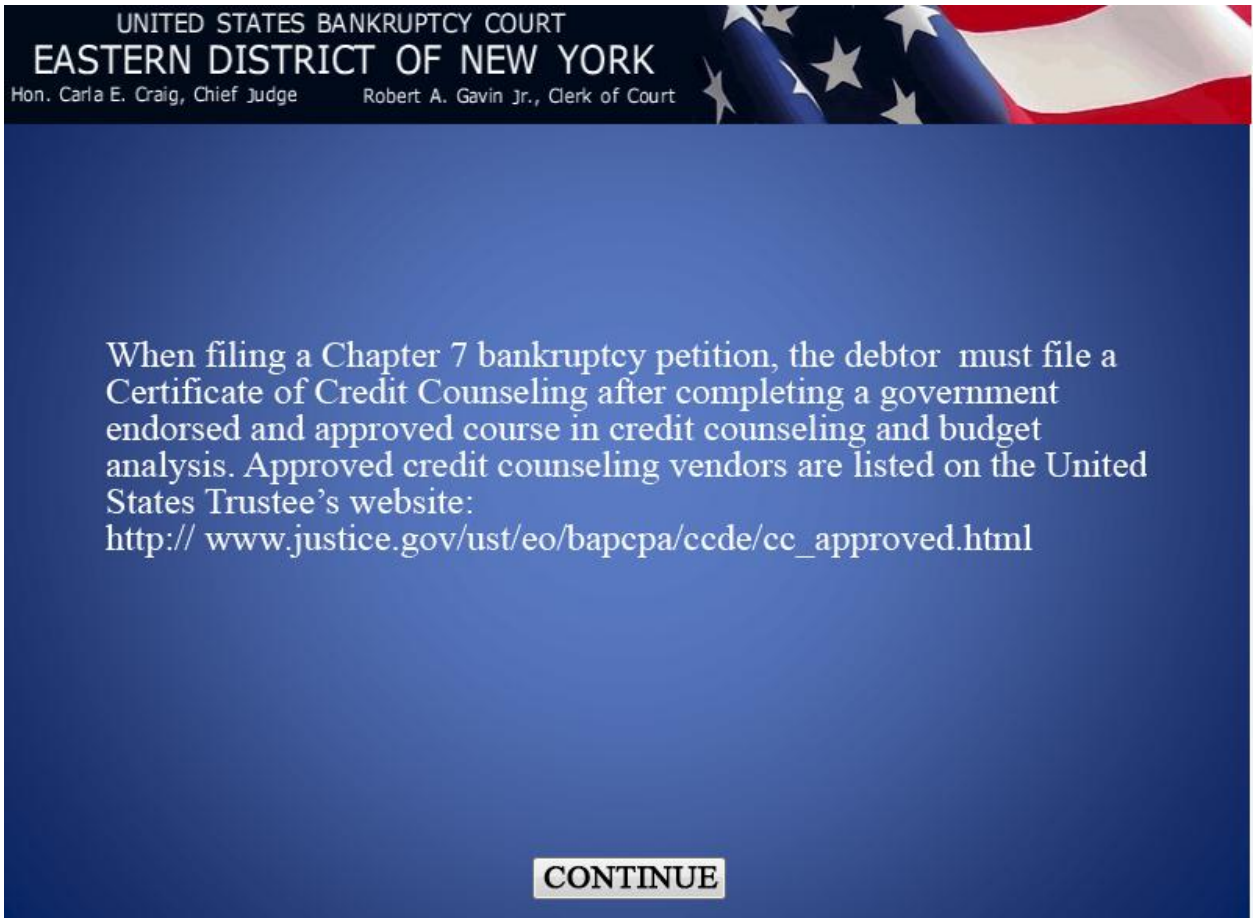
Objective
At the end of this lesson, the filer will be able to electronically file the Certificate of Credit Counseling in an Individual non-business Chapter 7 Case for a Debtor or Joint Debtor.
CONTINUE


UNITED STATES BANKRUPTCY COURT
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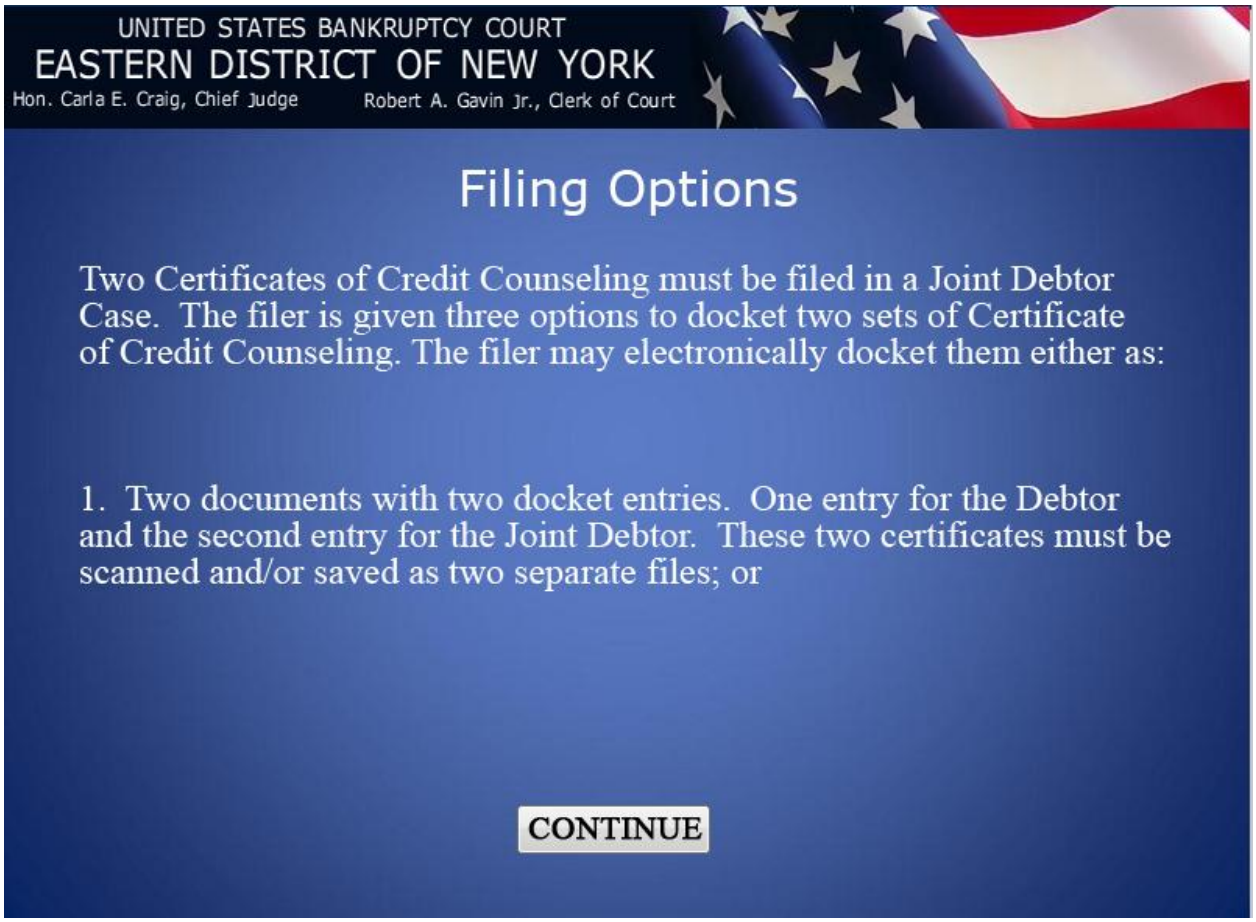
When filing a Chapter 7 bankruptcy petition, the debtor must file a Certificate of Credit Counseling after completing a government endorsed and approved course in credit counseling and budget analysis. Approved credit counseling vendors are listed on the United States Trustee's website:
http:// www.justice.gov/ust/eo/bapcpa/ccde/cc_approved.html
CONTINUE


UNITED STATES BANKRUPTCY COURT
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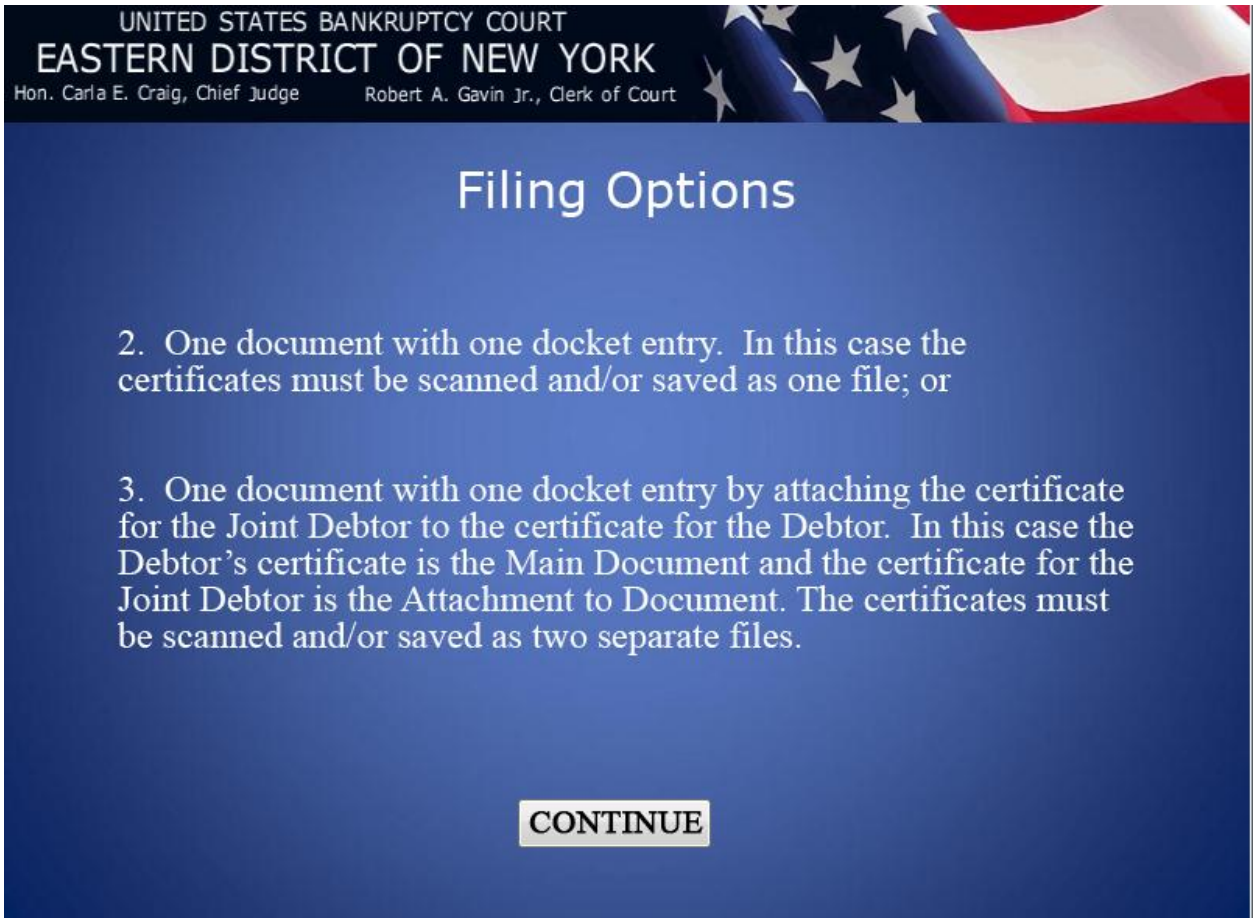
Filing Options
Two Certificates of Credit Counseling must be filed in a Joint Debtor Case. The filer is given three options to docket two sets of Certificate of Credit Counseling. The filer may electronically docket them either as:
1. Two documents with two docket entries. One entry for the Debtor and the second entry for the Joint Debtor. These two certificates must be scanned and/or saved as two separate files; or
CONTINUE


UNITED STATES BANKRUPTCY COURT
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Hon. Carla E. Craig, Chief Judge
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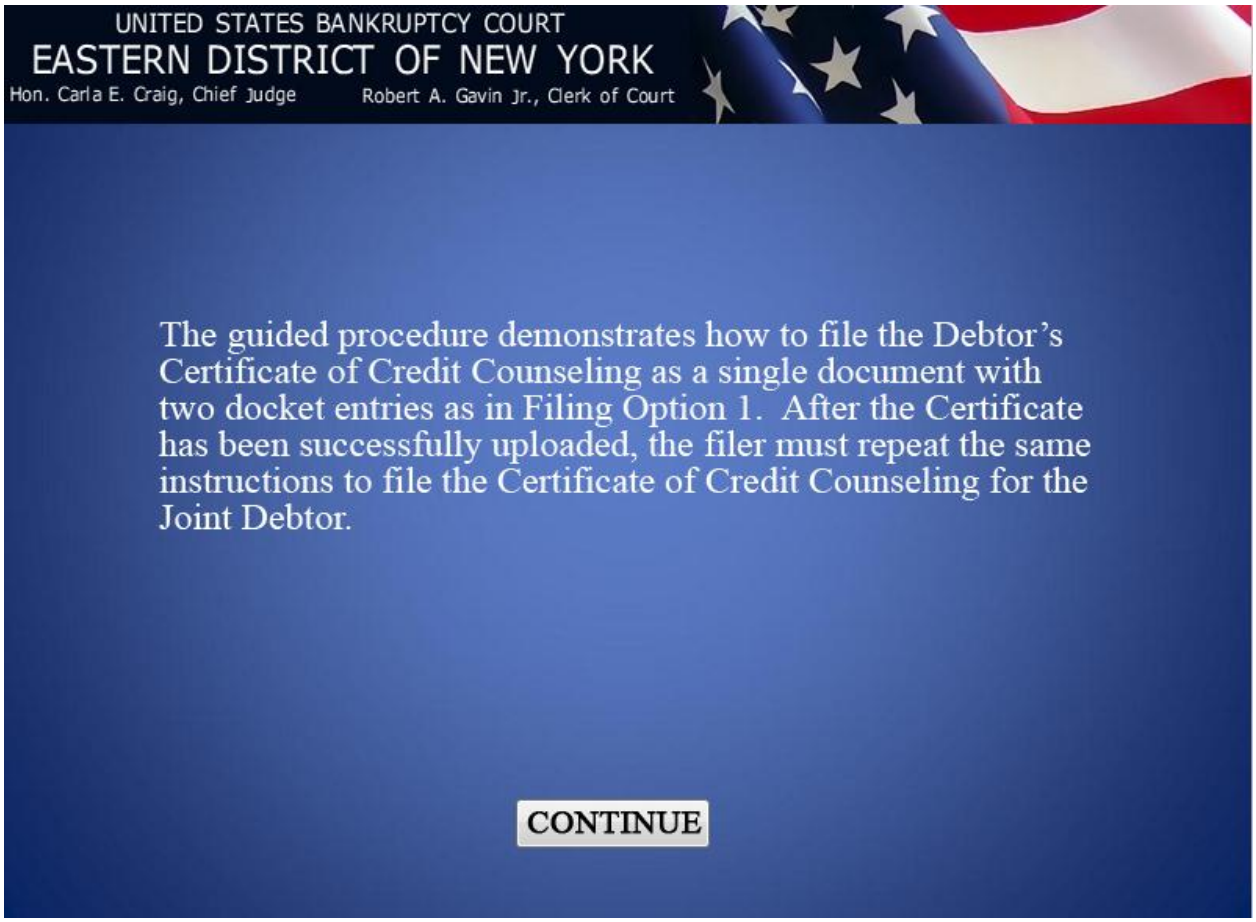
Filing Options
2. One document with one docket entry. In this case the certificates must be scanned and/or saved as one file; or
3. One document with one docket entry by attaching the certificate for the Joint Debtor to the certificate for the Debtor. In this case the Debtor's certificate is the Main Document and the certificate for the Joint Debtor is the Attachment to Document. The certificates must be scanned and/or saved as two separate files.
CONTINUE


UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
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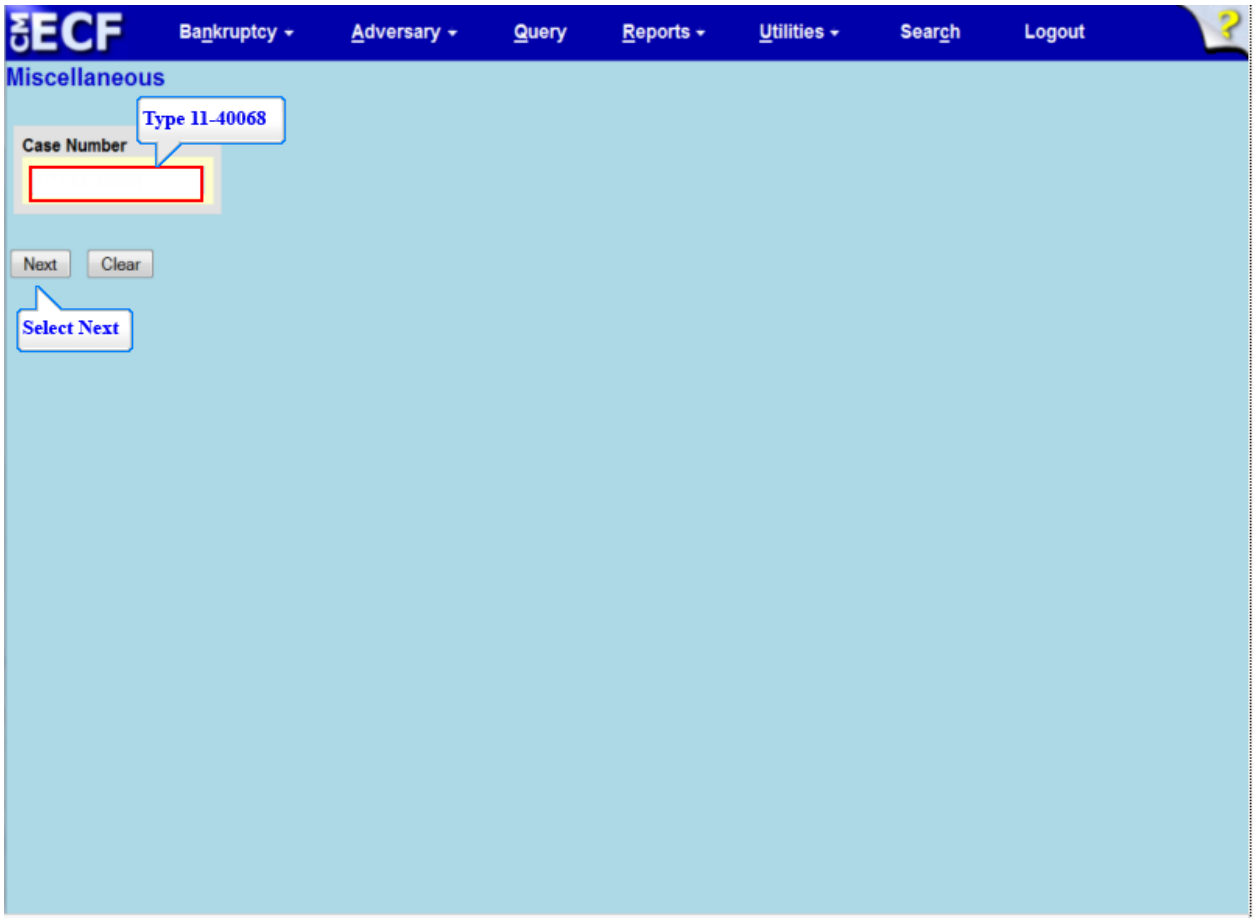
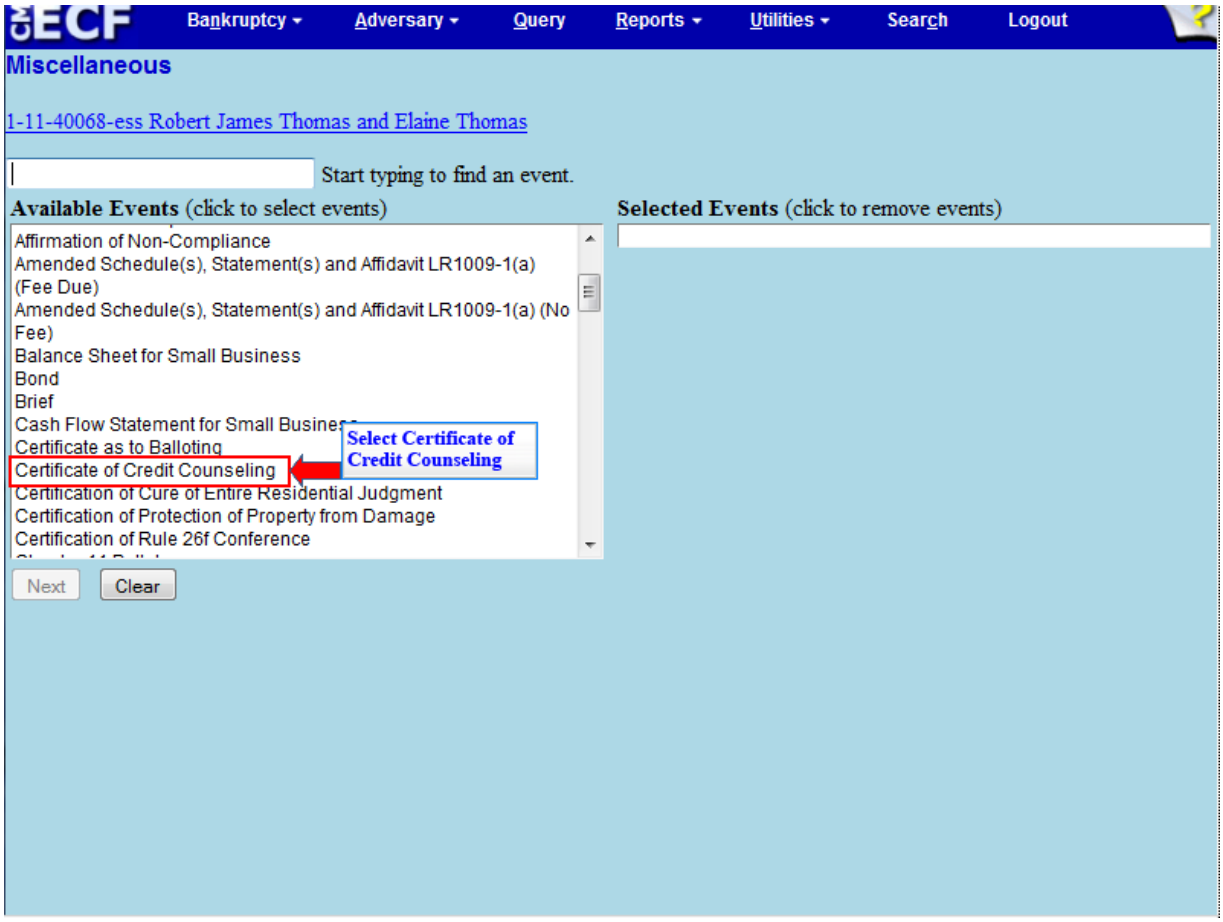
The guided procedure demonstrates how to file the Debtor's Certificate of Credit Counseling as a single document with two docket entries as in Filing Option 1. After the Certificate has been successfully uploaded, the filer must repeat the same instructions to file the Certificate of Credit Counseling for the Joint Debtor.
CONTINUE

From the CM/ECF Menu Bar select **Bankruptcy.**

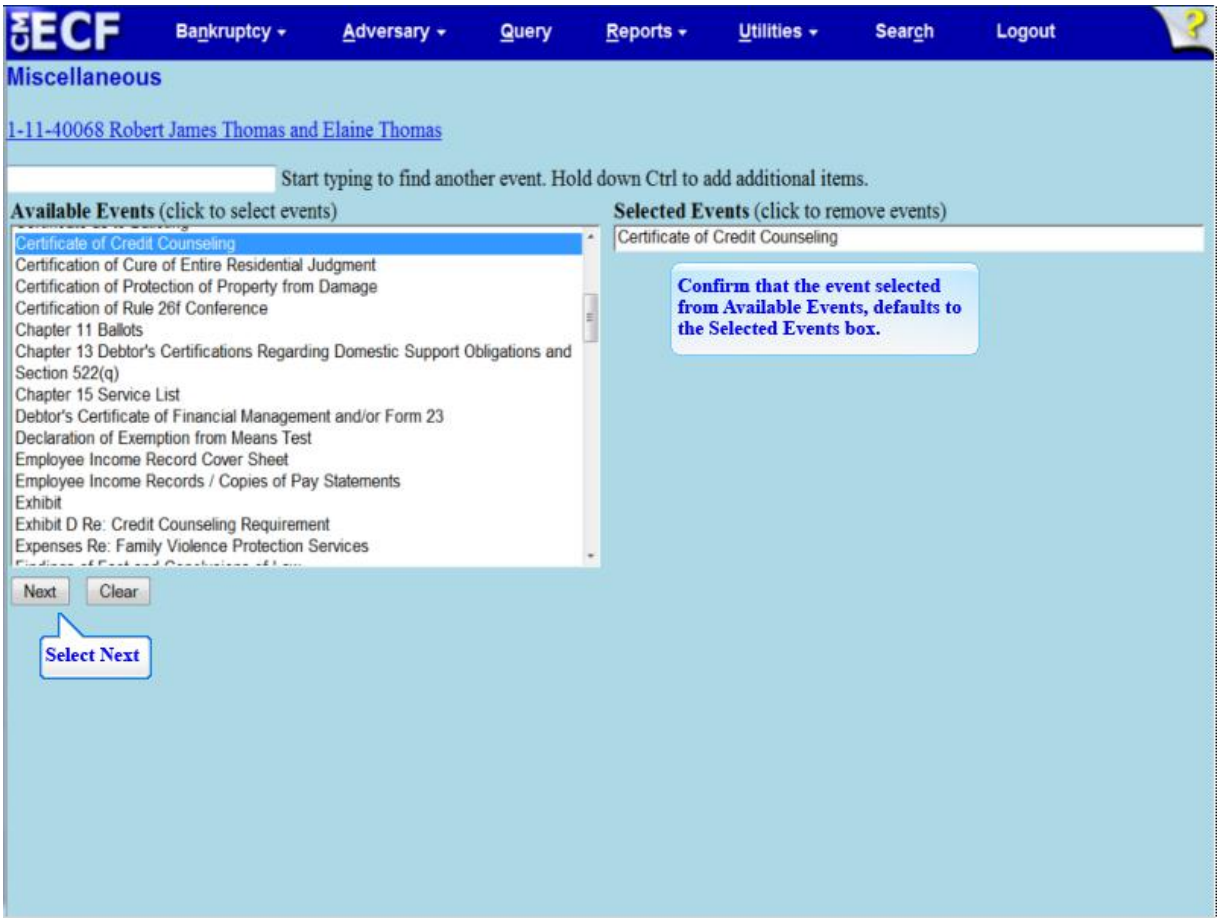
From the **Bankruptcy Events**, select "Other".



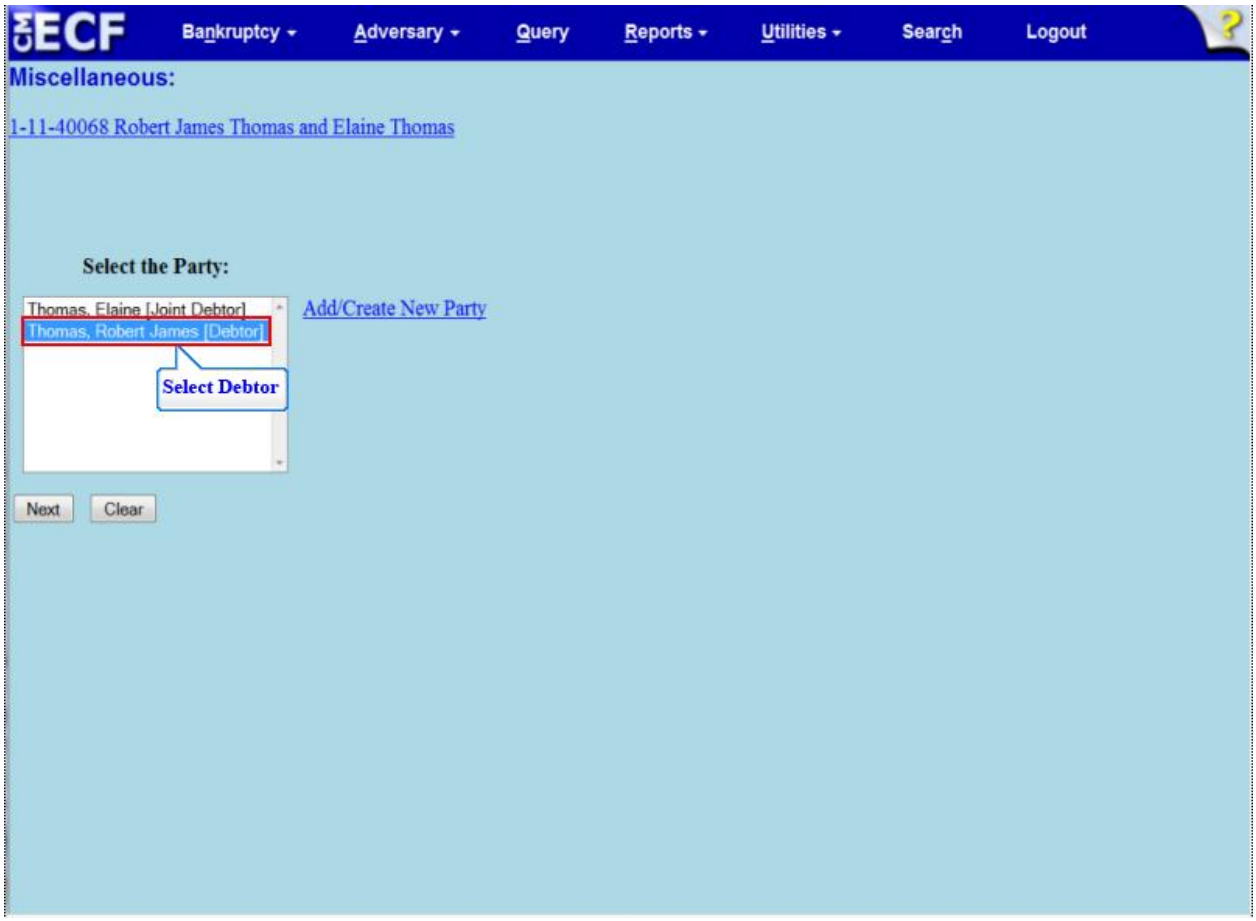
Type the case number and select **Next** to continue.



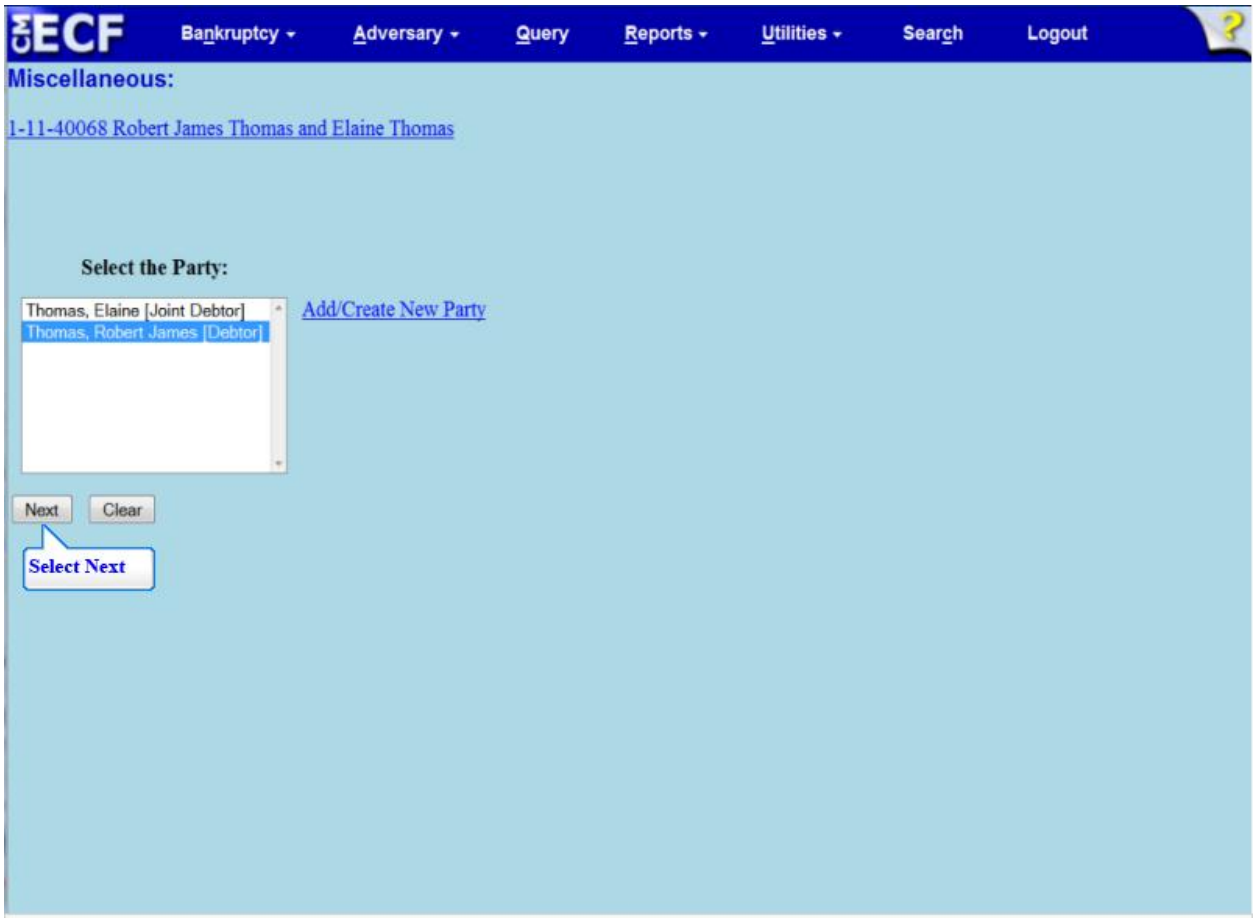
From the **Available Events**, highlight and select Certificate of Credit Counseling.



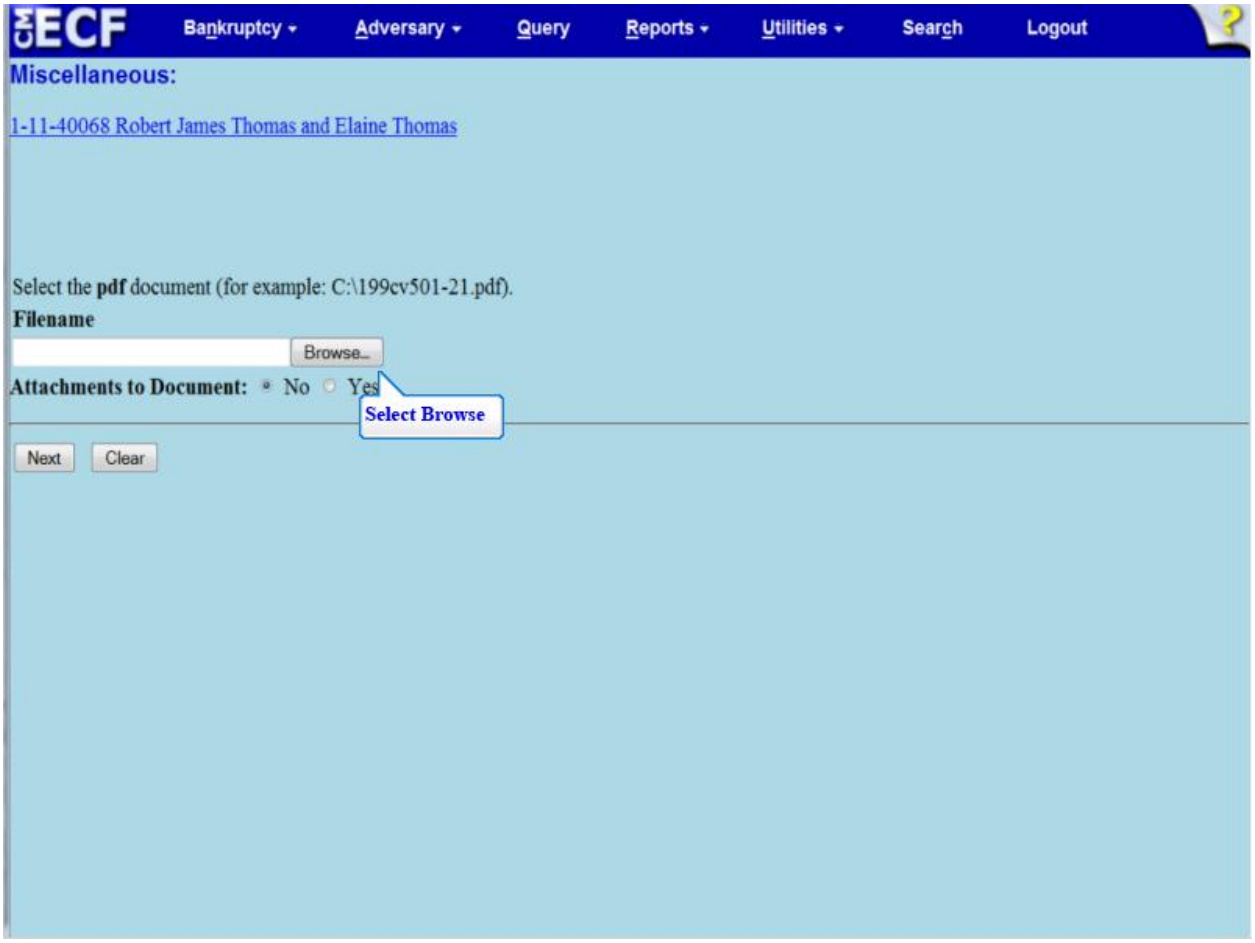
The event, Certificate of Credit Counseling, appears in the **Selected Events** box to the right of the screen. Make sure the event in the Selected Events box is correct as this event will be uploaded to the ECF system.



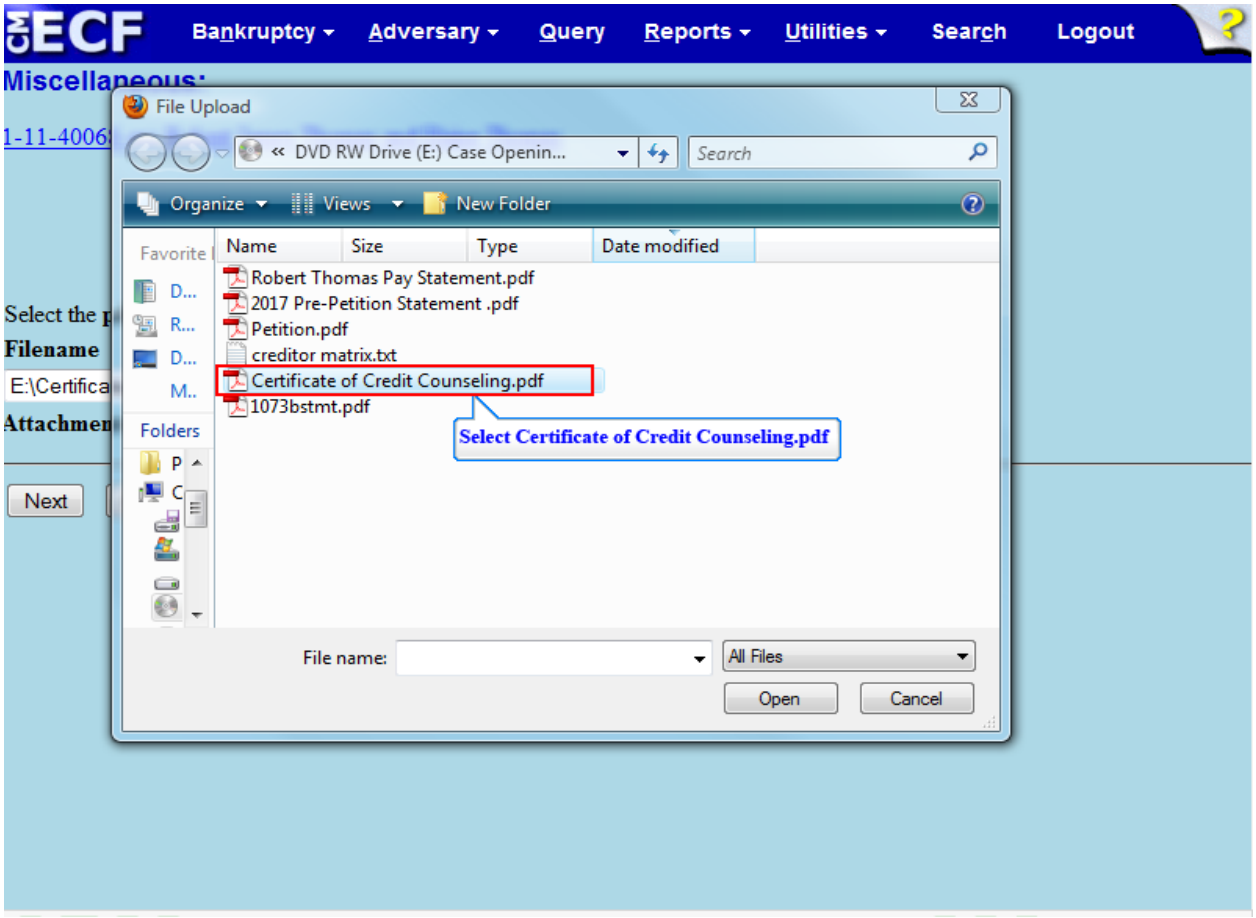
At this point select only the Debtor from the **Select the Party** box as the Joint Debtor Credit Counseling Certificate will be filed separately.



Select **Next** to continue.

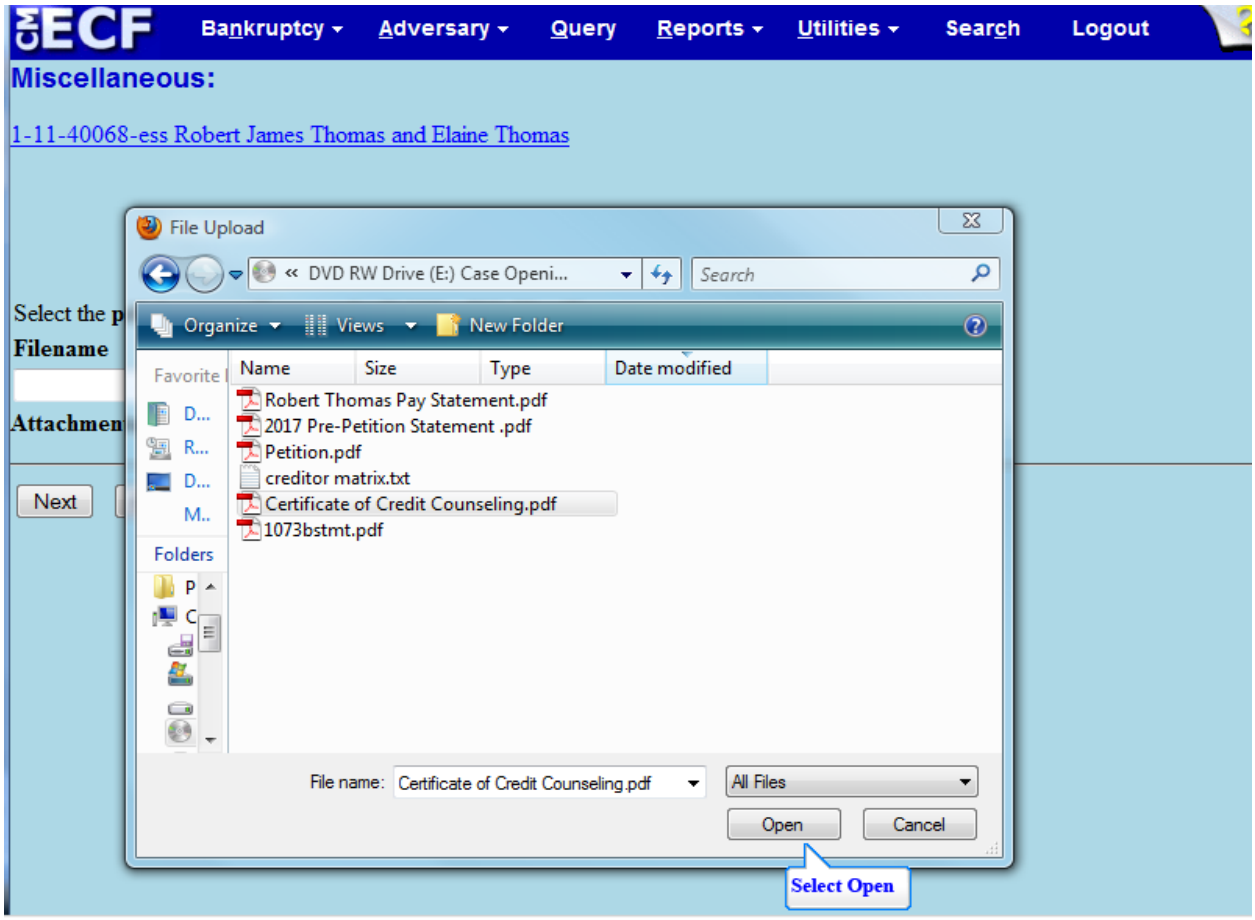


Select **Browse** to upload the Debtor's Certificate of Credit Counseling.

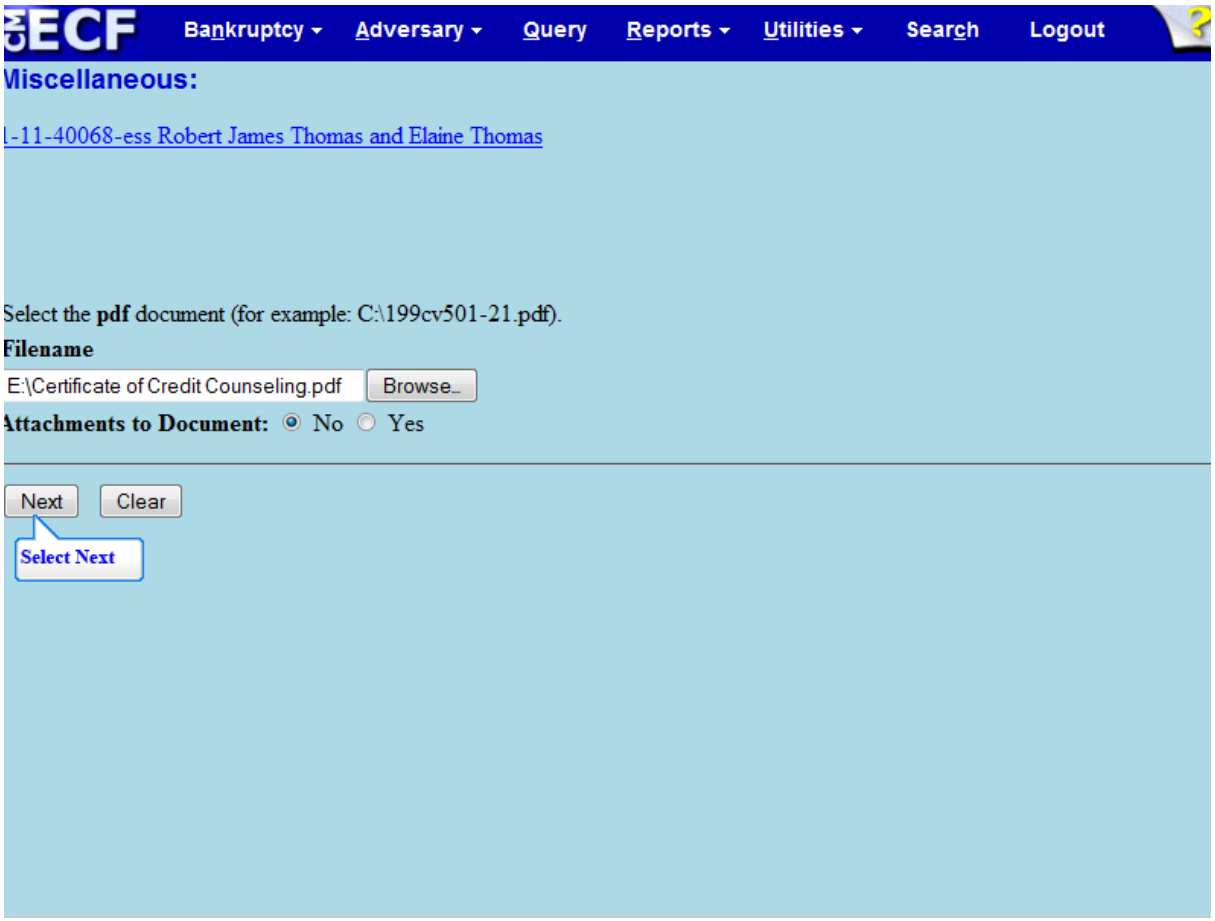


Select the Certificate of Credit Counseling file for the debtor.

TIP: Right click to open and view the file that is being attached to confirm that it is the correct document being uploaded.



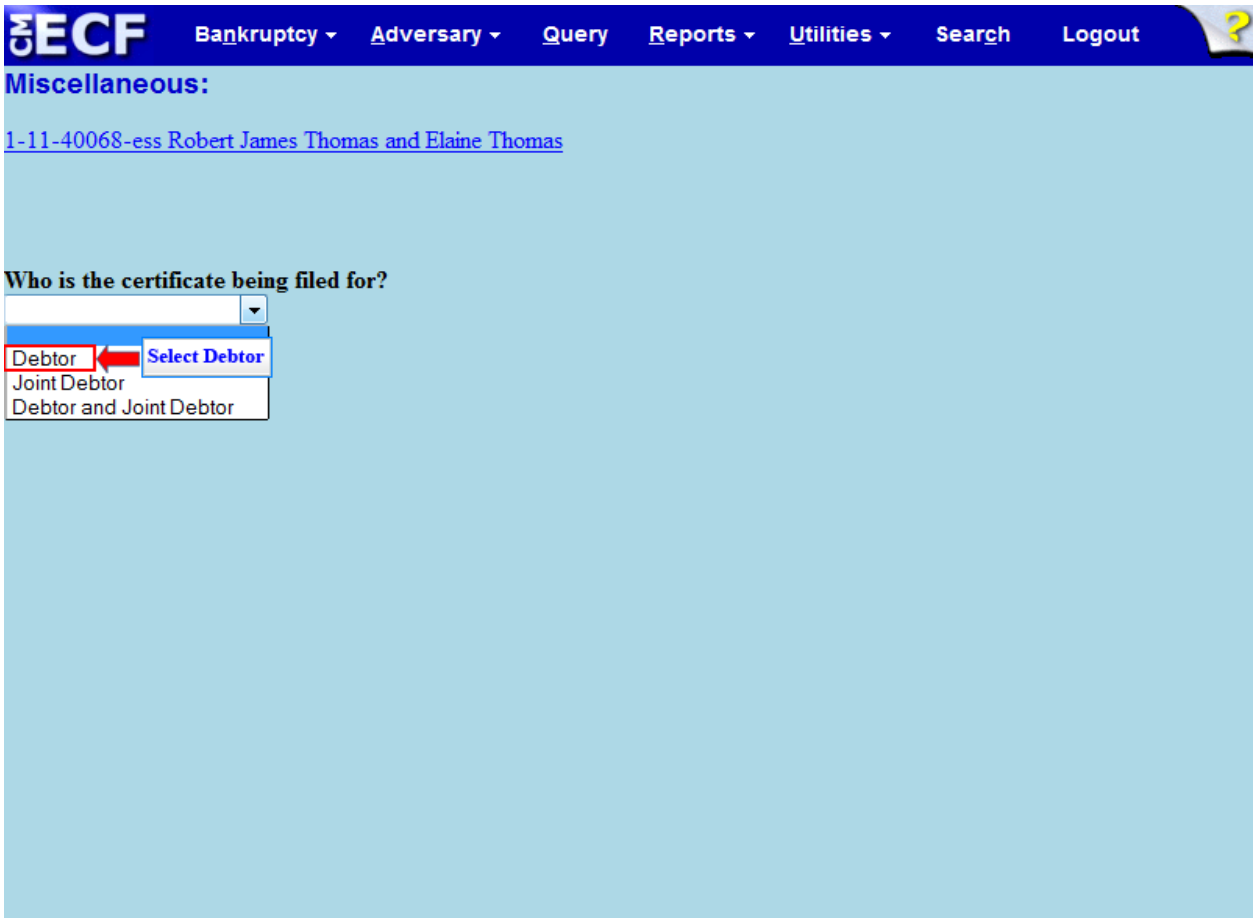
Select **Open** to upload the Certificate of Credit Counseling.



The file name appears in the **Filename** box.

TIP: If attaching the Joint Debtor's Certificate of Credit Counseling (Filing Option 3), after the Debtor's Certificate has been uploaded to the Filename box, select the Yes radio button for Attachment to Document and select Next to continue.

- Select **Browse** to upload the Joint Debtor's Certificate of Credit Counseling.
- Highlight the Certificate of Credit Counseling file for the Joint Debtor.
- Right click to open the file to make sure it is the correct document. Once the file has been viewed, select X to close the file.
- Select **Open** to upload the Certificate of Credit Counseling.
- The file name appears in the **Filename** box.
- In the **Description** box, type Certificate of Credit Counseling for Joint Debtor.
- Select **Add to List** box.
- The filename and description clear from the boxes and the filename appears in the **Add to List** box.

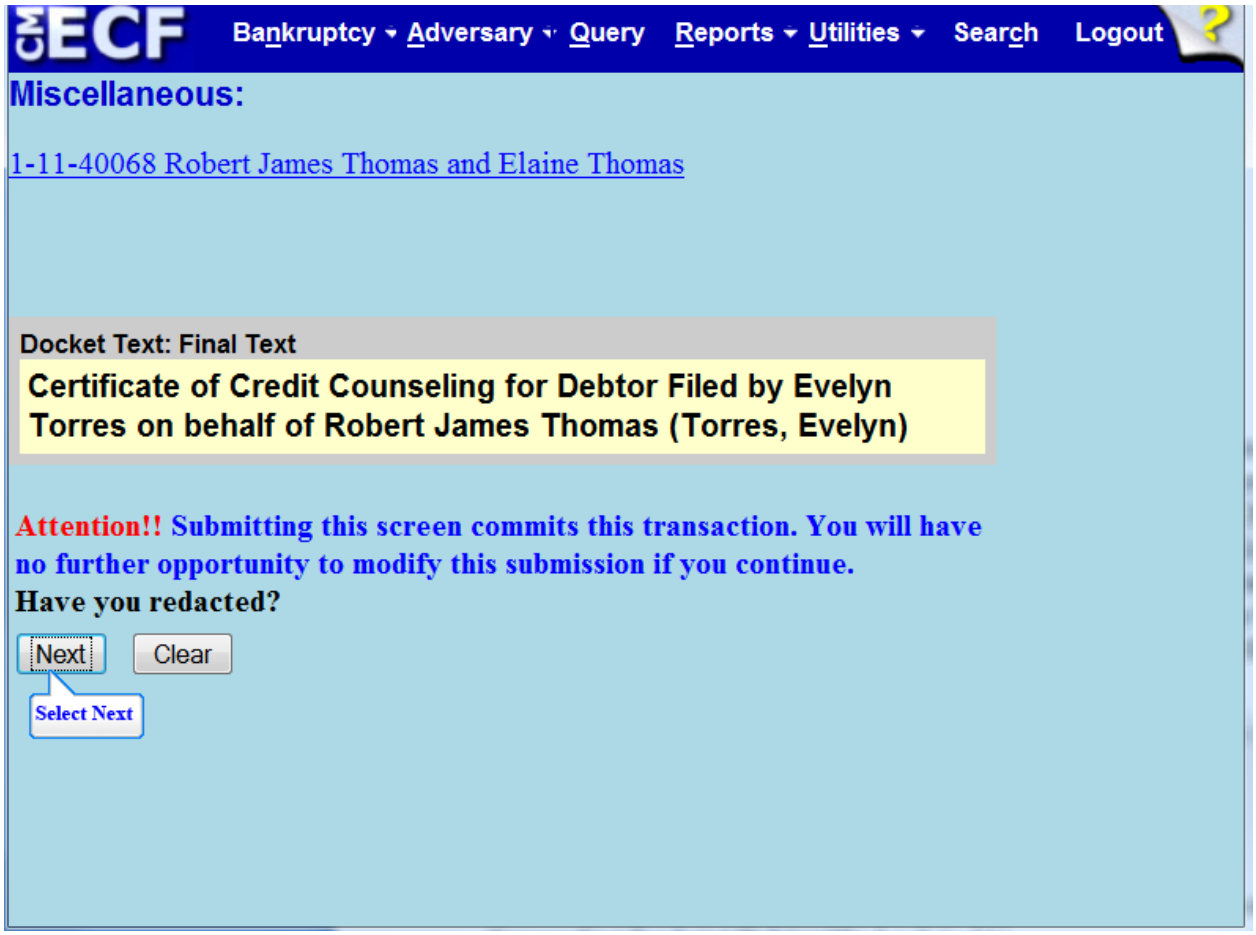


For whom is the Certificate being filed? Select only the Debtor. When the second docket entry is made for the Joint Debtor, at that point, only the Joint Debtor is selected.

TIP: Option 2- If filing two certificates as one docket entry, select Debtor and Joint Debtor. Option 3- If attaching the certificate for the Joint Debtor select Debtor and Joint Debtor.

Select **Next** to continue

The filer is given the opportunity to modify the docket text by selecting from the prefix drop down pick list and/or adding information to the white text box. There is no need to use the pick list or text box in this lesson.



Review the Final Docket Text before submitting. By selecting **Next,** the filer commits the transaction and will have no further opportunity to modify the submission.

TIP: Have you redacted? This question refers to the filer's uploaded Certificate of Credit Counseling and not the data entries. This is a final reminder to comply with the Redaction Requirement (Fed. R. Bankr. P. 9037).

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

1-11-40068-ess Robert James Thomas and Elaine Thomas

U.S. Bankruptcy Court

Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Evelyn Torres entered on 2/24/2011 at 2:41 PM EST and filed on 2/24/2011

Case Name: Robert James Thomas and Elaine Thomas
Case Number: 1-11-40068-ess
Document Number: 2

Docket Text:
Certificate of Credit Counseling for Debtor Filed by Evelyn Torres on behalf of Robert James Thomas (Torres, Evelyn)

The following document(s) are associated with this transaction:
Document description: Main Document
Original filename: Certificate of Credit Counseling.pdf
Electronic document Stamp:
[STAMPbkecfStamp_ID=97933396 [Date=6/7/2011][File Number=122223-0]
[5c0fa19acef6a56dc32e)a)51c55a2b499566f2aaa1215a4d8600f8ce5c59812144cf
8ad514b5e9e764b279807a6d409a34c3dee32b2cd48bfc19c7c5a9d16b9]]

1-11-40068 Notice will be electronically mailed to:

Evelyn Torres on behalf of Debtor Robert Thomas
Evelyn_Torres@nyeb.uscourts.gov

Gregory Messer
etorr65@yahoo.com

CONTINUE

1-11-40068 Notice will not be electronically mailed to:

The Notice of Electronic Filing is the receipt evidencing the filing of the Debtor's Certificate of Credit Counseling. Any filer with an ECF login and password who dockets on the case receives this Notice of Electronic Filing (NEF) in his or her e-mail account. This NEF receipt alerts e-filers, who have docketed up to this point on the case, that the Debtor's Certificate of Credit Counseling has been filed.
The Notice of Electronic Filing also indicates the date and time the Certificate of Credit Counseling is filed.

- **Document Number-** In the e-mail, filers must select the Document Number hyperlink to view the certificate. This is referred to as the FREE LOOK. If the filer loses the free look, the filer must query the docket through PACER.
- **Docket Text-** duplicates the Final Docket Text as it appears on the docket.
- **Notice will be electronically mailed** - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.
- **Notice will not be electronically mailed** - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

You have completed the lesson on filing the Certificate of Credit Counseling.