

### **CERTIFICATE OF CREDIT COUNSELING**

THERE IS NO OFFICIAL COURT FORM FOR THIS. [Approved Credit Counselors](#) are posted on the court's website under the BAPCPA link. This Certificate is required at case opening, but is docketed separate from the petition using this event. Failure to include credit counseling information at case opening will result in a deficiency notice. If joint debtors are given separate certificates, both certificates may be uploaded in this one event.

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- STEP 1**      Select **Bankruptcy** from main menu
- STEP 2**      Select **Misc. Events** category
- STEP 3**      Enter case number; click [NEXT]
- STEP 4**      Select **Certificate of Credit Counseling** from drop down menu; click [NEXT]
- STEP 5**      If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.
- STEP 6**      **Select the Party** or click **Add/Create New Party**; click [NEXT]
- ☛      *TIP - If this is the first time you are appearing on behalf of this party you will be asked to place a check in the box to create an association.*
- STEP 7**      Upload the PDF document and any attachments; click [NEXT]
- ☛      *TIP - Supporting documents such as Certificates of Service, proposed orders etc must be uploaded as ATTACHMENTS to the main document.*
- STEP 8**      Radio button options display for: *Debtor, Joint Debtor, Debtor and Joint Debtor*; click [NEXT]
- STEP 9**      Confirm case information; click [NEXT]

**STEP 10** Docket text displays. The entry cannot be modified on this screen. If modification is necessary, use the [BACK] button on your browser.

SAMPLE DOCKET TEXT

*Certificate of Credit Counseling filed by Test Attorney on behalf of Test Client.*

**STEP 11** *Notice of Electronic Filing* displays.