

CREDITOR'S CERTIFICATION OF DEFAULT

A [Creditors Certification of Default](#) form is available on our website under *Forms - Miscellaneous Forms* and also *Forms - Recommended Forms and Orders*. This event is used by attorneys for creditors when a debtor defaults on the terms of an order. Please also see Local Form 16, [Post Petition Payment History on Note and Mortgage](#) or Local Form 16a [Post Petition Payment History on Vehicle Loan/Lease](#). Use of these forms is mandatory as of January 17, 2005.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Creditor's Certification of Default** from drop down list; click [NEXT]
- STEP 5** If filing this document with joint counsel place a check in the box next to "Joint Filing with Other Attorney(s)" and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen
- STEP 6** **Select the Party** or click **Add/Create New Party**
- ☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role Type from the drop down menu on the Party Information screen.*
 - ☛ *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. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case*
- STEP 7** Upload PDF file and any attachments; click [NEXT]
- ☛ *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to the Certification.*

CM/ECF EVENT INSTRUCTIONS

- STEP 8.a** Place a check in the box next to “**Refer to existing event(s)?**”
- ☛ *TIP - You must link this Certification to the appropriate Motion For Relief From Stay, previously filed.*
- STEP 8.b** The deadline for filing Objections appears in the deadline field; click [NEXT]
- STEP 9** Select the category to which your event relates; click [NEXT]
- STEP 10** Place a check in the box next to the related document; click [NEXT]
- STEP 11** Confirm case name and number; click [NEXT]
- STEP 12** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
- ☛ *TIP - Text of docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

Creditor’s Certification of Default (related document # and title) filed by Test Attorney on behalf of Test Client. Objection deadline is (date calculates)

- STEP 13** *Notice of Electronic Filing* displays