

FINANCIAL MANAGEMENT COURSE

Every individual debtor in a Chapter 7, Chapter 11 in which §1141(d)(3) applies and Chapter 13 case must file [Official Form B23 Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management](#). If it is a joint petition, each spouse must file a separate form.

This form is also used to indicate that the personal financial management course is not required due to debtors incapacity or disability under 11 U.S.C. §109(h), active military duty in a combat zone, or residence in a district with no approved instructional course as determined by the United State Trustee

In a Chapter 7 case, this form must be filed within 45 days of the first date set for the meeting of creditors. In a Chapter 13 case and Chapter 11 individual case, this form must be filed no later than the date of the last plan payment as required by the plan or the filing of a motion for a discharge. Individual Chapter 11 debtors must also file [Chapter 11 Individual Debtor's Certification of Completion of Plan Payments](#). See also [Notice to Bar and Public Regarding the Issuance of Discharges in Chapter 11 Individual Cases dated 12/14/09](#).

Failure to use official forms may result in the issuance of a Deficiency Notice. US Trustee approved Financial Management Courses are posted on the court's website.

- STEP 1** Select **Bankruptcy** from main menu
- STEP 2** Select **Misc Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Financial Management Course** 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. 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 the PDF document and any attachments (ie: Certificate of Service, Proposed Order); click [NEXT]

☛ *TIP - Be sure to upload the correct .pdf. After Browsing your files, right click on your file name and select open from the pop up menu. If you upload the wrong .pdf and notice the error while you are still on this screen, highlight the file name and click REMOVE from the list.*

STEP 8 Screen displays, *Certification for Financial Management Course being filed for?*. Select the appropriate radio button; 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 ENTRY

Financial Management Course Certificate filed by Test Attorney on behalf of Test Client.

STEP 11 *Notice of Electronic Filing* displays.