

### **CERTIFICATE OF CONSENT**

Pursuant to the Court's [Administrative Procedures](#) beginning at page 5, consent orders must be circulated and signed conventionally and a copy of same, along with a copy of the *Certificate of Consent*, is e:mailed to the appropriate judges' e:mailbox designated for such purpose. (Only certified CM/ECF participants may use this e:mail channel). The proponent must simultaneously e:file the *Certificate of Consent* in the CM/ECF system. It is NOT necessary to upload the consent order as an attachment to the *Certificate of Consent*. The same holds true for Consent Orders in Lieu of Motion (D.N.J. LBR 9013-1(j)). The Application, Consent Order, Proof of Service and Certificate of Consent are e:mailed and simultaneously e:file the Certificate of Consent. It is NOT necessary to upload the application, consent order and proof of service as attachments to the Certificate of Consent. The following instructions are for e:filing the *Certificate of Consent*. The [Certificate of Consent](#) form is available on our website.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select *Certificate of Consent* from drop down list; 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**
- ☛ *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 the pdf; click [NEXT]

☛ *TIP - It is not necessary to upload the consent order, application or proof of service as attachments to the Certificate of Consent.*

**STEP 8** Place a check in the box *Refer to an Existing Event(s)* if applicable and enter the hearing date in the variable box, if applicable; click [NEXT]

☛ If this refers to an existing event, you will be asked to select the category and then the pleading to which this Certification relates.

**STEP 9** Confirm case information; click [NEXT]

**STEP 10** Docket text appears. Review for accuracy, modify if appropriate; click [NEXT]

*TIP - Text of docket entry cannot be modified. If an error is found, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

**Certificate of Consent. Filed by Test Attorney on behalf of Test Client.**

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