

The slide is titled "Filing a Certificate of Credit Counseling" and is part of an animation. The background is blue with a faint watermark of a scale of justice and the text "AO-OIT-SDSD TRAINING BRANCH". A white box in the upper right corner contains the following information:

Production Information:
Produced by AO-OIT-SDSD-TB
Contact Information: AOTxml_ELM@aotb.uscourts.gov

Electronic Learning Module Version 1.0
March 5, 2009

Bankruptcy CM/ECF Release 3.3

Introduction Slide

Slide notes: Welcome to Filing a Certificate of Credit Counseling.

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, 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. If you pause the lesson, click the button again to resume.

Menu: Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

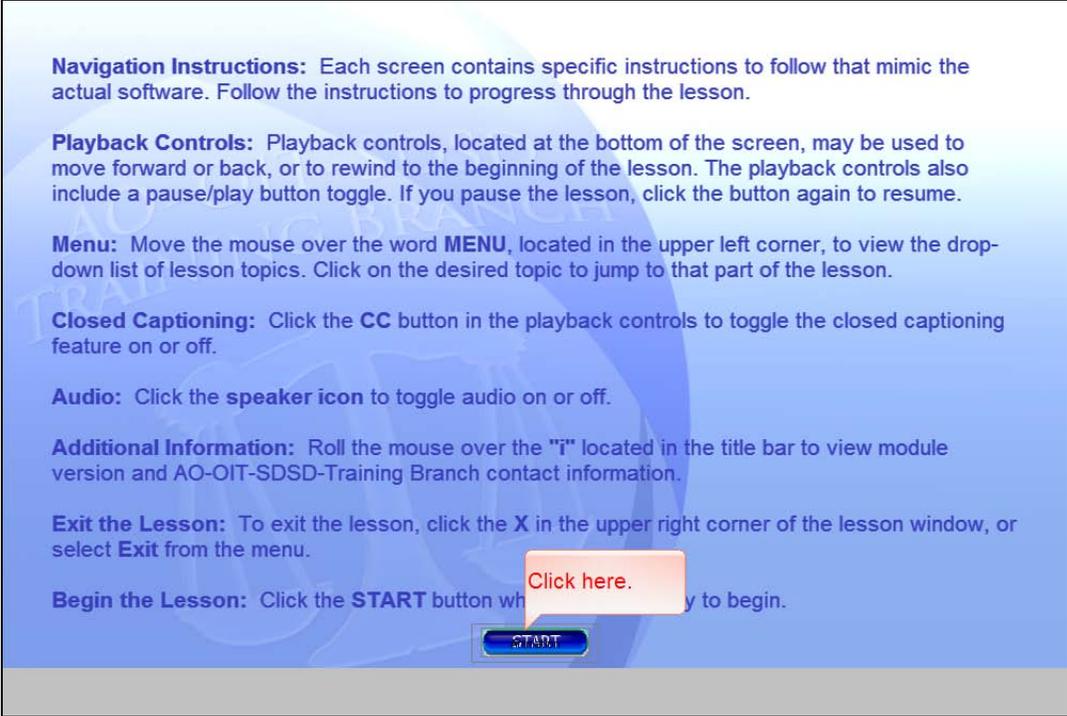
Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **speaker icon** to toggle audio on or off.

Additional Information: Roll the mouse over the "i" located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

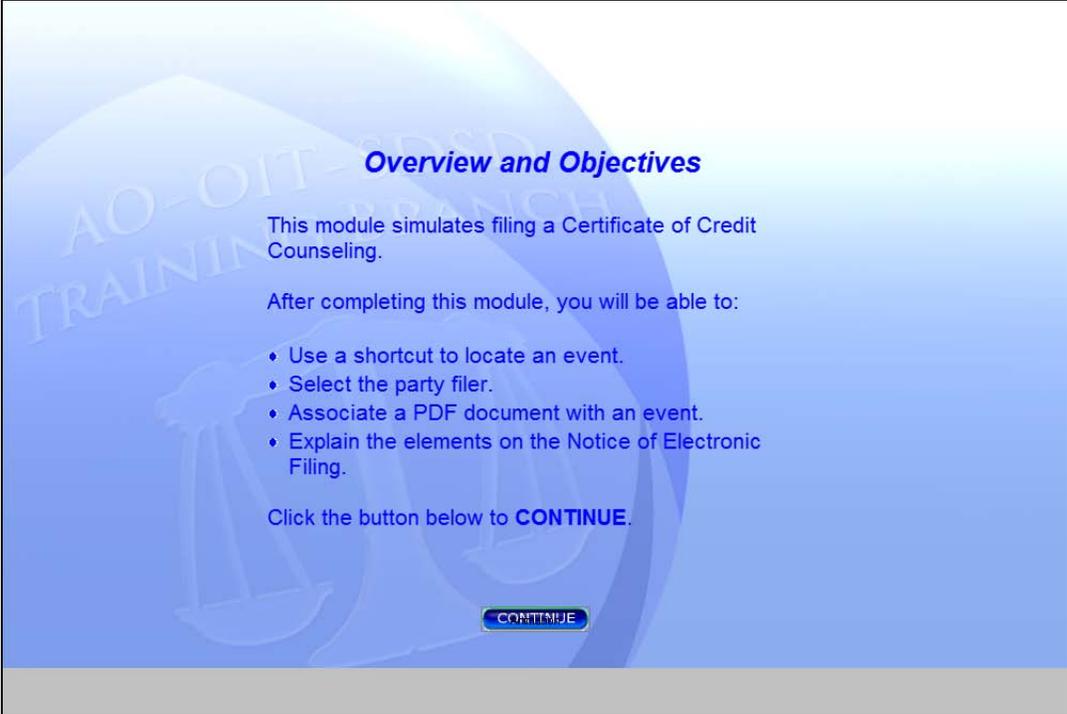
Exit the Lesson: To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit** from the menu.

Begin the Lesson: Click the **START** button when ready to begin.



Navigation

Slide notes: Take a moment and review the navigation instructions on this screen. When you are ready to begin, click the "START" button.



Overview and Objectives

This module simulates filing a Certificate of Credit Counseling.

After completing this module, you will be able to:

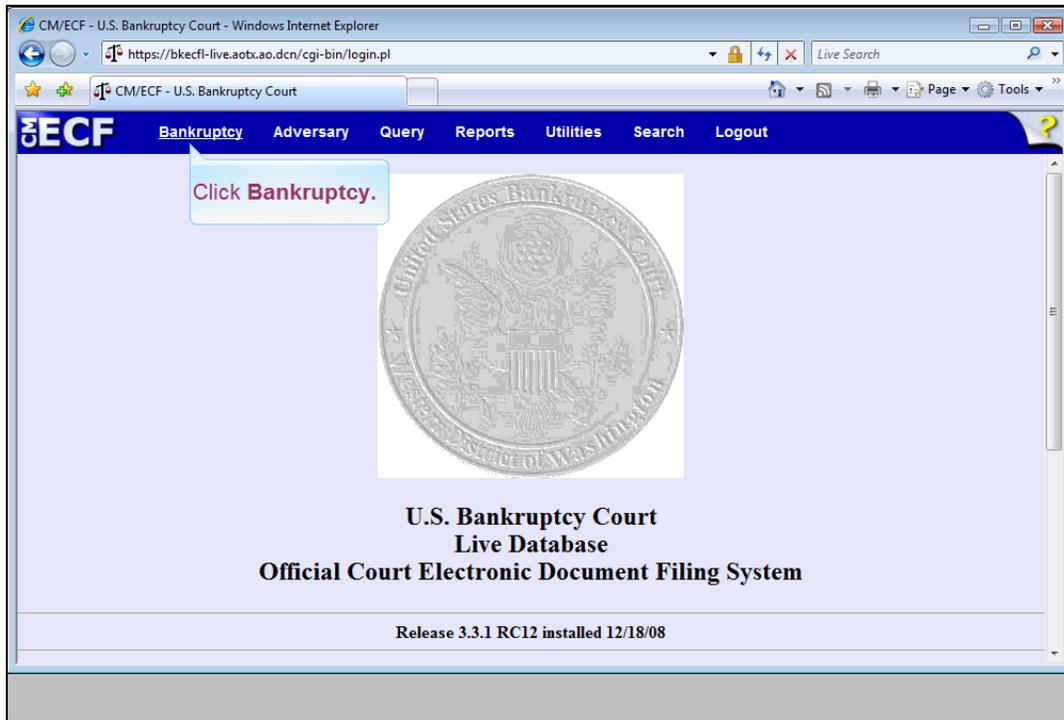
- Use a shortcut to locate an event.
- Select the party filer.
- Associate a PDF document with an event.
- Explain the elements on the Notice of Electronic Filing.

Click the button below to **CONTINUE**.

[CONTINUE](#)

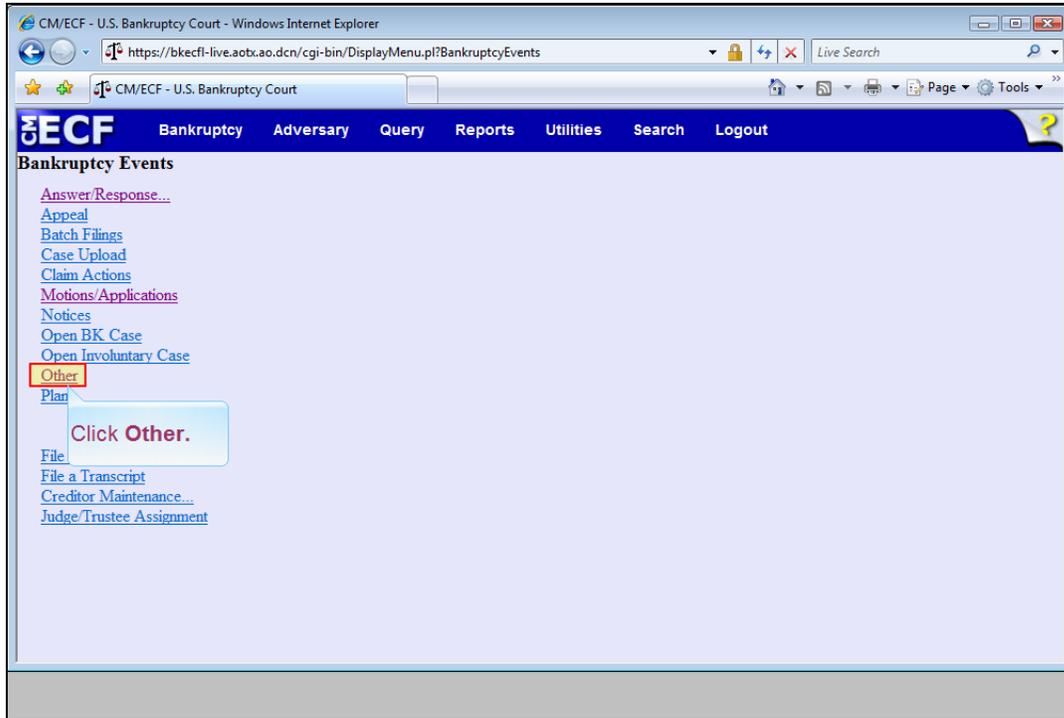
Objectives

Slide notes: This module simulates filing a certificate of credit counseling. After completing this module, you will be able to: Use a shortcut to locate an event, select the party filer, associate a PDF document, and explain the elements on the Notice of Electronic Filing. When you are ready, click the CONTINUE button.



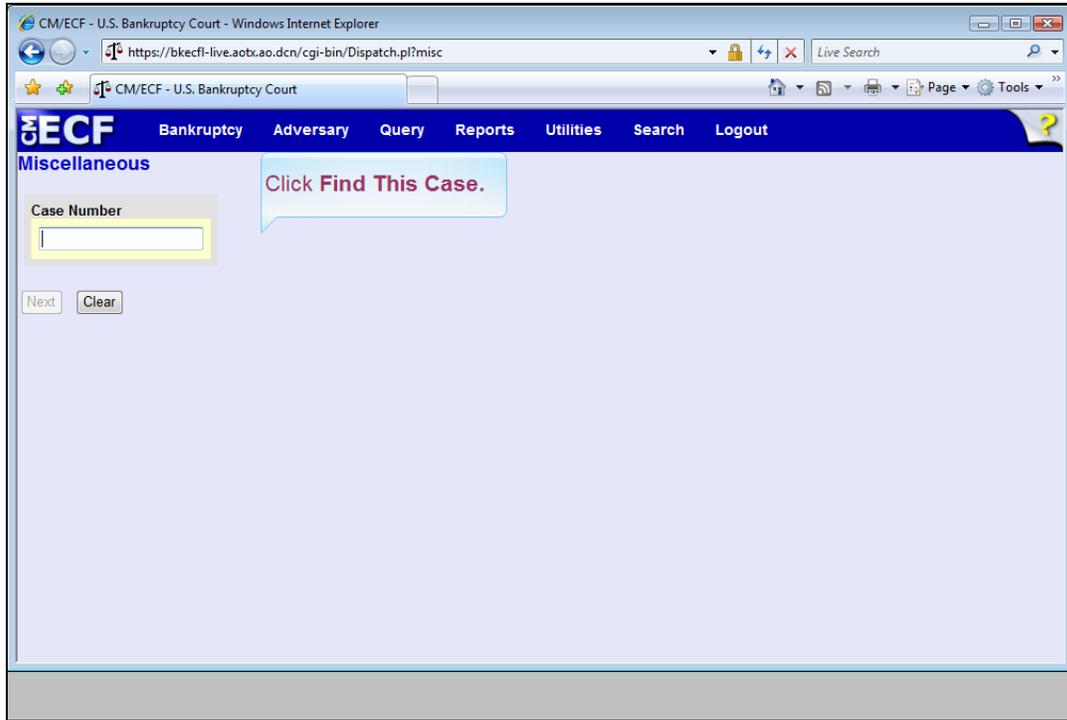
Slide 4

Slide notes: A successful login to CM/ECF displays the CM/ECF main menu screen. To begin the filing of a certificate of credit counseling, click Bankruptcy.

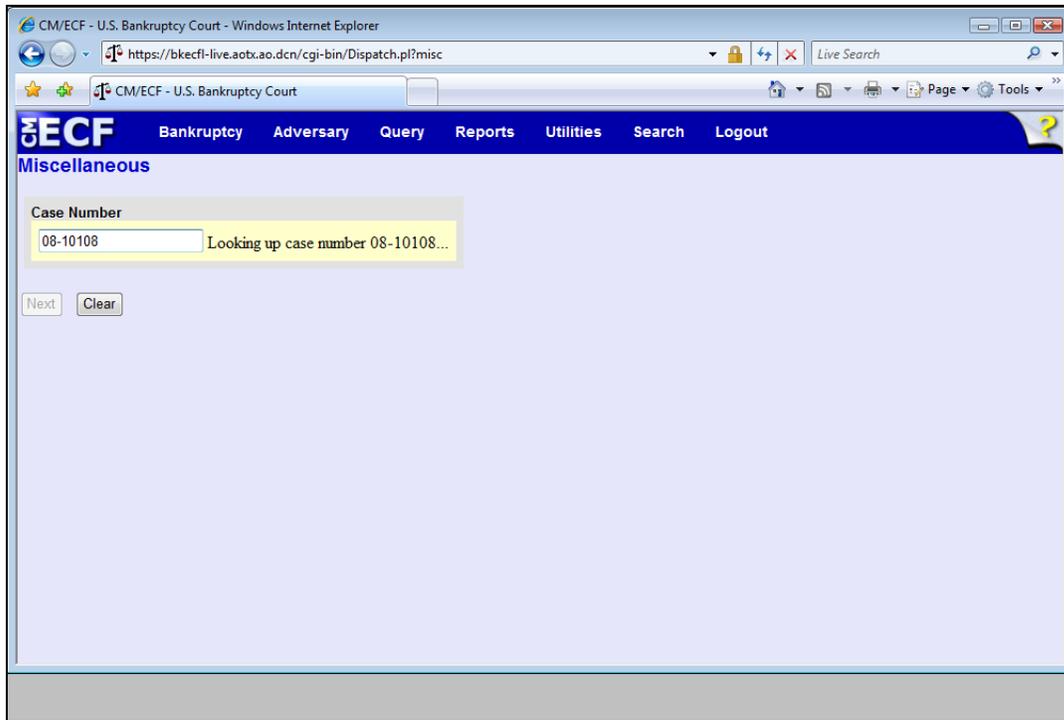


Slide 5

Slide notes: A list of Bankruptcy Events for your court displays. Your court's menu of events may differ from what is shown here. The Certificate of Credit Counseling should be filed as a separate document. It should not be included with the petition. When this certificate is filed it removes the case flag COUNDUE and terminates the certificate of credit counseling deadline. To continue, click Other.

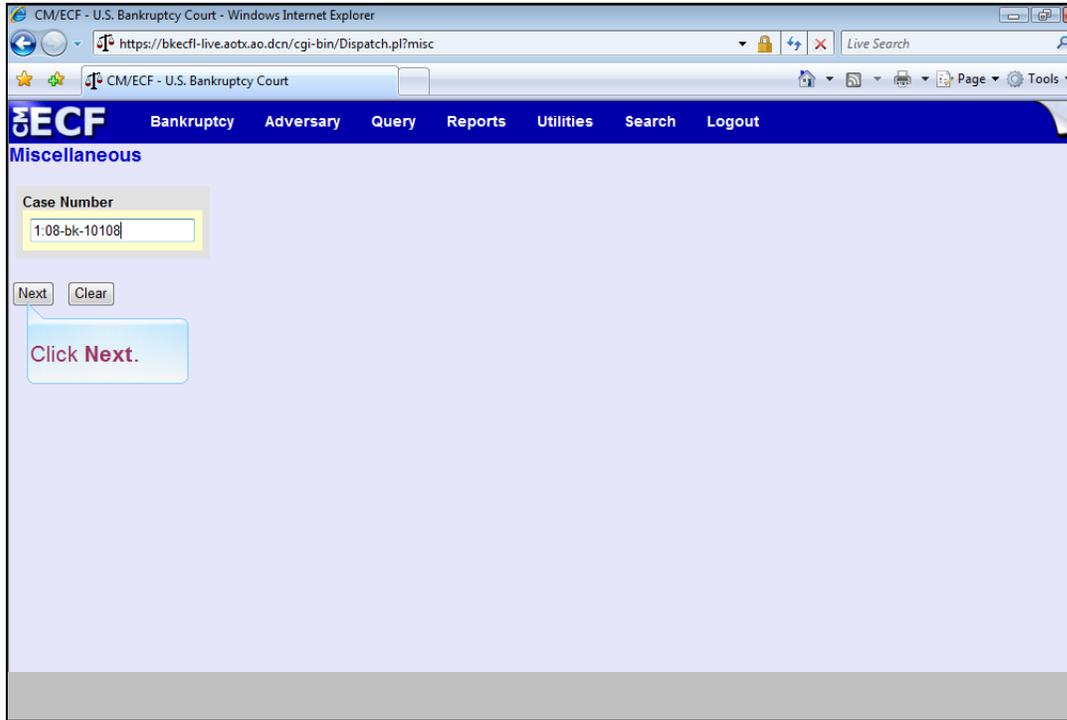


Slide 6
Slide notes: To find the case in our database, type 08-10108. As soon as the first character of the case number is typed, the Find This Case button appears. After the case number is entered, click Find This Case to locate the case.

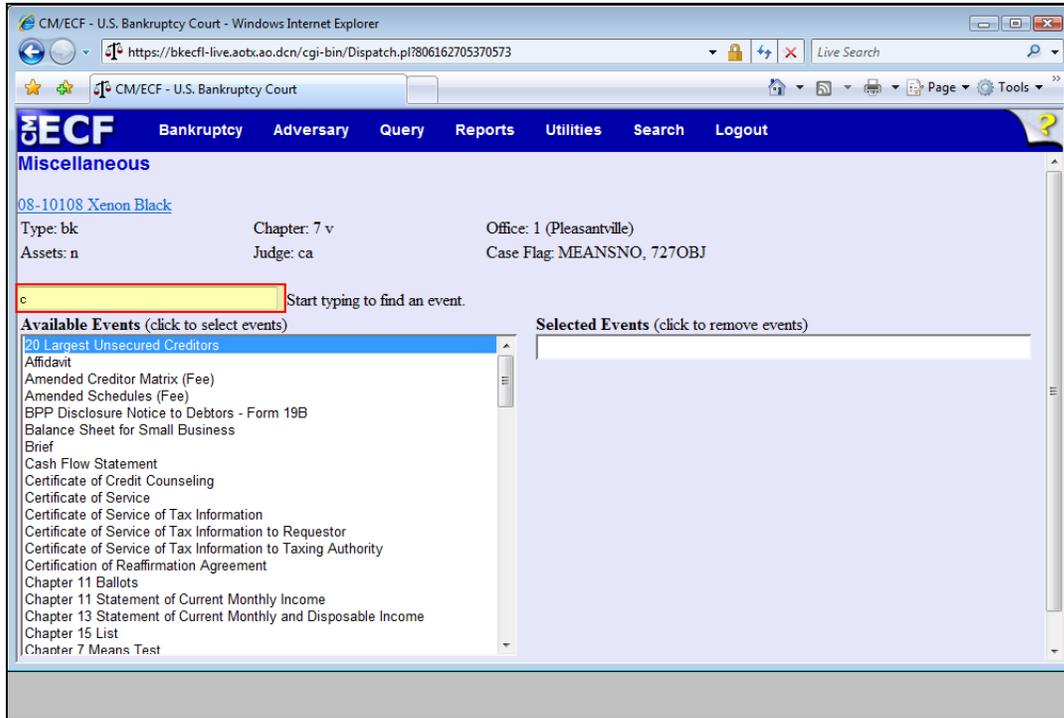


Slide 7

Slide notes: A message displays indicating that the system is looking up the case number.

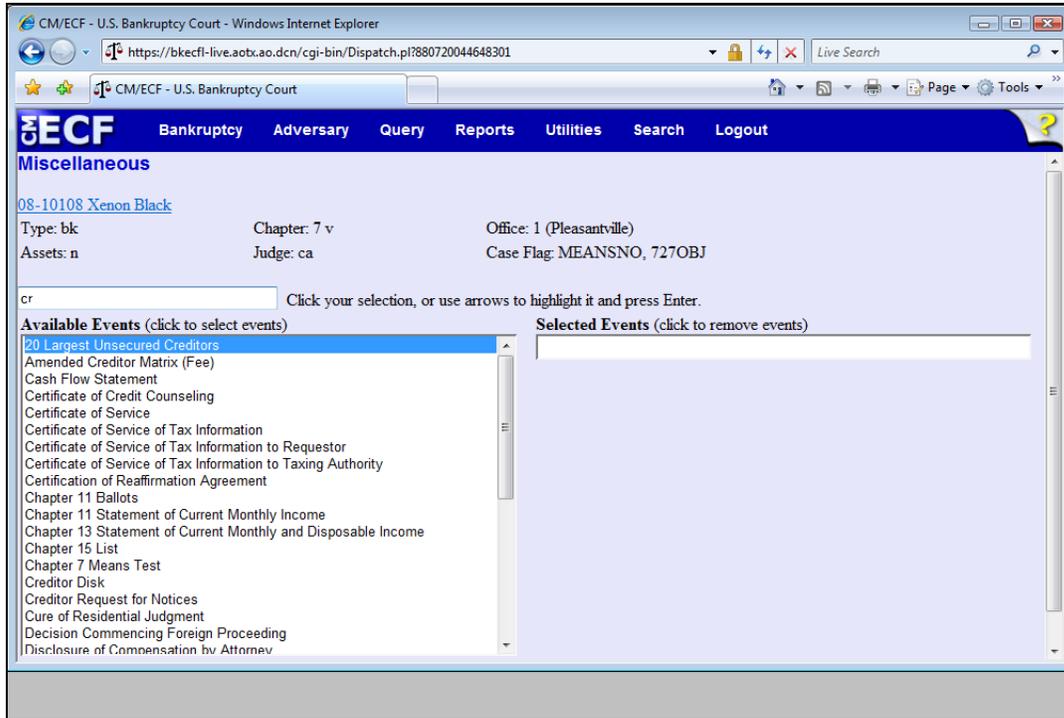


Slide 8
Slide notes: When the case is located, the case number displays in the format chosen by the district. In our example, the case number format is the office code, two digit case year, case type and case number. Click Next.

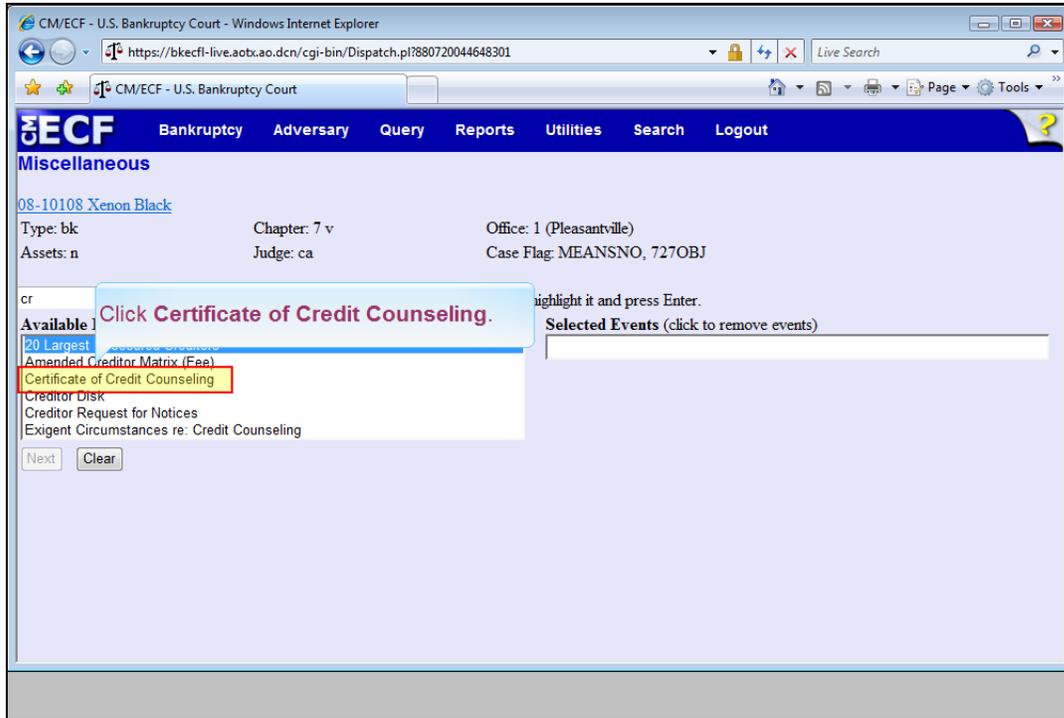


new9

Slide notes: A list of Available Events for the Other menu displays on this next screen. It is from this list that you select the desired event. While you can scroll through the list to locate the appropriate event, the number of events listed can be limited by typing characters or whole words in the highlighted box. For our example, the word "credit" will be typed for the search. Watch what happens when I type the letter "c."

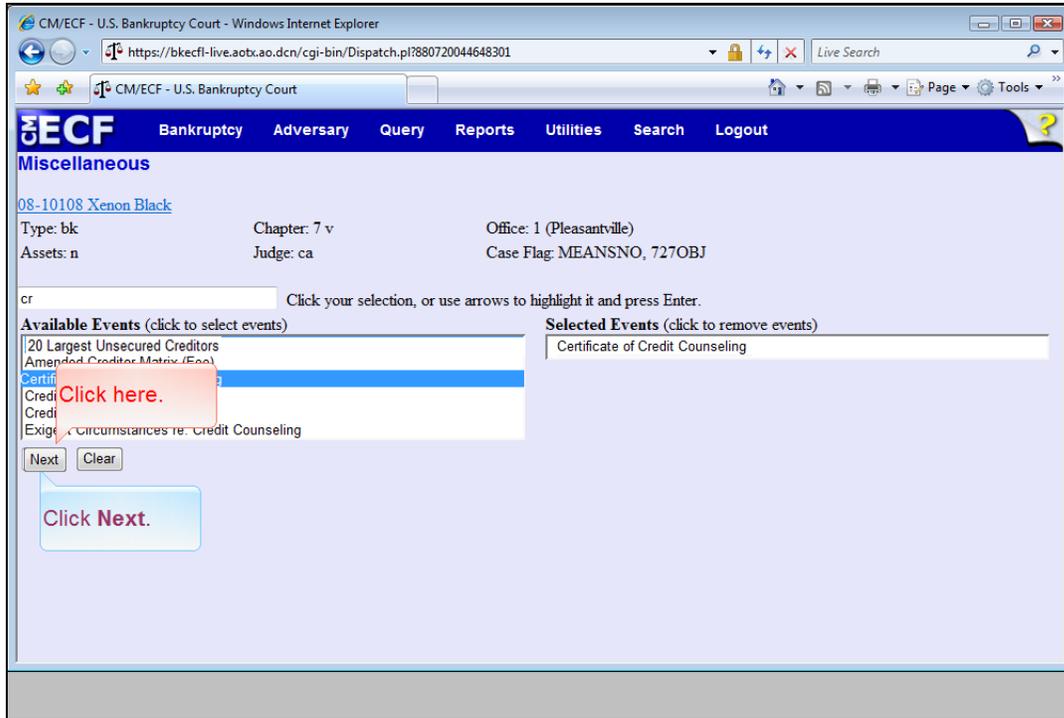


new10
Slide notes: The list displayed has now been shortened to include all events in which the letter "c" appears. Now I'll type "r" in the highlighted box to further narrow the search.

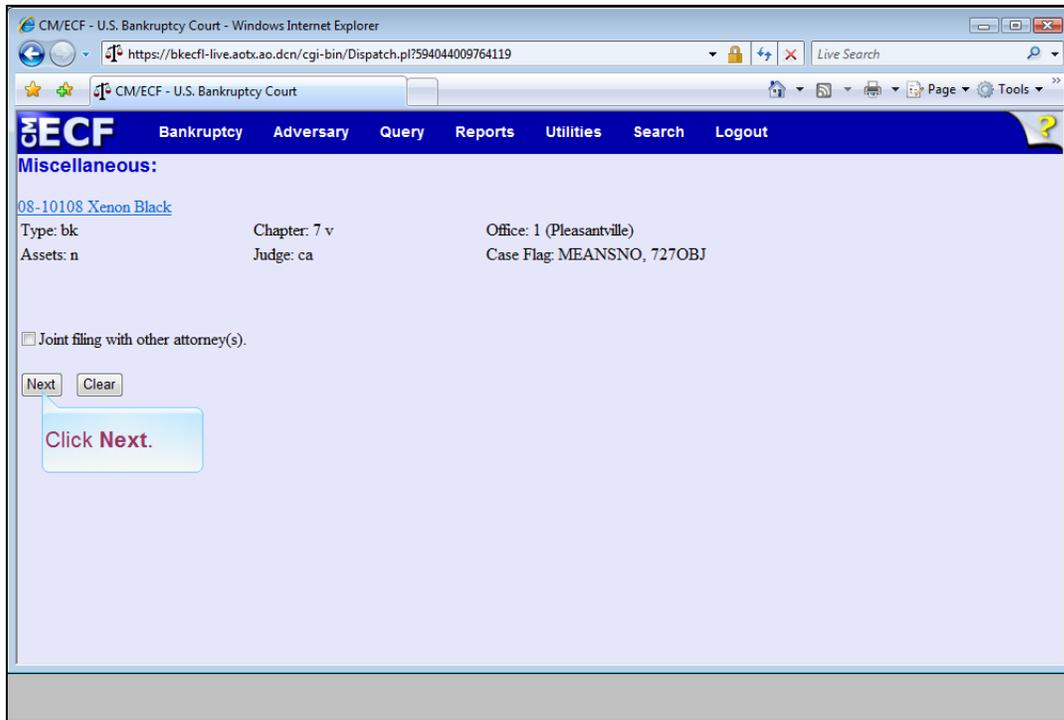


Slide 11

Slide notes: It is important to note that the characters used to limit the event list do not have to match the beginning of the event name. The list of events is now reduced to those events containing the letters "c" and "r" found together in a word. From the list that is displayed, we can easily locate the event. Click Certificate of Credit Counseling.

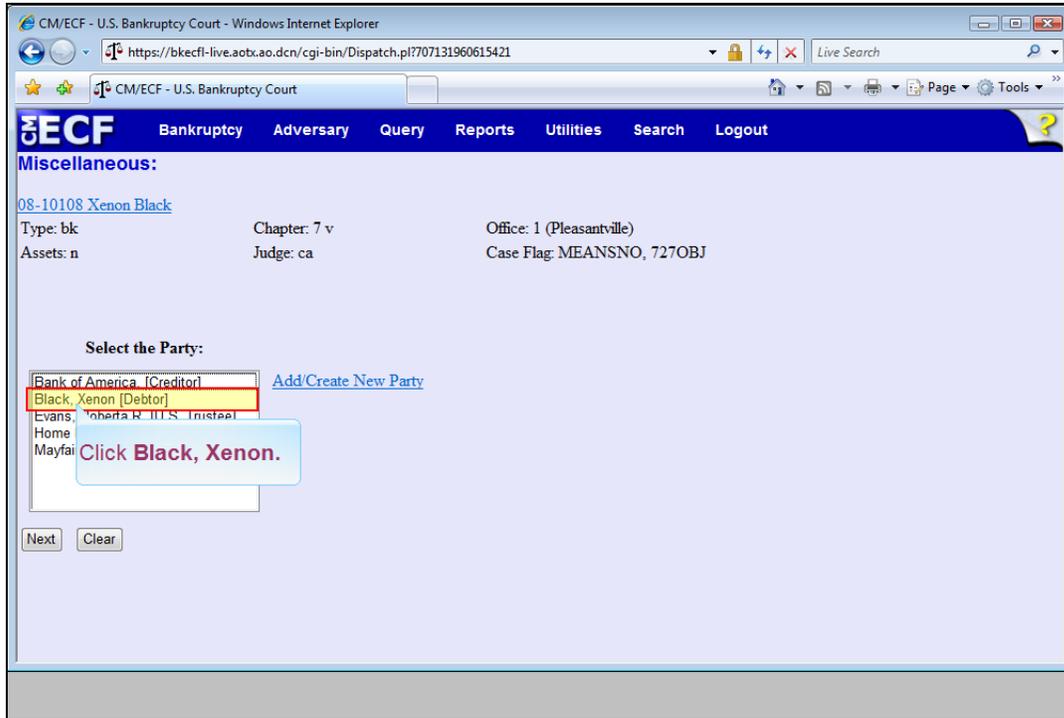


Slide 12
Slide notes: After selecting the event, it displays in the Selected Events list. Additional events can be selected by holding the CTRL key and clicking each event. For our example, the certificate of credit counseling is the only event needed. Click Next.



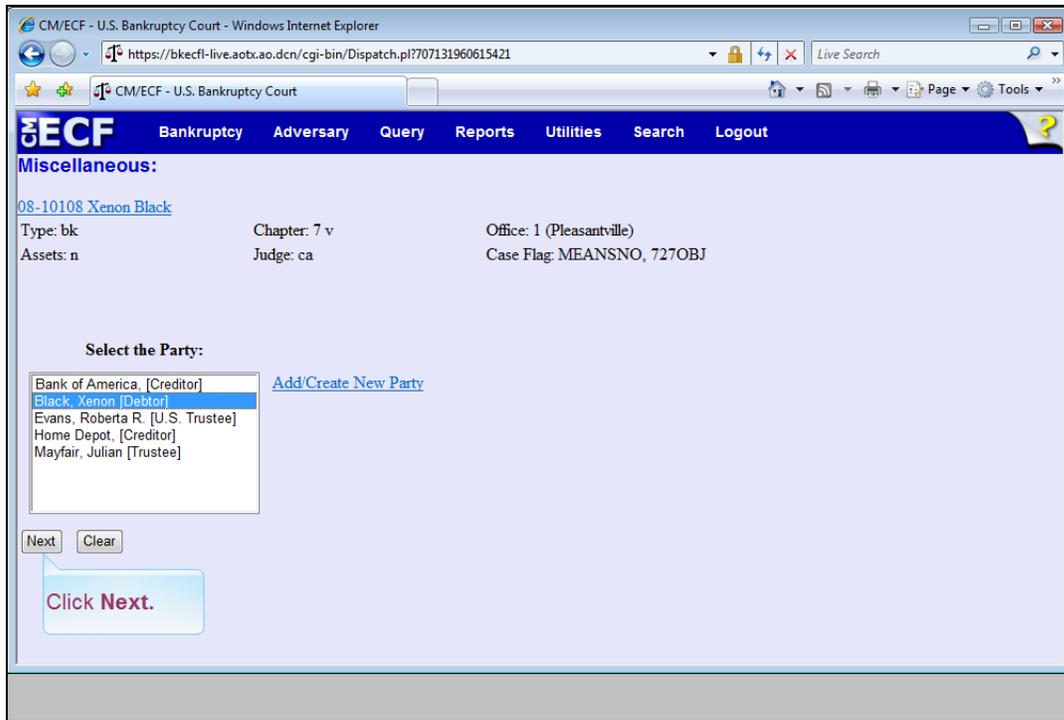
Slide 13

Slide notes: If you are filing jointly with another attorney, click the Joint filing with attorney(s) checkbox. For our example, we are not filing jointly. Click Next.



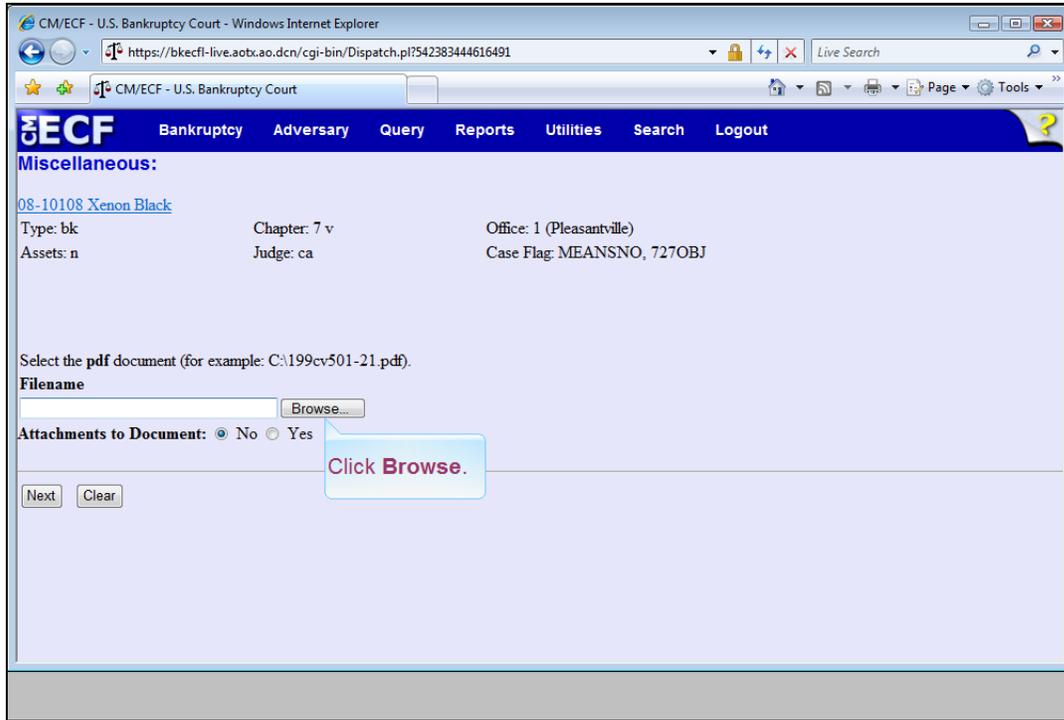
Party Filer

Slide notes: CM/ECF displays all parties entered for this case. If this were a joint debtor case, each debtor would be required to submit their own certificate of credit counseling. For our example, click on the debtor, Black, Xenon.



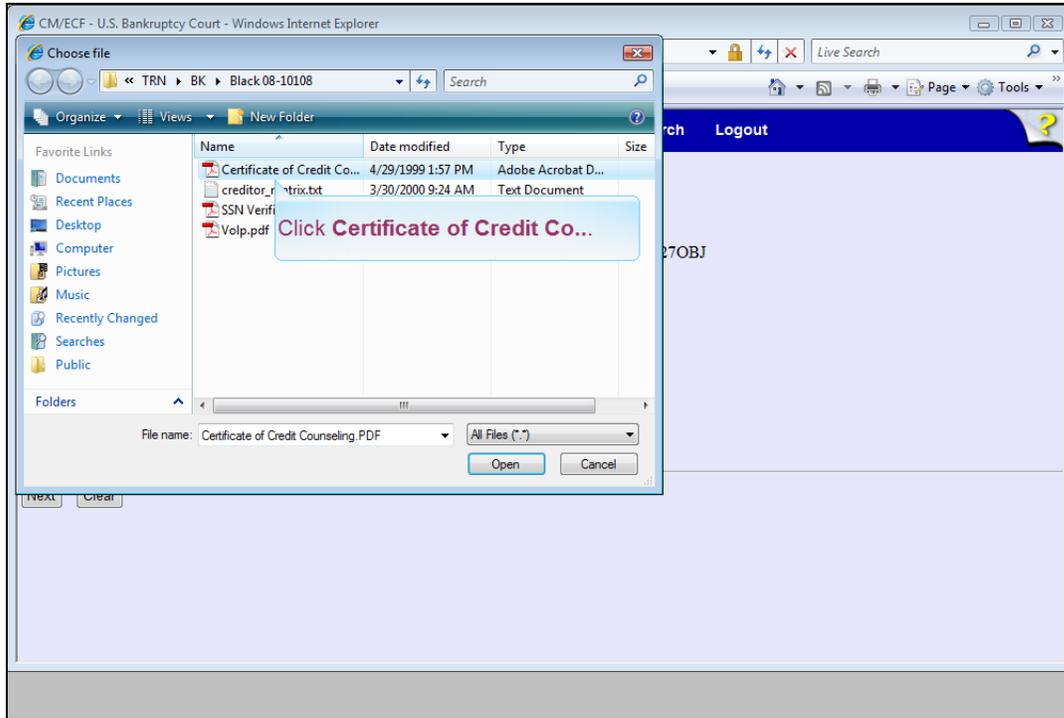
Slide 15

Slide notes: After the party is selected, click Next.



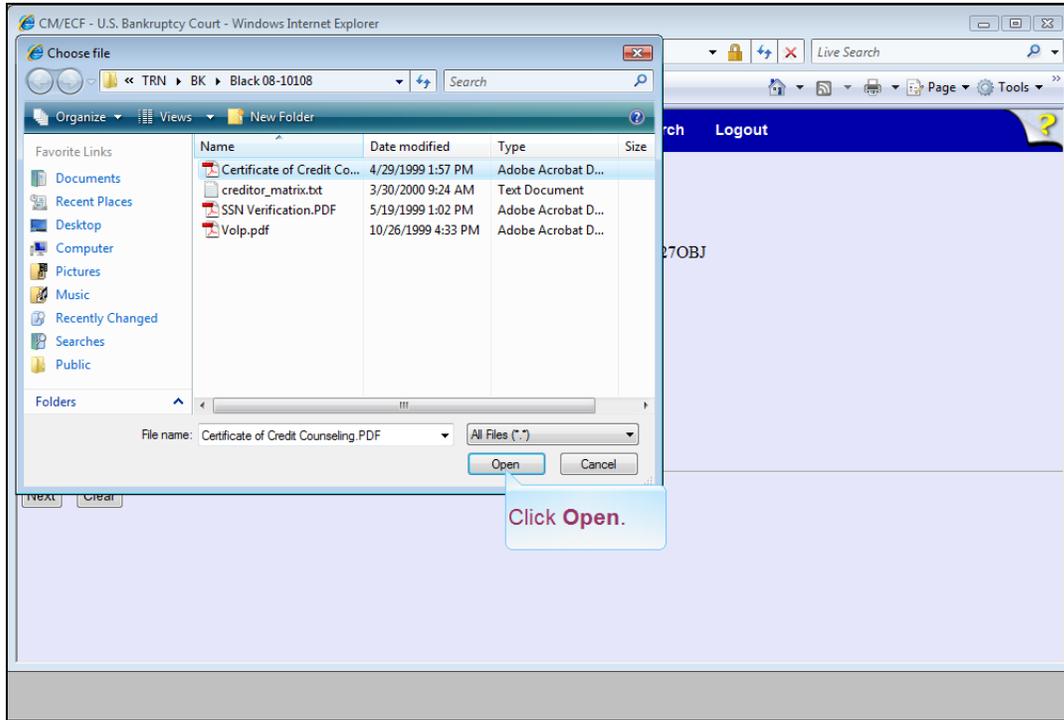
PDF Document

Slide notes: You will now associate the Certificate of Credit Counseling PDF document with this docket entry on this screen. Click Browse.

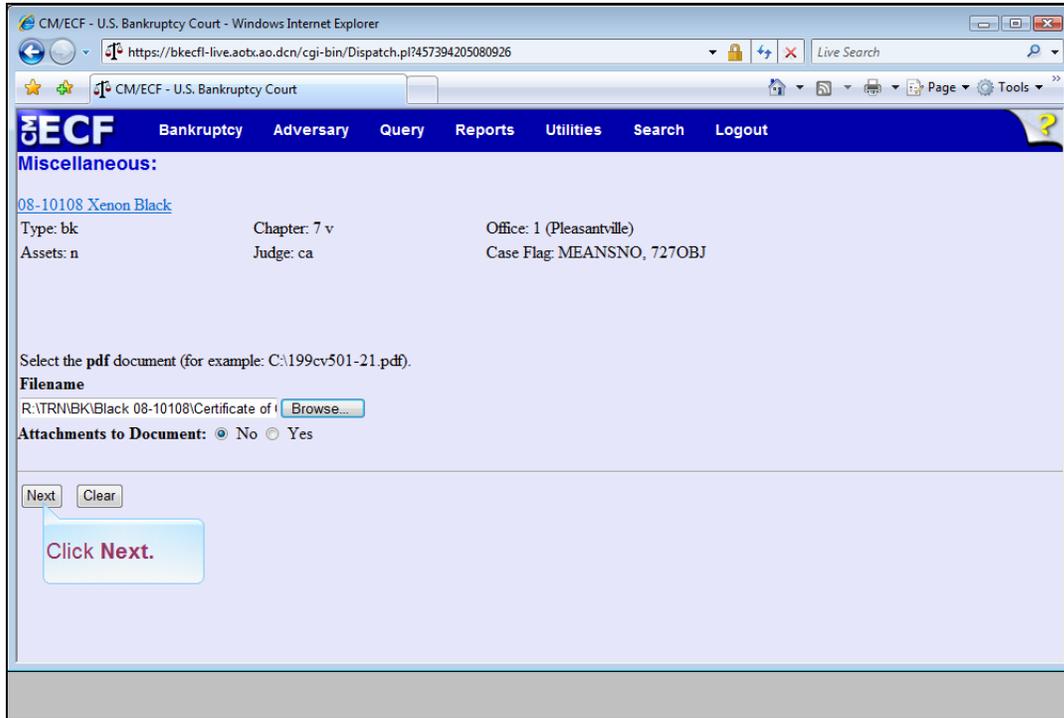


Slide 17

Slide notes: Navigate to the location on your computer where the PDF document is stored. For our example, click "Certificate of Credit Co..."

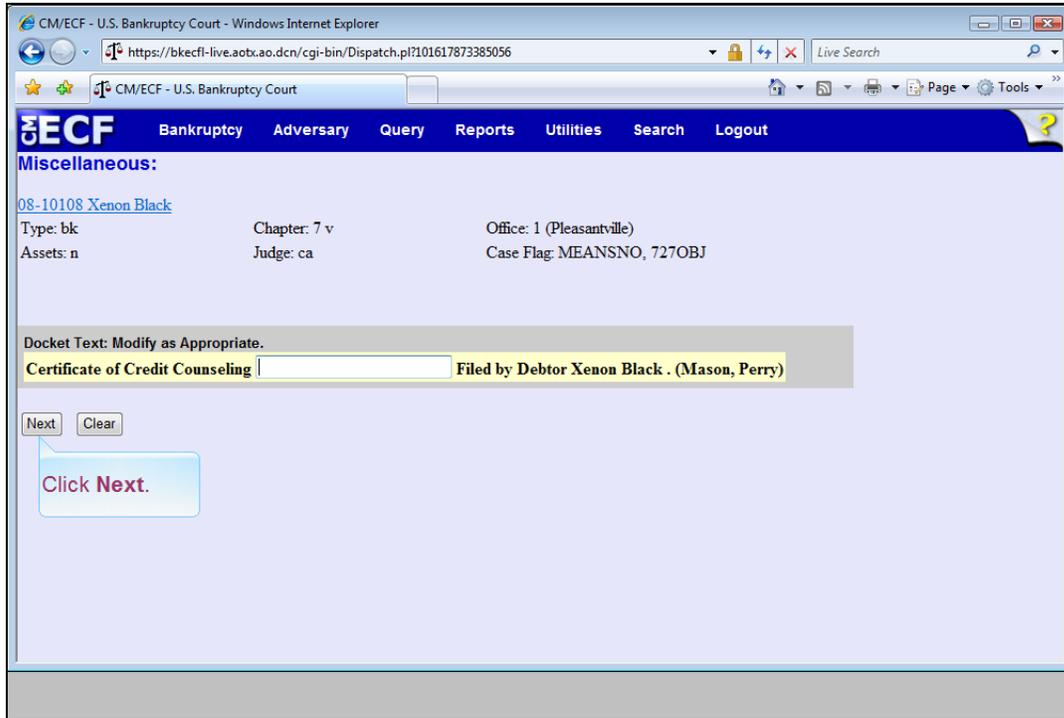


Slide 18
Slide notes: Our example does not simulate opening the PDF document, but remember, it is always a good idea at this point to verify that this is the correct PDF document you want associated to this event. Click Open.



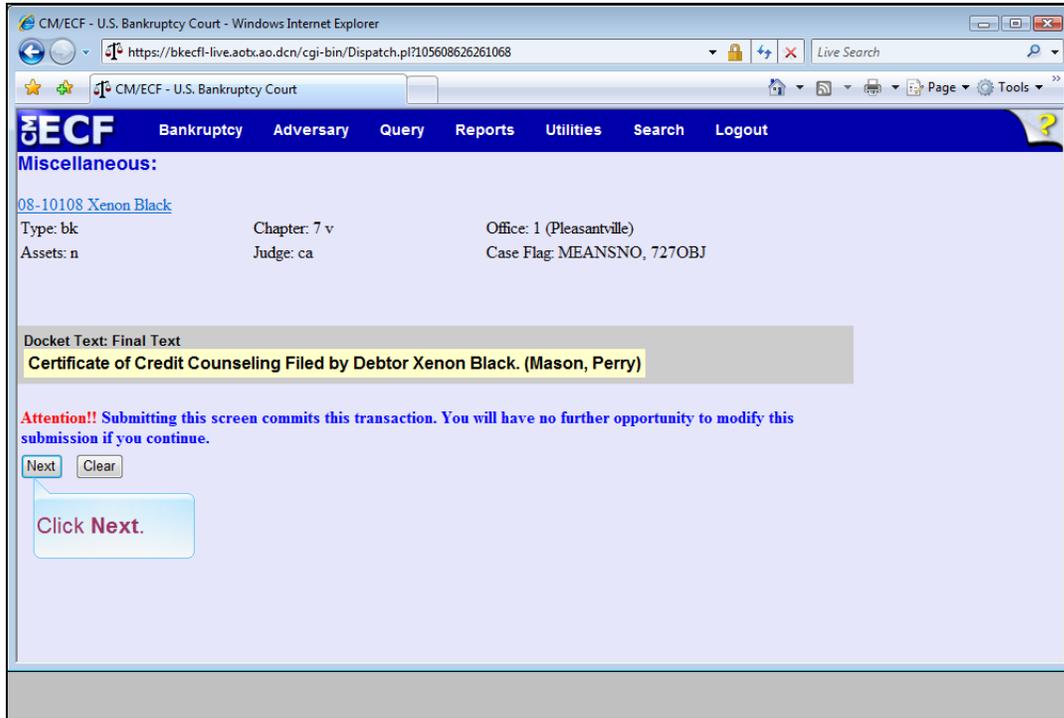
Slide 19

Slide notes: The complete path for the Certificate of Credit Counseling PDF document now displays in the Filename field. If additional documents are to be attached, click the Yes radio button next to Attachments to Document. For our example, there are no additional attachments to the certificate. Click Next.



Slide 20

Slide notes: Your court may allow you to type additional docket text through a docket text window as highlighted here. For our example, no additional text is necessary. Click Next.



Slide 21

Slide notes: This screen displays the final docket text as it will appear on the docket sheet. You are informed that once this screen is submitted, no further opportunities to cancel or modify this transaction are allowed. The docket text is acceptable for our example. Click Next.

The screenshot shows a web browser window with the URL <https://bkecf-live.aobr.ao.dcn/cgi-bin/Dispatch.pl?206459224913855>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Miscellaneous:" and displays the following information:

[08-10108 Xenon Black](#)
Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

U.S. Bankruptcy Court
Live Database

Notice of Electronic Filing

The following transaction was received from Perry P. Mason entered on 4/3/2009 at 9:07 AM CDT and filed on 4/3/2009
Case Name: Xenon Black
Case Number: [08-10108](#)
Document Number: [12](#)

Docket Text:
Certificate of Credit Counseling Filed by Debtor Xenon Black. (Mason, Perry)

The following document(s) are associated with this transaction:

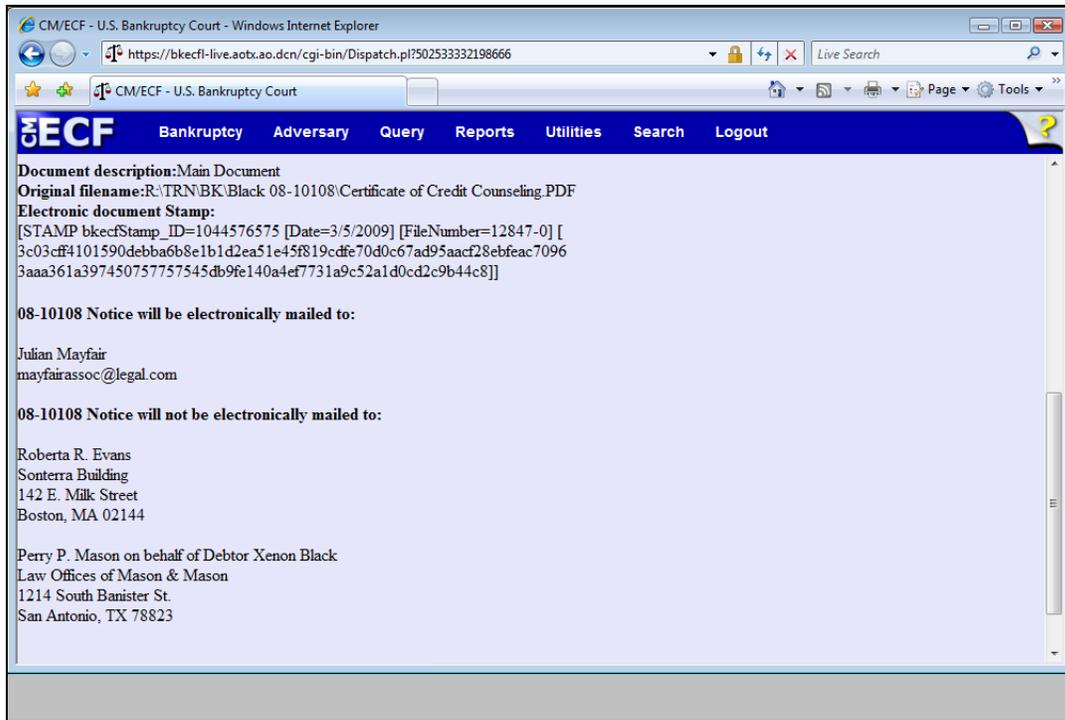
A callout box on the right side of the page contains the text "Press 'Page Down.'" in red.

Notice of Electronic Filing

Slide notes: This Notice of Electronic Filing is the verification that the Certificate of Credit Counseling has been electronically filed with the court. It certifies that the certificate is now an official court document. We suggest you print this page as a record of the filing. Copies of this notice are immediately e-mailed to all participant CM/ECF users who have subscribed to this service for this case.

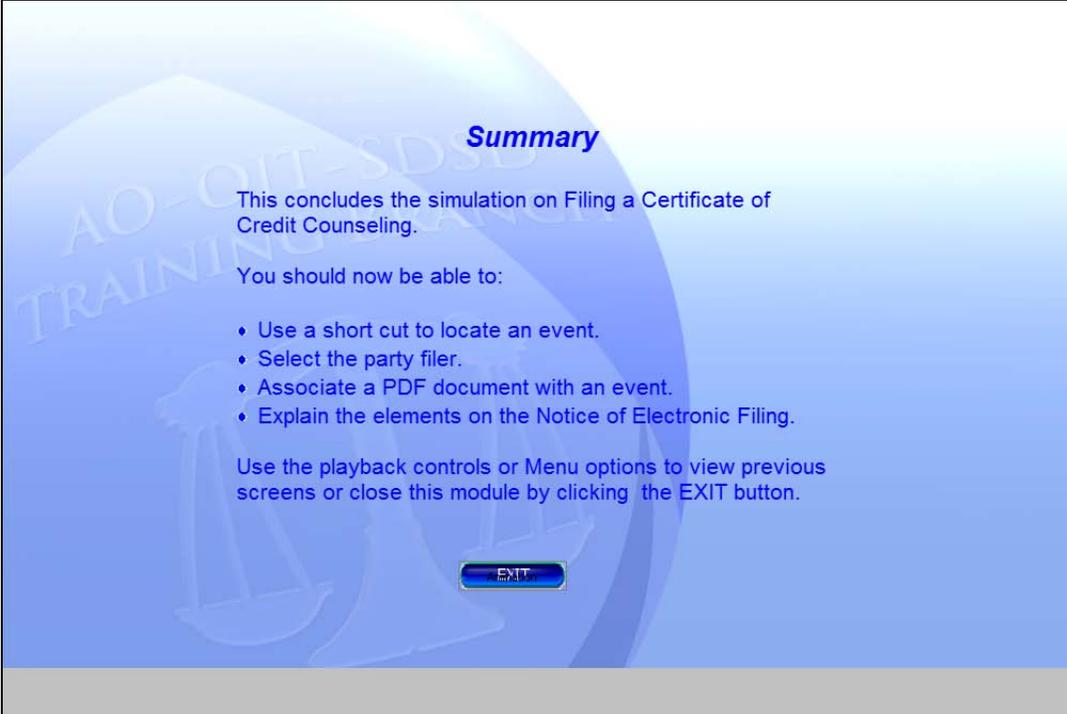
The certificate of credit counseling has been assigned document number 12 which is a hyperlink to the PDF document. Attorneys on the case and other parties can access the PDF document one time here without incurring a PACER fee. However, attorneys and other PACER customers must login to PACER and incur appropriate fees to view the docket report from either case number hyperlink as highlighted here.

Press the Page Down key to access the bottom of the Notice of Electronic Filing.



Slide 23

Slide notes: The electronic document stamp is a unique identifier to this PDF document. It is assigned by CM/ECF and is a security feature used throughout the system. This portion of the Notice of Electronic Filing displays a list of those parties who will be noticed electronically and a list of those who must be notified by mail.



Summary

This concludes the simulation on Filing a Certificate of Credit Counseling.

You should now be able to:

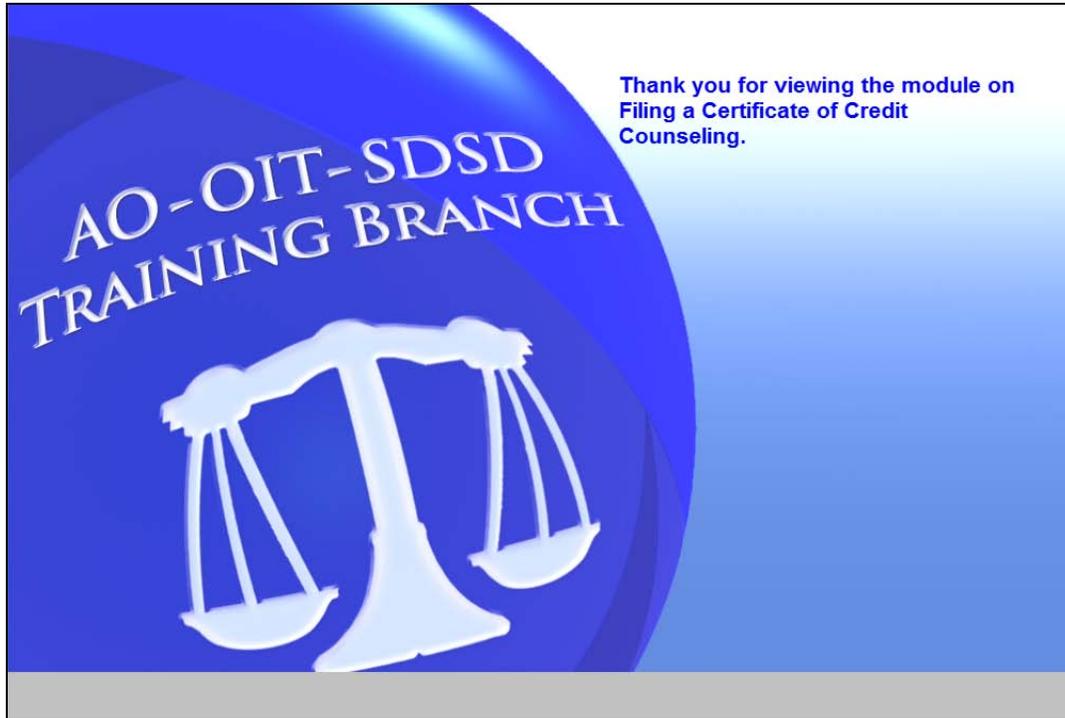
- Use a short cut to locate an event.
- Select the party filer.
- Associate a PDF document with an event.
- Explain the elements on the Notice of Electronic Filing.

Use the playback controls or Menu options to view previous screens or close this module by clicking the EXIT button.

EXIT

Summary

Slide notes: This concludes the lesson on Filing a Certificate of Credit Counseling. You should now be able to: Use a short cut to locate an event, select the party filer, associate a PDF document with an event, and explain the elements on the Notice of Electronic Filing. Use the playback controls or Menu options to view previous screens or close this module by clicking EXIT.



Exit

Slide notes: Thank you for viewing the module on Filing a Certificate of Credit Counseling.