

Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management (Official Form B23)

*******These instructions do not cover the filing of the Pre-Petition Credit Counseling Certificate. Refer to separate instructions so titled.**

*****The Certification of Financial Management Instructional Course (Form B23) does not require a cover sheet, cover letter or any other documentation to be included in the PDF to be filed on the court's docket. If, however, the course provider furnished a document attesting to the completion of the personal financial management instructional course, a copy of that document may be included in the PDF.

*****The Certification of Financial Management Instructional Course (Form B23) must not be made part of any other filing -- including the Voluntary Petition or the Pre-Petition Credit Counseling Certificate -- and must be filed separately using the instructions below.

STEP 1 Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2)



Figure 2

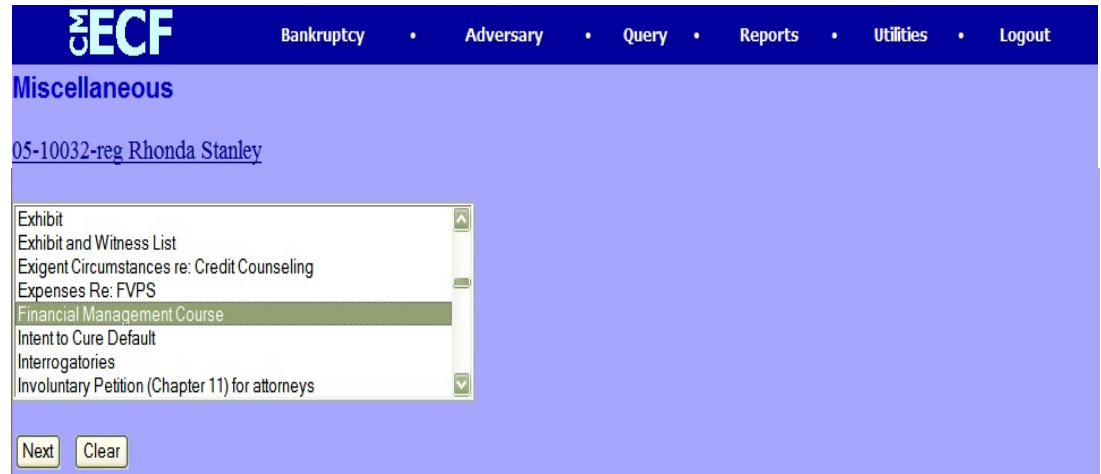
- ◆ Click the Other hyperlink.

STEP 3 Enter the case number in YY-NNNNN format in the **Case Number** screen and click **NEXT**. (See Figure 3)



Figure 3

STEP 4 The **DOCUMENT SELECTION** screen is displayed. (See Figure 4)



The screenshot shows the ECF interface with a dark blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is light blue and titled 'Miscellaneous'. Below the title is the case identifier '05-10032-reg Rhonda Stanley'. A scrollable list box contains the following items: Exhibit, Exhibit and Witness List, Exigent Circumstances re: Credit Counseling, Expenses Re: FVPS, Financial Management Course (highlighted), Intent to Cure Default, Interrogatories, and Involuntary Petition (Chapter 11) for attorneys. At the bottom of the list box are 'Next' and 'Clear' buttons.

Figure 4

- ◆ Scroll the box and select **Financial Management Course**.

NOTE: To locate your event quickly, type the first letter of the entry (**F** for Financial) and the highlight bar will immediately select the first event beginning with F.

- ◆ Click **NEXT**.

STEP 5 The attorney **JOINT FILING** screen will then be displayed. (See Figure 5)



The screenshot shows the ECF interface with a dark blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is light blue and titled 'Miscellaneous:'. Below the title is the case identifier '05-10032-reg Rhonda Stanley'. There is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom of the screen are 'Next' and 'Clear' buttons.

Figure 5

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only attorney filing this document, skip this screen.
- ◆ Click **NEXT**.

- STEP 6** The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:
05-10032-reg Rhonda Stanley

Select the Party:

Allin, Kathleen [Trustee] (T)
Boyer, R. David [Trustee]
Gargula, Nancy J. [U.S. Trustee]
Stanley, Rhonda [Debtor]

[Add/Create New Party](#)

(T) indicates a terminated party

Next Clear

Figure 6

- ◆ Locate and select the debtor(s) in the **Party Selection** window. Click **NEXT** to continue.

- STEP 7** The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7a)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:
05-10032-reg Rhonda Stanley

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: No Yes

Next Clear

Figure 7a

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

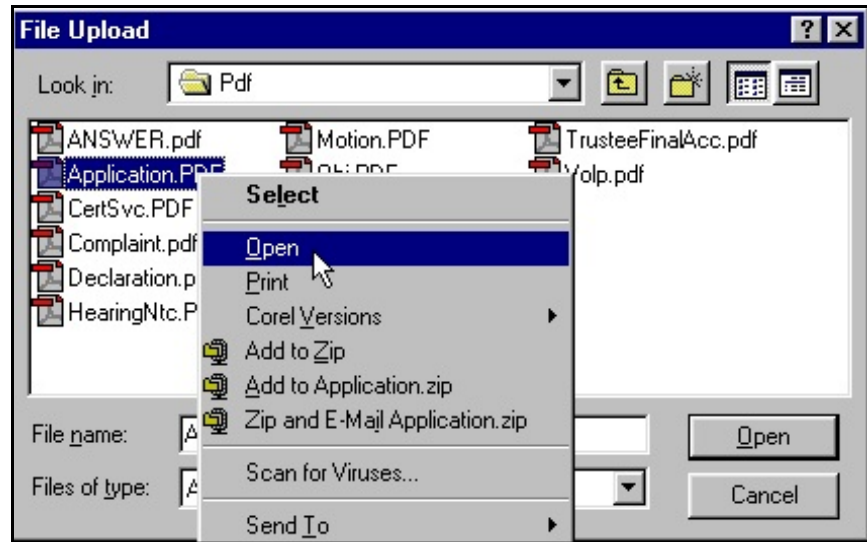


Figure 7b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **Open** on the **FILE UPLOAD** dialogue box. (See Figure 7c)

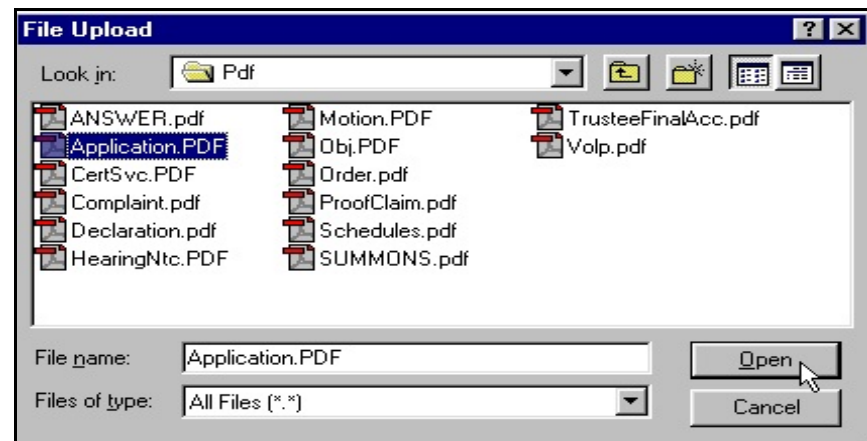


Figure 7c

- ◆ Click **NEXT**.

- STEP 8** The **Certificate of Service** screen will display with a text box to indicate whether the certificate is being filed with or without certificate of service. (See Figure 8)



Figure 8

- ◆ Insert the appropriate response (“With” or “Without”) and click **NEXT** to continue.

- STEP 9** The **Modify Text** screen will display. (See Figure 9)

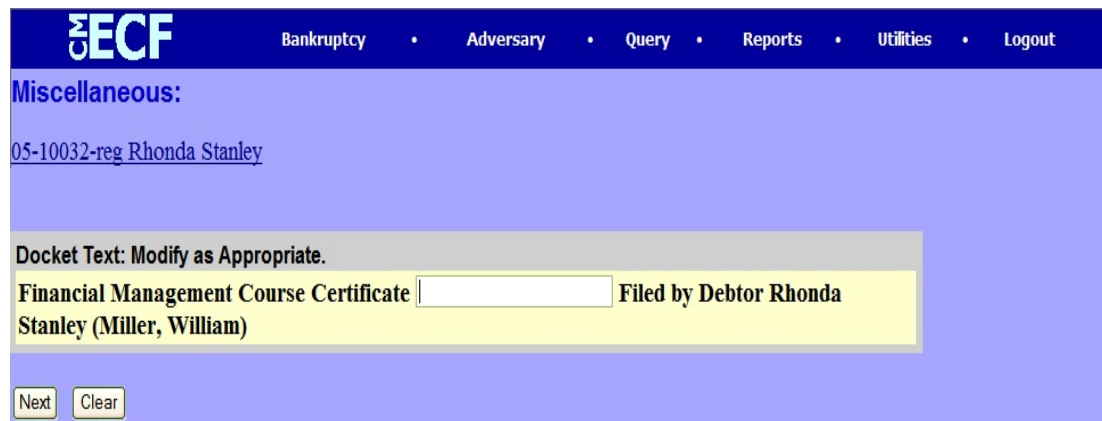


Figure 9

- ◆ An empty text box is presented for use if additional wording is necessary. This filing does not require additional text for entering on the court's docket. Click **NEXT** to continue.

STEP 10 The **Final Docket Text** screen will appear. (See Figure 10)

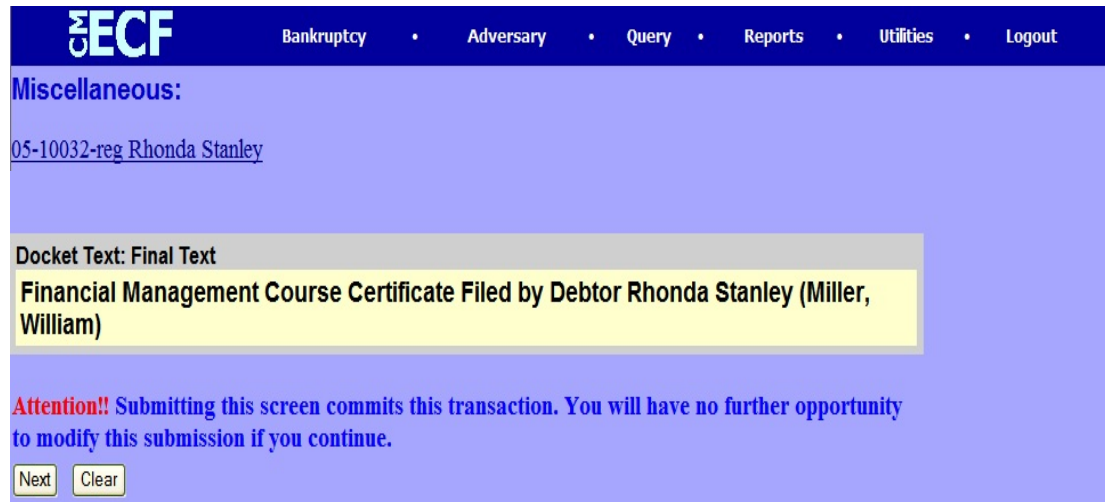


Figure 10

◆ Verify the final docket text. Read the warning message and proceed.

◆ If correct, click **NEXT**.

◆ If the final docket text is incorrect:

- Click the browser **Back** button to find the errors(s) and proceed with the event.
- To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 11 The **Notice of Electronic Filing** screen displays. (See Figure 11)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

U.S. Bankruptcy Court
Northern District of Indiana (Test Database)

Notice of Electronic Filing

The following transaction was received from Miller, William entered on 2/6/2006 at 10:54 AM CST and filed on 2/6/2006

Case Name: Rhonda Stanley
Case Number: [05-10032-reg](#)
Document Number: [28](#)

Docket Text:
Financial Management Course Certificate Filed by Debtor Rhonda Stanley (Miller, William)

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

Document description:Main Document
Original filename:G:\generic pleading.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1006806559 [Date=2/6/2006] [FileNumber=53446-0] [0adde424ec74d23956a7207fc31de6bde95f4ed76624acc5824241a4ef8218f2b8f57f5ceb95b6cc8209f29863644766310073ae3545d431612457e75675aab]]

05-10032-reg Notice will be electronically mailed to:

R. David Boyer rms@hbbwlaw.com,

05-10032-reg Notice will not be electronically mailed to:

Steven J. Glaser
116 E. Berry, Suite 1900
Fort Wayne, IN 46802

William Miller
123 S. Main Street
PO Box 200
South Bend, IN 46601

Figure 11

