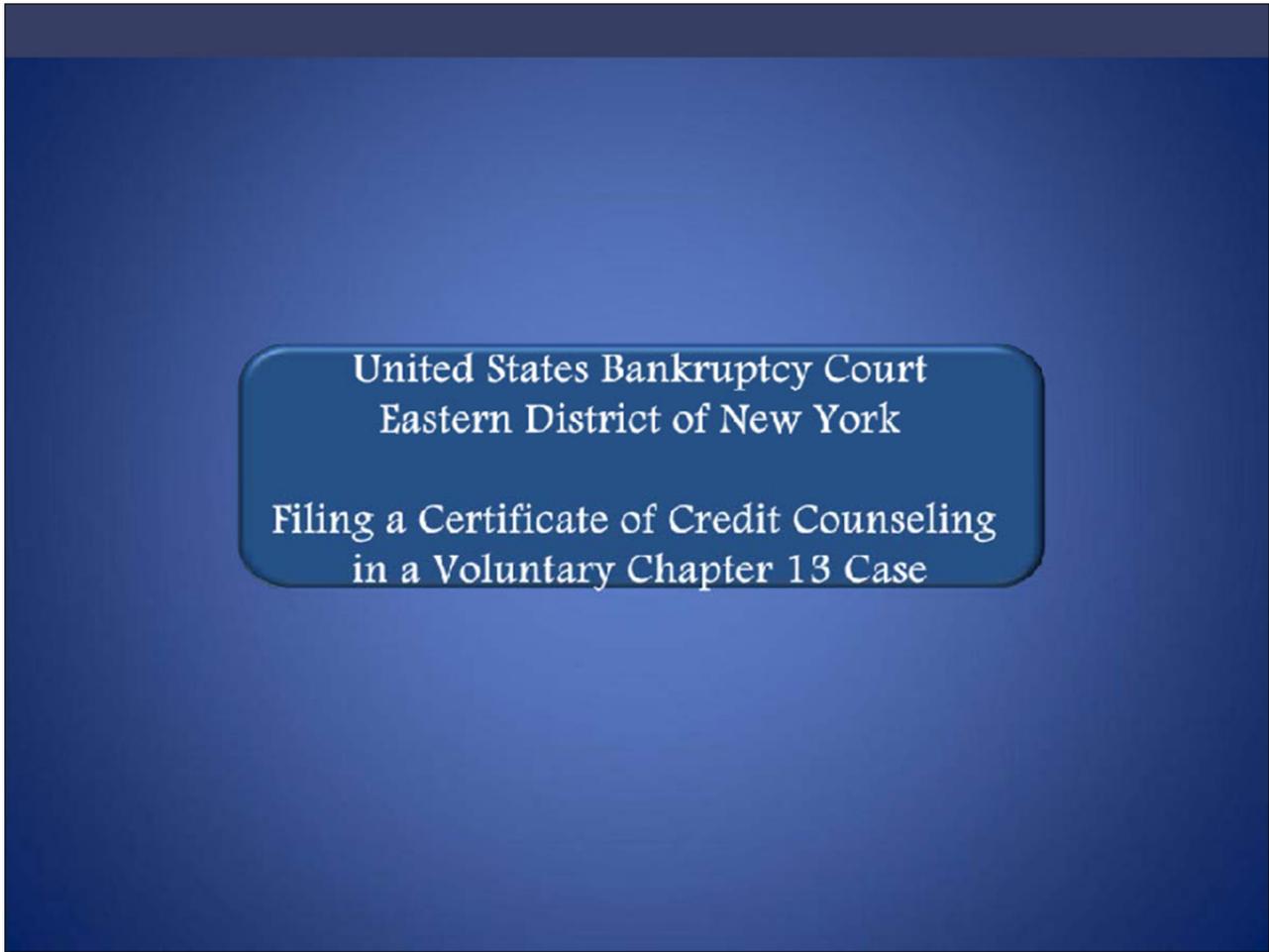


Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case.

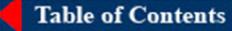
Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen,  **Table of Contents**
Or
The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They 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. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

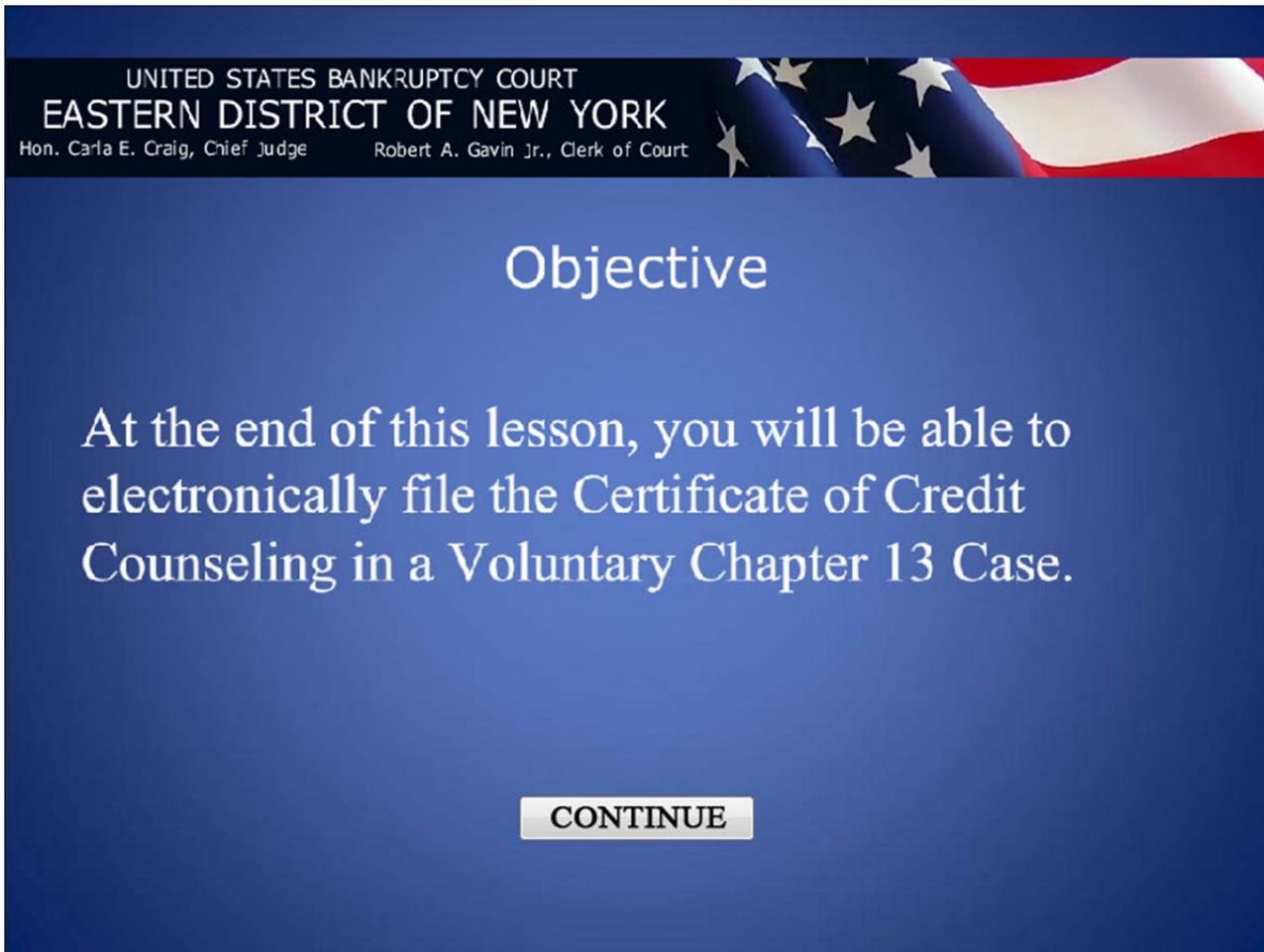
Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select **START** when you are ready to begin.

START

Slide 3 - Objective



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

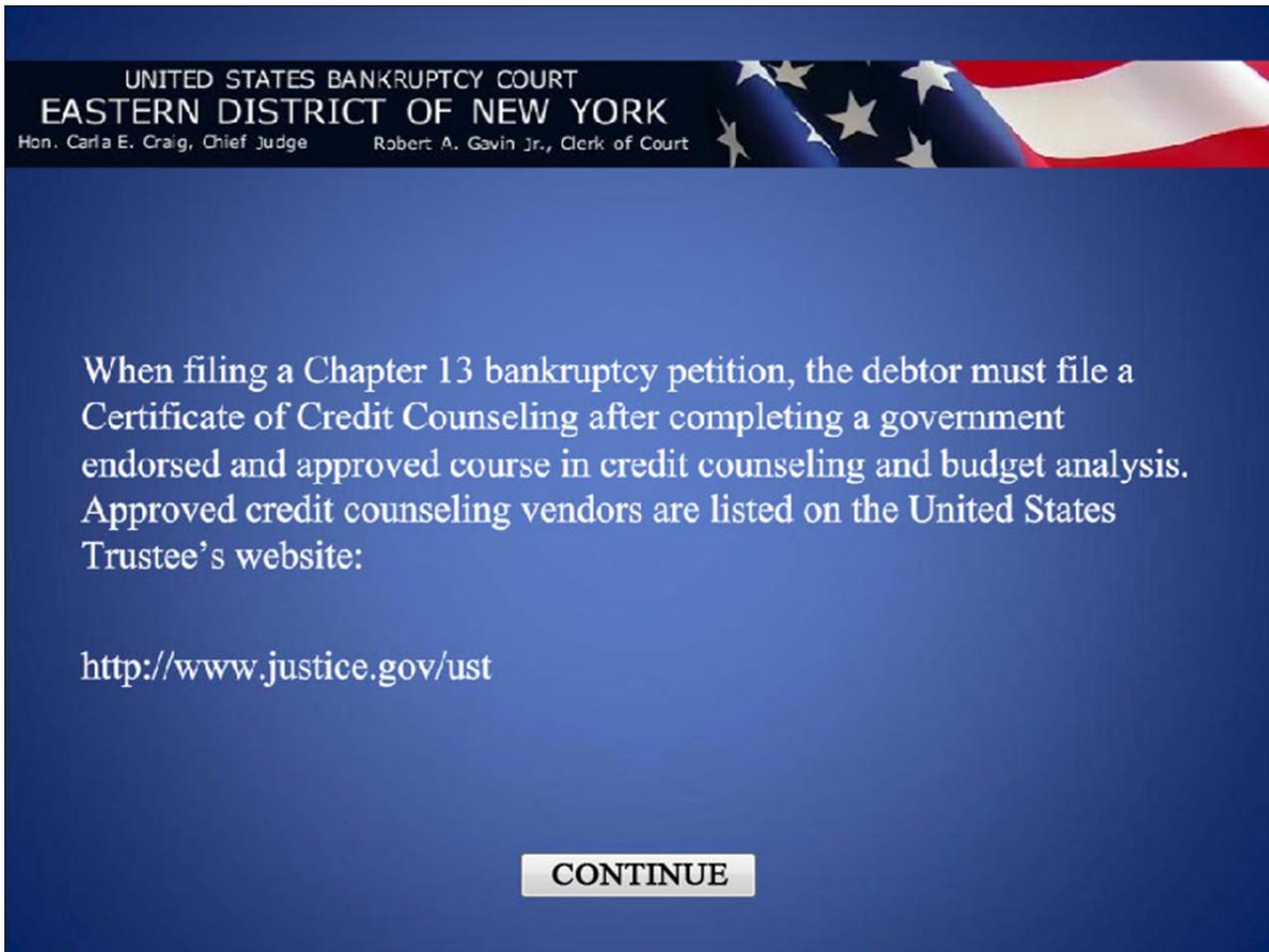
Objective

At the end of this lesson, you will be able to electronically file the Certificate of Credit Counseling in a Voluntary Chapter 13 Case.

CONTINUE

The slide features a dark blue background with a white American flag graphic on the right side. The text is white and centered. A white button with the word 'CONTINUE' in black capital letters is located at the bottom center.

Slide 4

The slide features a dark blue background. At the top, there is a horizontal banner with a white background and a partial American flag on the right side. The banner contains the text: "UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK" in bold, black, uppercase letters. Below this, in smaller black text, are the names "Hon. Carla E. Craig, Chief Judge" and "Robert A. Gavin Jr., Clerk of Court". The main body of the slide contains white text explaining the requirement for a Certificate of Credit Counseling. At the bottom center, there is a white rectangular button with the word "CONTINUE" in black, uppercase letters.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

When filing a Chapter 13 bankruptcy petition, the debtor must file a Certificate of Credit Counseling after completing a government endorsed and approved course in credit counseling and budget analysis. Approved credit counseling vendors are listed on the United States Trustee's website:

<http://www.justice.gov/ust>

CONTINUE

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 5 - ECF main menu



ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Select Bankruptcy

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System

[PLEASE NOTE:](#) CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.

Welcome to the U.S. Bankruptcy Court for the Eastern District of New York Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

From the CM/ECF menu bar, select **Bankruptcy**.

Slide 6 - Bankruptcy Events



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Bankruptcy Events". A list of menu items is displayed on the left side, including: Answer/Response..., Appeal, Claim Actions, Creditor Maintenance..., File Claims, Motions/Applications/Presentments, Notices, Open Voluntary Case, Open an Involuntary Case, Other, Plan, Upload Proposed Order, and Judge/Trustee Assignment. A red box highlights the "Other" link, and a red arrow points to it from a button labeled "Select Other". To the right of the main menu, under the heading "New R3 Menu Items", there is a link for "Case Upload". At the bottom of the page, the URL "https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?misc" is visible.

From the list of **Bankruptcy Events**, select **Other**.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 7 - Input Case Number

The screenshot shows the ECF (Electronic Case Filing) system interface. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Miscellaneous' and features a 'Case Number' input field containing '12-70028' and a 'Find This Case' button. Below the input field are 'Next' and 'Clear' buttons. A red box highlights the 'Next' button, and a blue callout box labeled 'Select Next' points to it.

Type in your case number if it is not already there, and select **Next** to continue.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 8 - Available Events

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

8-12-70028 Elaine Jane Lewis, Jr

Start typing to find an event.

Available Events (click to select events)

- Affidavit
- Affidavit/Certificate of Service
- Affidavit/Certificate of Service of Tax Information to Debtor
- Affidavit/Certificate of Service of Tax Information to Requestor
- Affirmation of Compliance
- Affirmation of Non-Compliance
- Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)
- Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (No Fee)
- Balance Sheet for Small Business
- Bond
- Brief
- Cash Flow Statement for Small Business
- Certificate as to Balloting

Selected Events (click to remove events)

Next Clear

From the list of **Available Events**, you can either type the phrase "credit counseling" in the highlighted box, or scroll down until you see **Certificate of Credit Counseling**. We'll do the latter option and scroll down to select **Certificate of Credit Counseling**.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 10

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, a blue navigation bar contains the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous" and the case number is "8-12-70028 Elaine Jane Lewis, Jr".

A search bar is present with the instruction: "Start typing to find another event. Hold down Ctrl to add additional items." Below the search bar, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)".

The "Available Events" list includes:

- Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (No Fee)
- Balance Sheet for Small Business
- Bond
- Brief
- Cash Flow Statement for Small Business
- Certificate as to Balloting
- Certificate of Credit Counseling** (highlighted in blue)
- Certification of Cure of Entire Residential Judgment
- Certification of Protection of Property from Damage
- Certification of Rule 26f Conference
- Chapter 11 Ballots
- Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)
- Chapter 15 Service List

A callout box points to the "Certificate of Credit Counseling" item with the text "Select Certificate of Credit Counseling".

The "Selected Events" box contains the text "Certificate of Credit Counseling".

At the bottom left, there are two buttons: "Next" (highlighted in red) and "Clear". A callout box points to the "Next" button with the text "Select Next".

Select **Certificate of Credit Counseling**. Once you select it, the event appears in the **Selected Events** box to the right of the screen. Make sure the event in the **Selected Events** box is correct as this event will be uploaded to the ECF system. Select **Next** to continue.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 11 - Select the Party

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

8-12-70028 Elaine Jane Lewis, Jr

Select the Party:

Lewis, Elaine Jane Jr [Debtor] Add/Create New Party

Select Lewis, Elaine Jane Jr [Debtor]

Next Clear

Select the Debtor's name from the **Select the Party** box.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 12

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

8-12-70028 Elaine Jane Lewis, Jr

Select the Party:

Lewis, Elaine Jane Jr [Debtor] Add/Create New Party

Next Clear

Select Next

Select **Next** to continue.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

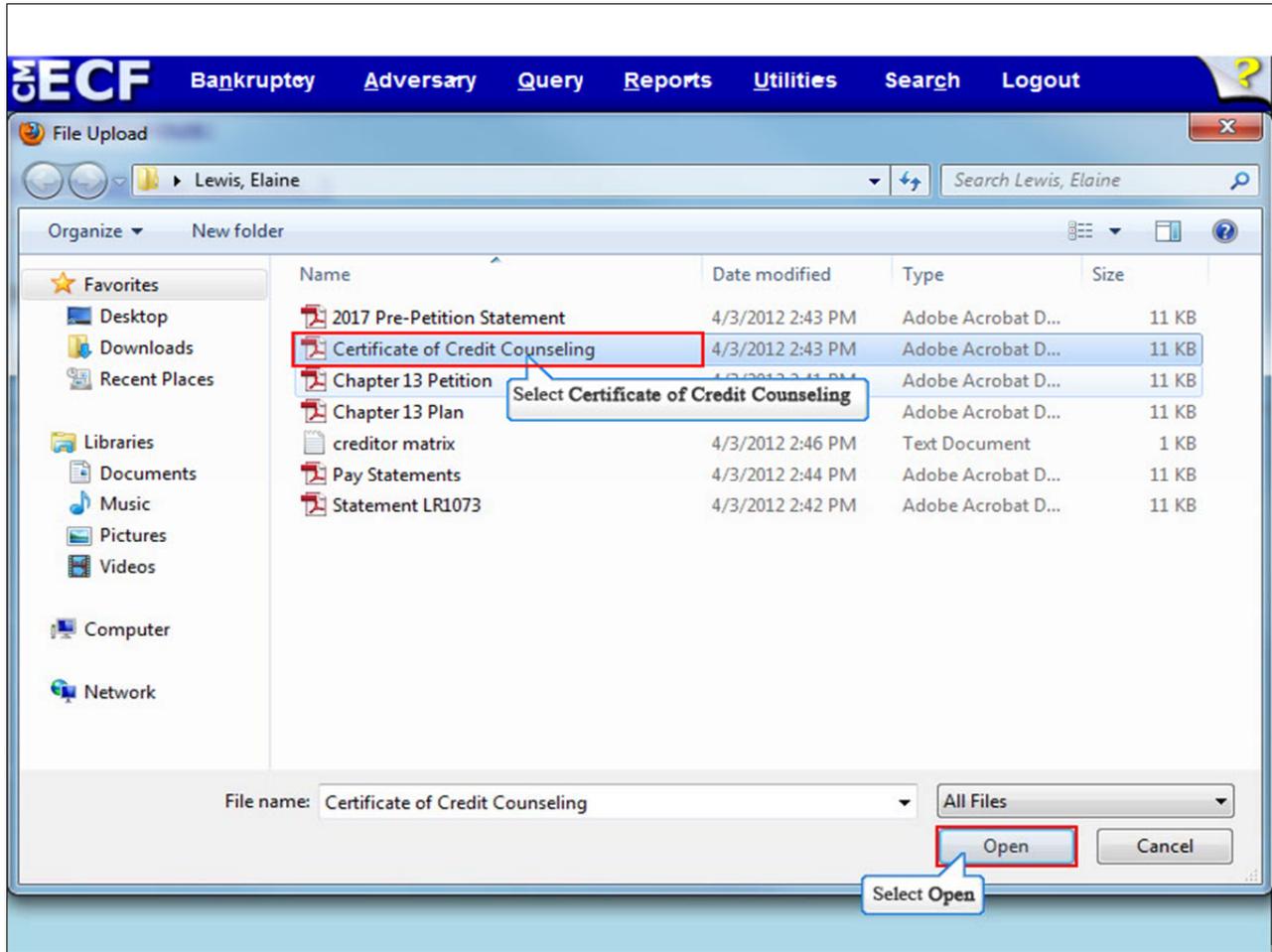
Slide 13 - Browse for Certificate file

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text 'Miscellaneous:' is displayed, followed by a link '8-12-70028 Elaine Jane Lewis, Jr'. The main form area has a light blue background. It contains a 'Filename' label above an empty text input field. To the right of the input field is a 'Browse...' button, which is highlighted with a red rectangular box. Below the input field, there is a section for 'Attachments to Document:' with two radio buttons: 'No' (which is selected) and 'Yes'. To the right of these radio buttons is a 'Select Browse...' button, which is highlighted with a blue callout box. At the bottom of the form area, there are two buttons: 'Next' and 'Clear'.

Select **Browse...** to upload the Debtor's Certificate of Credit Counseling.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 14



Select the **Certificate of Credit Counseling**. It is strongly recommended that you first right click to open and view the file that is being attached to confirm that it is the correct document being uploaded. Select **Open** to upload the Certificate of Credit Counseling.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 15

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[8-12-70028 Elaine Jane Lewis, Jr](#)

Filename
\\nyeb.circ2.dcn\ci-data-vol6\vol6\smar Browse...

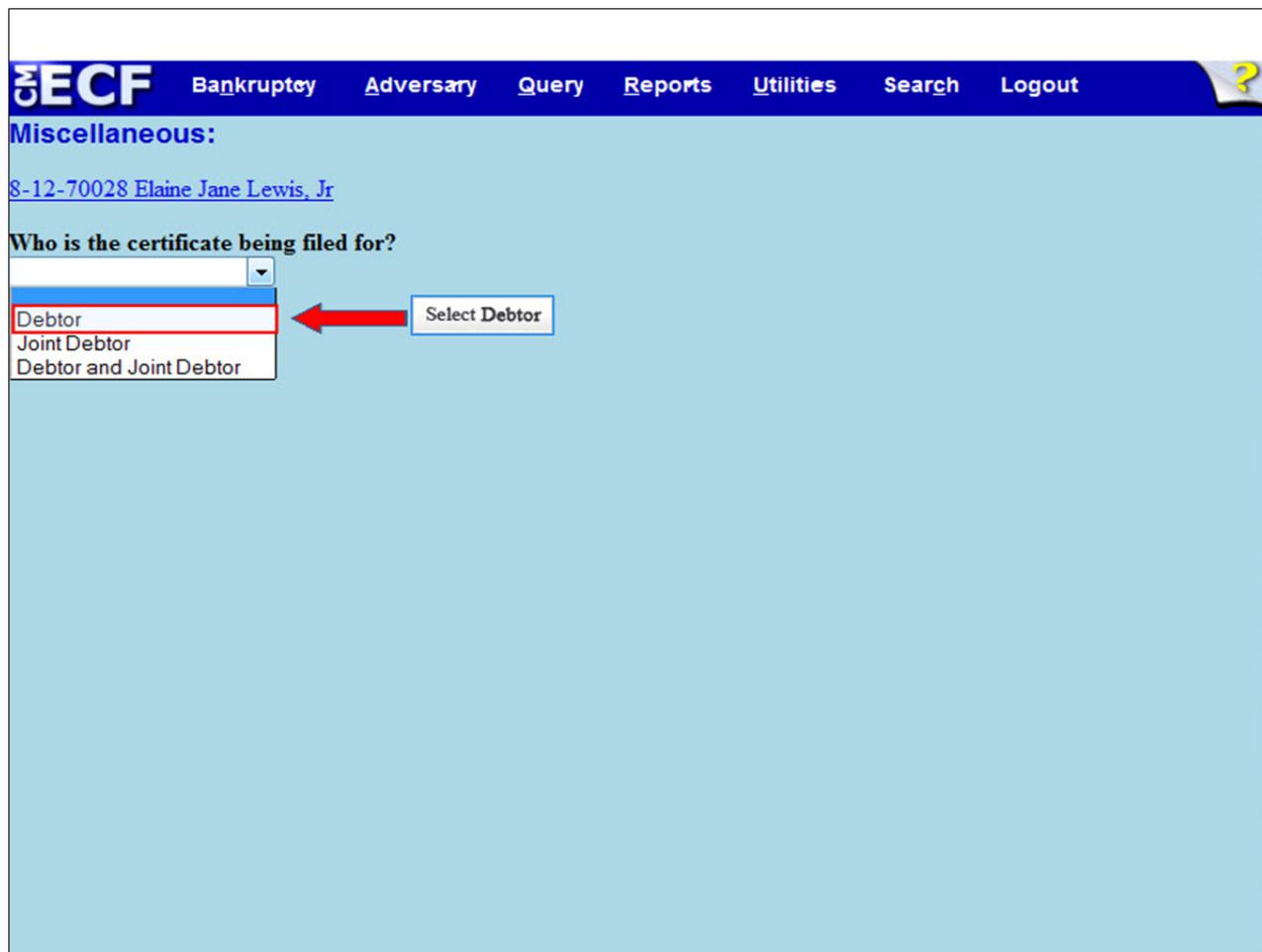
Attachments to Document: No Yes

Next Clear

Select Next

The file name appears in the **Filename** box. Select **Next** to continue.

Slide 16 - Who is certificate being filed for?



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "Miscellaneous:" is displayed. Underneath, the case number "8-12-70028 Elaine Jane Lewis, Jr" is shown. The main section is titled "Who is the certificate being filed for?" and contains a dropdown menu. The dropdown menu is open, showing three options: "Debtor", "Joint Debtor", and "Debtor and Joint Debtor". A red arrow points from a button labeled "Select Debtor" to the "Debtor" option in the dropdown menu.

For whom is the certificate being filed? Since there is only one debtor on our case, select **Debtor**.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 17

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[8-12-70028 Elaine Jane Lewis, Jr](#)

Who is the certificate being filed for?

Debtor

Next Clear

Select Next

Select **Next** to continue.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 18 - Final Docket Text

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page is titled "Miscellaneous:" and displays the case number "8-12-70028 Elaine Jane Lewis, Jr". The main content area shows a "Docket Text: Modify as Appropriate." section. This section includes a dropdown menu with a downward arrow, a text box containing "Certificate of Credit Counseling for Debtor", and a "Filed" button. Below this, the text reads "by Simon Marcus on behalf of Elaine Jane Lewis Jr (Marcus, Simon)". At the bottom of this section, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red box, and a tooltip labeled "Select Next" is visible over it.

The filer is given the opportunity to modify the docket text by selecting from the prefix drop down pick list and/or adding information to the white text box. There is no need to use either of these options in this case. Select **Next** to continue.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 19

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

8-12-70028 Elaine Jane Lewis, Jr

Docket Text: Final Text

Certificate of Credit Counseling for Debtor Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr (Marcus, Simon)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

Select Next

Review the Final **Docket Text** before submitting. By selecting **Next**, the filer commits the transaction and will have no further opportunity to modify the submission.

Have you redacted? This question refers to the filer's uploaded Certificate of Credit Counseling and not the data entries. This is a final reminder to comply with the Redaction Requirements (Fed. R. Bankr. P. 9037). The Electronic Case Filing system does not redact the content of any document uploaded by the filer.

Select **Next** to continue.

Filing a Certificate of Credit Counseling in a Voluntary Chapter 13 Case

Slide 20 - Notice of Electronic Filing

U.S. Bankruptcy Court
Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Simon Marcus entered on 4/13/2012 at 12:40 PM EST and filed on 4/13/2012

Case Name: Elaine Jane Lewis, Jr
Case Number: [8-12-70028](#)
Document Number: [3](#)

Docket Text:
Certificate of Credit Counseling for Debtor Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr (Marcus, Simon)

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

Document description: Main Document
Original filename: Certificate of Credit Counseling.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=979333796 [Date=4/13/2012] [FileNumber=131288-0]
[0539e2a8a111acd55d8a49ff23e94ce77d0de4005cf47873fe029744f3ad2d203da4f
f553d9bc5edbe981cc4655deb54e748ac49a09a504b55170accab9d02f8]]

8-12-70028 Notice will be electronically mailed to:
Simon Marcus on behalf of Debtor Elaine Lewis
simon_marcus@nyeb.uscourts.gov

8-12-70028 Notice will not be electronically mailed to:

The **Notice of Electronic Filing** is the receipt evidencing the filing of the Debtor's Certificate of Credit Counseling. Any filer with an ECF login and password who docketed on the case receives this **Notice of Electronic Filing** (NEF) in his or her e-mail account. This NEF receipt alerts e-filers who have docketed up to this point on the case that the Debtor's Certificate of Credit Counseling has been filed.

The **Notice of Electronic Filing** also indicates the date and time the Certificate is filed.

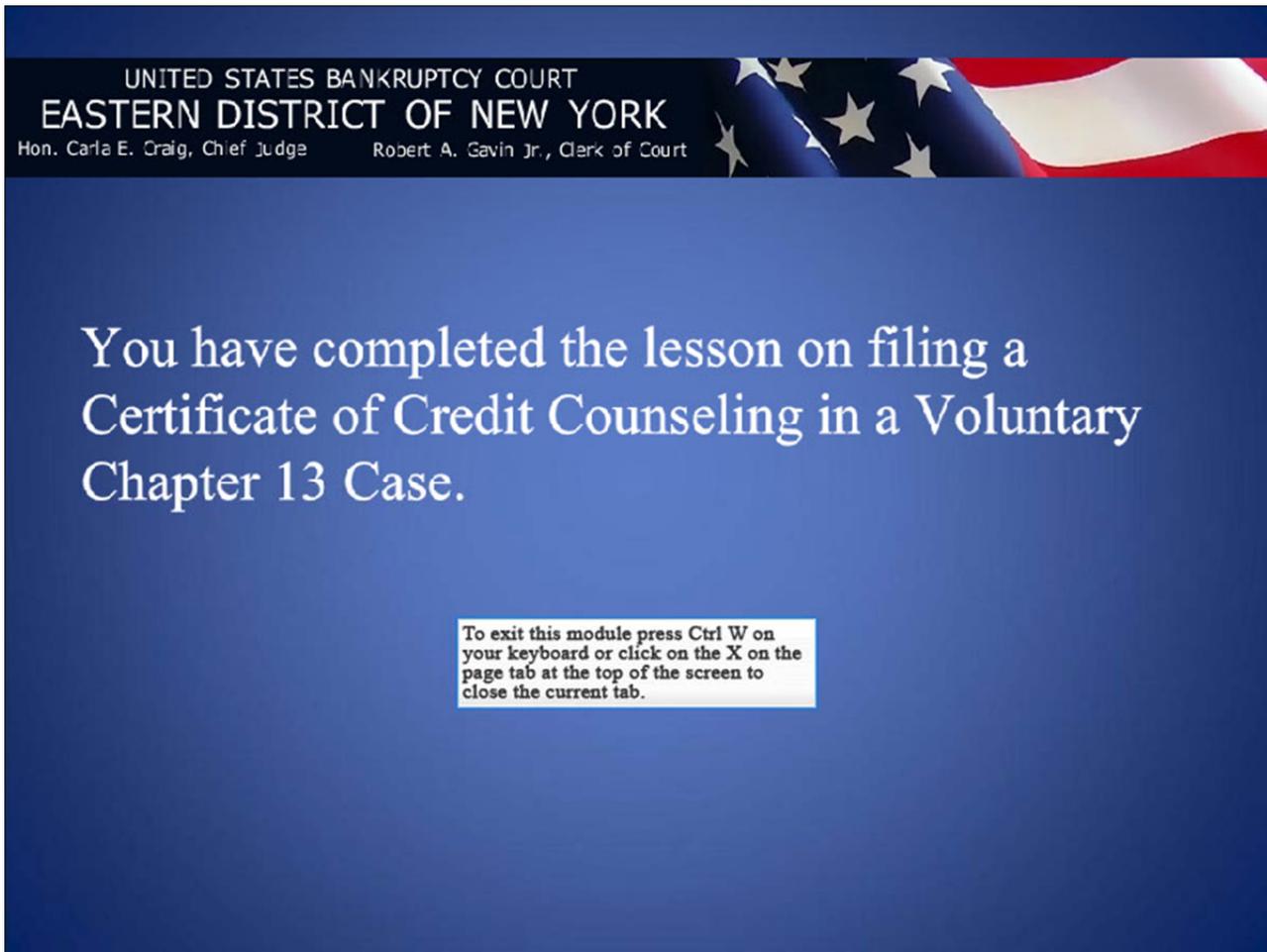
Document Number - In the e-mail, filers must select the Document Number hyperlink to view the Certificate. This is referred to as the FREE LOOK. If the filer loses the free look, the filer must query the docket through PACER.

Docket Text - duplicates the Final Docket Text as it appears on the docket.

Notice will be electronically mailed to - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.

Notice will not be electronically mailed to - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

Slide 21 - Summary



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

You have completed the lesson on filing a
Certificate of Credit Counseling in a Voluntary
Chapter 13 Case.

To exit this module press Ctrl W on
your keyboard or click on the X on the
page tab at the top of the screen to
close the current tab.