

Chapter 7 Financial Management Certification (Post-Petition)

Pursuant to Interim Rule 1007 of the Federal Rules of Bankruptcy Procedure, an individual debtor in a chapter 7 case shall file a statement regarding completion of a course in personal financial management (Official Form 23) within 45 days after the first date set for the meeting of creditors. If the debtors do not file the certification, their case will be closed without the issuance of an Order of Discharge. If the debtors later move to reopen the case to allow for the filing of the certification, the full reopening fee will be charged.

The Clerk's office maintains a publicly available list of approved agencies, which may be accessed from the court's internet site at www.ohsb.uscourts.gov.

The filing of the certification in CM/ECF is completed as follows:

1. Select **Other** from the Bankruptcy Events menu.
2. Enter the appropriate case number and click [Next].
3. Select the "Financial Management Course" filing event. Click [Next].
4. If applicable, indicate the joint filing with another attorney. Click [Next] to proceed.
5. Select the appropriate debtor(s) as the party filer. Click [Next].
6. Attach the PDF copy of the Financial Management Course Certification (Official Form 23). Click [Next].

- From the pull-down menu select the debtor(s) named on the certification (Debtor, Joint Debtor, or Debtor and Joint Debtor) (**See figure 1**). Click [Next] to proceed.

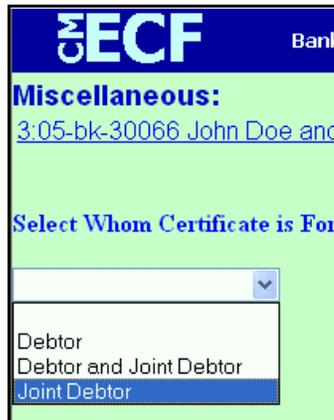


Figure 1

- If the court has established a deficiency deadline for filing the certification, a deadline screen will display; click [Next] and continue with step 9. If no deadline has been established, the system will display the message, "Note: There are no deadlines to terminate." Click [Next] and proceed to step 10.
- The pending deadline related to your filer selection will display to allow for termination. Check-mark the deadline(s) and click [Next] (**See figure 2**).

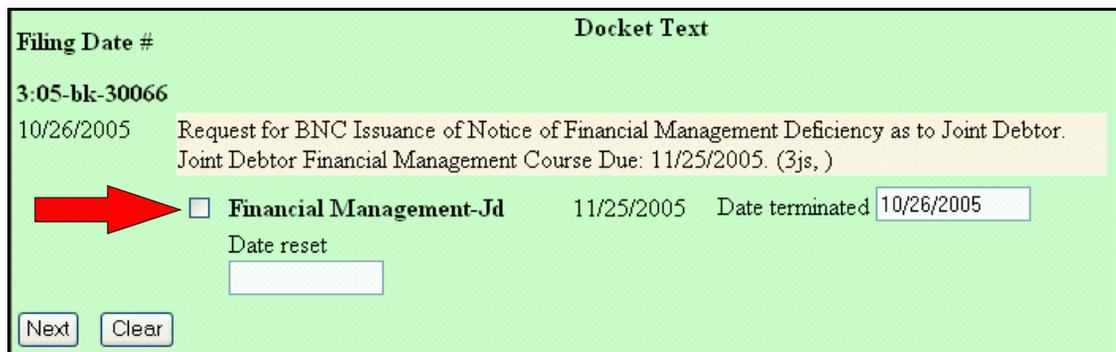


Figure 2

10. CM/ECF will display the docket text for this filing. Review the docket text and, if correct, click [Next].
11. Review the final docket text; if no modifications are needed, click [Next] to complete the filing.
12. CM/ECF will now display a Notice of Electronic Filing for the filed Financial Management Course Certification.