

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA

CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM  
LIMITED USE/PERSONAL FINANCIAL MANAGEMENT COURSE  
PROVIDER REGISTRATION FORM

This form is to be used to register for LIMITED FILING PRIVILEGES for filing PERSONAL FINANCIAL MANAGEMENT COURSE CERTIFICATES using the CM/ECF System in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

By signing and submitting this registration form, I agree to abide by the following requirements:

1. All filings with the court, including attachments, must comply with Federal Rule of Bankruptcy Procedure 9037: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may NOT appear except as allowed by the Rule.
2. Signatures on personal financial management course certificates shall be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure and any applicable non-bankruptcy law.
3. The login and password for filing via the internet shall be used exclusively by me or by any of my employees to whom I give authorization.

4. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
6. I understand that the personal financial management course certificate must be timely filed in accordance with Federal Rule of Bankruptcy Procedure 1007(c). I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation.
7. I agree to abide by all of the requirements set forth in Local Bankruptcy Rule 5005-2 and the ECF Users' Administrative Guide currently in effect, and posted at [www.azb.uscourts.gov](http://www.azb.uscourts.gov), and any changes or additions that later may be made.

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Applicant Signature

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Date

**Please submit by e-mail, fax, or mail to:** [azbml\\_all\\_dqa@azb.uscourts.gov](mailto:azbml_all_dqa@azb.uscourts.gov)

Fax: 602-682-4901

U.S. Bankruptcy Court  
Attn: Data Quality Administrators  
230 N. First Ave., Suite 101  
Phoenix, AZ 85003-1706

# Instructions for Filing a Certificate of Completion of a Personal Financial Management Course

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## Introduction

Effective December 1, 2013, Bankruptcy Rule 1007(b)(7) has been amended to allow approved personal financial management course providers to file the certificate of completion of the post-petition personal financial management course for debtors directly with the court.

Deadlines associated with filing certificates of debtors' completion of this course are critically important to the debtor and your responsibilities as an approved course provider.

- In a Chapter 7 or 13 case, if the certificate of the debtor's completion of the course is not filed within 45 days after the first date set for the 341 meeting, amended Fed. R. Bankr. P. 5009(b) requires the clerk to notify the debtor that the case will be closed without entry of a discharge unless the certificate is filed within the applicable deadline under Fed. R. Bankr. P. 1007(c).
- In a Chapter 11 or 13 case, this certificate of completion must be filed no later than the last payment made by the debtor as required by the plan.

The risk to the debtor if the provider fails to timely file the certificate is that the debtor's case could be closed without a discharge. See Fed. R. Bankr. P. 4004(c)(1)(H).

The court may revoke a provider's limited filer privileges if the provider does not file a certificate in a timely manner. In the event your limited filer privileges are revoked by the court, the court will notify the Executive Office of the U.S. Trustee.

If you need to review what has been filed in a case, you will need to register with the PACER Service Center at [www.pacer.gov](http://www.pacer.gov) to obtain a separate login and password.

The following pages provide the steps to file a personal financial management course certificate electronically to the debtor's case.

# Instructions for Filing a Certificate of Completion of a Personal Financial Management Course

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## STEP 1 Accessing CM/ECF system

CM/ECF can be accessed successfully using Internet Explorer 8.0 and 9 and Mozilla Firefox. Internet Explorer is the recommended web browser.

The court's CM/ECF system is located at <https://ecf.azb.uscourts.gov>. Select the **District of Arizona – Live Document Filing System**:



## STEP 2 Logins and Passwords

The login and password constitute the electronic equivalent of their signature. Each user is responsible for all activity with their logins. If your password has been compromised, you can change your password by selecting **Change Your Password** located under the **Utilities** menu.

Enter your login and password. The **Client code** field should be blank. Prior to clicking **Login**, you must check the box to indicate you understand compliance with the redaction rules.

<b>Authentication</b>	
Login: <input type="text"/>	<b>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:</b> All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with <a href="#">Fed. R. Bankr. P. 9037</a> . This requirement applies to all documents, including attachments.
Password: <input type="text"/>	
Client code: <input type="text"/>	
<input checked="" type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.	
<input type="button" value="Login"/> <input type="button" value="Clear"/>	
<b>Notice</b>	
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, <a href="#">click here</a> or contact the PACER Service Center at (800) 676-6856.	
CM/ECF has been tested using Firefox and Internet Explorer 8 and 9.	

# Instructions for Filing a Certificate of Completion of a Personal Financial Management Course

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## STEP 3

From CM/ECF main menu screen, select **Bankruptcy**:



## STEP 4

Select **Financial Management Certificate**:



## STEP 5

Enter the case number as shown below and click **Next**.

**Note:** If you have already accessed a case in the current session, the number of the last case will be displayed. Make sure the correct case number appears.



# Instructions for Filing a Certificate of Completion of a Personal Financial Management Course

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## STEP 6

Click on the event name below the **Available Events** header to select it. The event will now appear in the **Selected Events** list on the right side of the screen. Click **Next** to continue:

The screenshot shows a web interface for filing a certificate. At the top, it says "File a Financial Management Course Certificate" followed by the case number "2:13-bk-00100-DPC CECILIA RENEE JASSO". Below this, there are fields for "Type: bk", "Chapter: 7 v", "Office: 2 (Phoenix)", "Assets: n", and "Judge: DPC". There is a search bar with the text "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)". Under "Available Events", the item "Financial Management Course Certificate" is highlighted in blue. Under "Selected Events", the same item "Financial Management Course Certificate" is listed. At the bottom left, there are "Next" and "Clear" buttons.

## STEP 7

Click **Browse** to upload the certificate which will need to be in pdf format (Figure 1). Navigate to the appropriate directory where the certificate is located. Select the document and click **Open** (Figure 2). Select **No** for **Attachments to Document** and click **Next**.

**Note:** If filing certificates for both the debtor and joint debtor, you can either upload them as one pdf document or e-file the certificate for the joint debtor as a separate filing. The certificates are mailed to the debtor, trustee, and U.S. Trustee through the Bankruptcy Noticing Center (BNC) and any attachments to the docket entry are not noticed by the BNC.

The screenshot shows the same web interface as in Step 6. It displays the case information: "File a Financial Management Course Certificate : 2:13-bk-00100-DPC CECILIA RENEE JASSO", "Type: bk", "Chapter: 7 v", "Assets: n", and "Judge: DPC". Below this, there is a "Filename" label and 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 label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom left, there are "Next" and "Clear" buttons.

Figure 1

# Instructions for Filing a Certificate of Completion of a Personal Financial Management Course

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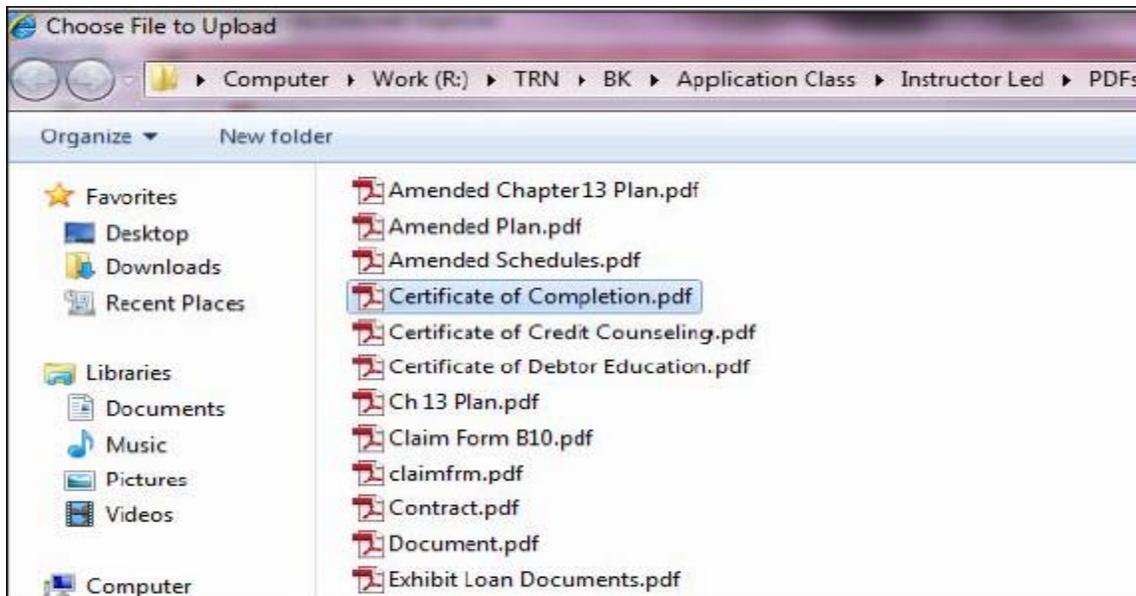


Figure 2

## STEP 8

The below screen is an informational screen stating which parties the certificate will be mailed to. Click **Next**:

**File a Financial Management Course Certificate :**

[2:13-bk-00100-DPC CECILIA RENEE JASSO](#)

Type: bk	Chapter: 7 v	Office: 2 (Phoenix)
Assets: n	Judge: DPC	

This notice will be mailed to the debtor, attorney, trustee, and UST by the BNC.

## STEP 9

If you are filing a certificate in a **joint** case, the below screen will appear prompting you to select the appropriate radio button for whom the certificate is being filed. This information will appear on the docket text:

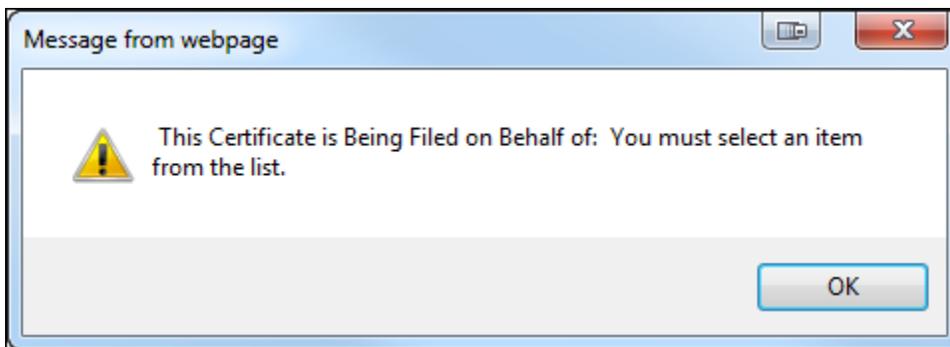
# Instructions for Filing a Certificate of Completion of a Personal Financial Management Course

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**This Certificate is Being Filed on Behalf of:**

Debtor  
 Joint Debtor  
 Both

If these checkboxes are skipped, you will receive the following warning message and you will not be able to proceed until a radio button is selected:



## STEP 10

This is the final screen. Verify the docket text for accuracy. If the docket text is incorrect, you can either use the browser back button to correct the error or select **Bankruptcy** and start the process over. If the final docket text is correct, select **Next** to file the document. No further edits can be made after the document is filed:

**File a Financial Management Course Certificate :**

[2:13-bk-00100-DPC CECILIA RENEE JASSO](#)

Type: bk                      Chapter: 7 v                      Office: 2 (Phoenix)  
Assets: n                      Judge: DPC

Docket Text: Final Text  
**Financial Management Course Certificate For Debtor. (MANAGEMENT, FINANCIAL)**

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

# Instructions for Filing a Certificate of Completion of a Personal Financial Management Course

## STEP 11

The **Notice of Electronic Filing** is the electronic receipt of the filing. It states the date and time the document was filed with the court. The court recommends that you print or save a copy for your records.

**Note:** You can only access the docket sheet and the pdf document through the hyperlinks if you have a PACER login.

U.S. Bankruptcy Court  
District of Arizona - TEST

Notice of Electronic Filing

The following transaction was received from MANAGEMENT, FINANCIAL entered on 11/15/2013 at 11:06 AM AZ and filed on 11/15/2013

**Case Name:** CECILIA RENEE JASSO  
**Case Number:** [2:13-bk-00100-DPC](#)  
**Document Number:** [18](#)

**Docket Text:**  
Financial Management Course Certificate For Debtor. (MANAGEMENT, FINANCIAL)

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

**Document description:**Main Document  
**Original filename:**H:\WP\Certificate of Completion.pdf  
**Electronic document Stamp:**  
[STAMP bkcecfStamp\_ID=875559564 [Date=11/15/2013] [FileNumber=138009-0]  
[3701abcee29ae94f0879b0cac033557710849b5534536d2474471c00de58b12ef7a2  
819195d536f1a5f5abbbd9b6070c3d2187730ebc5ac51df7952eef575fc8]]

**2:13-bk-00100-DPC Notice will be electronically mailed to:**

TRUSTEE TONI  
toni\_christensen@azb.uscourts.gov, toni\_christensen@azb.uscourts.gov;tonilc@netzero.net;tonilc@live.com

eileen dooley on behalf of Creditor ABC CREDITOR  
eileen\_dooley@azb.uscourts.gov

eileen dooley on behalf of Debtor CECILIA RENEE JASSO  
eileen\_dooley@azb.uscourts.gov

## STEP 12 View Transaction Log

You may view a log of all transactions made with your password by selecting **View Your Transaction Log** from the **Utilities** menu:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ **Utilities ▾**

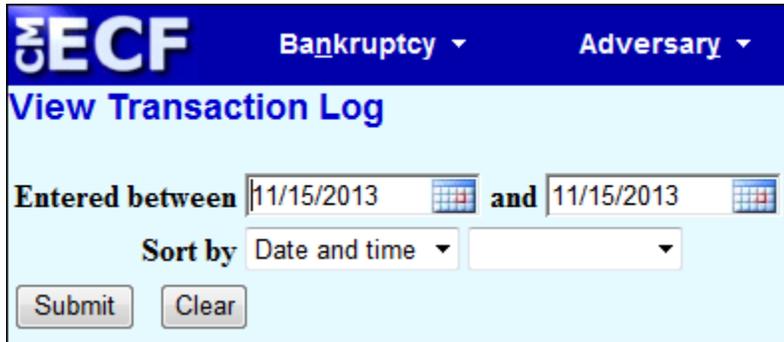
Utilities

**Your Account**  
[Change Your Password](#)  
[View Your Transaction Log](#)

# Instructions for Filing a Certificate of Completion of a Personal Financial Management Course

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Enter the date range for which you want to view the log and click **Submit**.



ECF Bankruptcy Adversary

### View Transaction Log

Entered between 11/15/2013 and 11/15/2013

Sort by Date and time

Submit Clear

You will then receive a list of the transactions you made during that time period.

Transaction Log			
Report Period 11/15/2013 - 11/15/2013			
Id	Date	Case Number	Text
245264	11/15/2013 11:06:44	2:13-bk-00100-DPC	Financial Management Course Certificate For Debtor. (MANAGEMENT, FINANCIAL)

Total Number of Transactions: 1

## STEP 13

To properly exit the CM/ECF system, select **Logout** from the menu bar:

