

Instructions for Filing a Certificate About A Financial Management Course

Introduction

BANKRUPTCY RULE 1007(b)(7)

Approved personal financial management course provider are allowed to file the certificate of completion of the post-petition financial management course for debtors directly with the court. See Federal Rule of Bankruptcy Procedures 1007(b)(7).

- As an approved personal financial management course provider, you will be filing financial management course certificates on behalf of debtors.
- Training material for filing these certificates in the New Hampshire Bankruptcy Court are included in this document.

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 statement of the debtor's completion of the course is not filed within 60 days after the first date set for the §341 meeting, Fed. R. Bankr. P. 5009(b) will require the clerk to notify the debtor that the case will be closed without entry of a discharge unless the statement 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 date the last payment is 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 notify the Executive Office of the U.S. Trustee, or take such other action as appropriate, if the provider does not file certificates in a timely manner, causing the debtor's case to be closed without a discharge.

NOTE: If you do not know the debtor's case number, or the name and case number do not match the debtor, click Query from the CM/ECF tool bar and enter the debtor's name to obtain the case number. In order to do so, you will be prompted to enter your PACER password.

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Steps for Filing the Certificate About A Financial Management Course

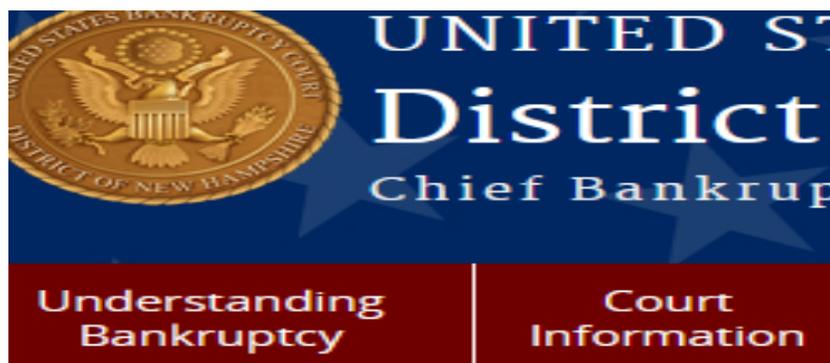
The following pages provide the steps to electronically file a financial management course certificate in the debtor's case in the U.S. Bankruptcy Court for the District of New Hampshire.

STEP 1 Internet Access

To access the NH Bankruptcy Court website, open your browser and enter <http://www.nhb.uscourts.gov> in the browser's address field.

STEP 2 Court's website

The link on the Court's homepage will take you to a page with important information on the process.



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STEP 3 Important Notices

Enter the Case Number, read the **Important Notices**, check the box regarding the notices and click **Next**

Your current PACER account is [Your account](#)

Click here to [LOGOUT](#)

File Personal Financial Management Course Certificate

Case Number Find This Case

IMPORTANT NOTICES

- **Redaction Responsibility:** All filers must redact Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.
- **Personal Financial Management Course Provider:** As an approved provider of a post-petition instructional course concerning personal financial management, I understand that a certificate of a debtor's completion of the course must be filed within the applicable deadline under Fed. R. Bankr. P. 1007(c), and that failure to timely file the certificate could result in the closing of the debtor's case without a discharge.

I understand that, if I file, I must comply with the redaction rules and filing deadline requirements. I have read this notice.

IMPORTANT NOTICE
Starting on Jun 1, 2014, all attachments must be in PDF/A format. For more information on PDF/A, please see [TRANSITION TO PDF/A](#)

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STEP 4 Verify and Enter Information

1. Verify you have entered the correct case number
2. Verify the name of the debtor matches the name on the certificate
3. Check the box near the debtor's name
4. Browse and attach the PDF file of the certificate

Click here to [LOGOUT](#)

Case Number: **1:21-bk-10001** 1

Debtor: **Lynda Anderson** 2

Certificate Filing Requirements

- Documents are required to be PDF files.
- Documents are NOT to exceed 15 Mb in size.

Certificate of Completion of Debtor Education Course in PDF format is being provided for:
(If joint debtor case, a separate certificate must be uploaded for each debtor)

Debtor **Lynda Anderson** 3

Browse... No file selected. 4

Name of Course Provider: (REQUIRED)

Phone # of Course Provider: (REQUIRED)

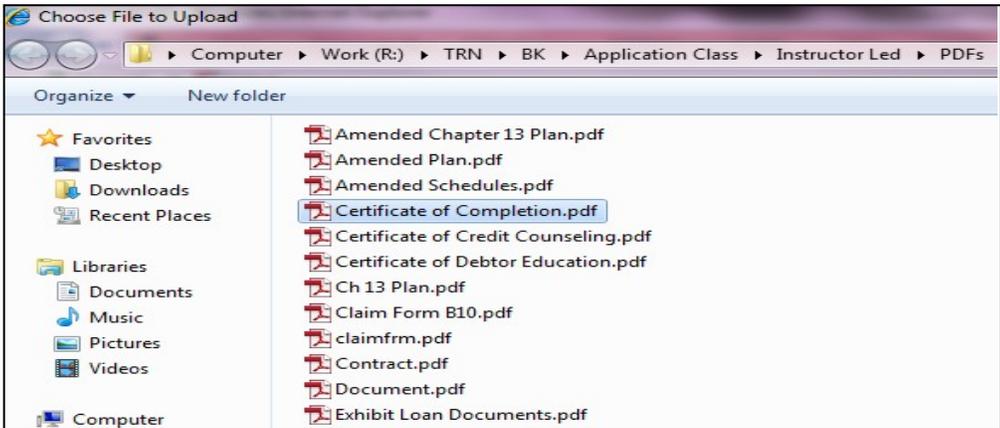
Email Address to Receive Confirmation: (REQUIRED)

Penalty for making a false statement: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.

Verification Code: Reenter Verification Code:

**** Verify debtor name(s) prior to submitting!**

*To attach the PDF of the certificate - navigate to the directory where the PDF file has been saved and select the document with your mouse. To make certain you are about to associate and file the correct PDF file, right-click on the filename and click [Open]. This will display the document and allow you to verify you have the correct certificate for this debtor.



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STEP 4 Enter information into the required fields:

1. Name of company who provided course training
2. Phone number
3. Email address
4. Verification Code

Review all information for accuracy, then click **Submit Certificate**

No file selected.

Name of Course Provider: **1** (REQUIRED)

Phone # of Course Provider: **2** (REQUIRED)

Email Address to Receive Confirmation: **3** (REQUIRED)

Penalty for making a false statement: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.

4 Verification Code: Reenter Verification Code:

**** Verify debtor name(s) prior to submitting!**

STEP 5

If the certificate was filed successfully, you will receive verification.

Click here to [LOGOUT](#)

Successful verification ...

The following transaction has been electronically filed

Case Name: Lynda Francine Anderson
Case Number: 1:21-bk-10001
Summary: Certificate filed as Document 6 for Debtor Lynda Anderson.

Verification email sent to

[File additional Certificates](#)