

United States Bankruptcy Court - Western District of Virginia

**Reference Guide**

Credit Counseling and Financial Management - The Credit Counseling Certificate and Financial Management Course Certificate, Form B423, are docketed by using separate events. The Credit Counseling Certificate is required to be docketed separately from the petition. The Financial Management Course Certificate, Form B423, is required to be filed prior to discharge.

<b>CREDIT COUNSELING</b>	
1	Select <b>Bankruptcy &gt; Other</b> . Enter the case number - <b>Next</b> .
2	Verify case information - <b>Next</b> . Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select <b>Certificate of Credit Counseling</b> - <b>Next</b> .
3	Select <b>Browse</b> to <b>Select the PDF Document</b> . Locate and verify the PDF document you wish to file. Select Open to attach the PDF - <b>Next</b> . Bypass <b>Joint Filing with other Attorney(s)</b> - <b>Next</b> .
4	Highlight party at <b>Select the Party</b> screen. If the certificates are filed in a joint case, select the correct party - <b>Next</b> .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.
<b>FINANCIAL MANAGEMENT</b>	
1	Select <b>Bankruptcy &gt; Other</b> . Enter the case number - <b>Next</b> .
2	Verify case information - <b>Next</b> . Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select <b>Financial Management Course</b> - <b>Next</b> .
3	Select <b>Browse</b> to <b>Select the PDF Document</b> . Locate and verify the document you wish to attach to file. Click Open to attach the correct PDF - <b>Next</b> . Bypass <b>Joint Filing with other Attorney(s)</b> - <b>Next</b> .
4	Highlight party at <b>Select the Party</b> screen - If filed in a joint case, select the correct party - <b>Next</b> .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.