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 **Reopen to File Financial Management Course Certificates**

A new combination event has been added to the CM/ECF dictionary, Bankruptcy > Applications/Motions > 9 Reopen and Enlarge Time to File Financial Management Certificate. This event **must** be used if the sole purpose of reopening a case is to file the Financial Management Course Certificate.

The reopening filing fee must be paid when filing this motion. Grounds to support the case reopening and enlargement of time to file the certificate must be stated in the motion.

An order reopening the case and enlarging the time in which to file the certificate must be uploaded for consideration by the assigned judge. The order should include the following:

1. The date that the certificate will be filed (which must be not more than ten days from the entry of the order); and
2. An acknowledgement that the case will be administratively closed without discharge if the certificate is not timely filed.

The judge will consider the order based upon the grounds provided. Further evidence or testimony may be required.

If the motion is approved, the financial management course certificate is filed, and no other impediment for issuance of the discharge exists, a discharge will be issued. The case will proceed to closing as required by law, rule, and court procedures.

This event should **NOT** be used to file a Certificate of Credit Counseling out of time.

Change to Credit Counseling Certificate Event

The number of filings of Certificates of Credit Counseling that were not timely completed continues to increase.

Pursuant to 11 U.S.C. § 109 h “as individual may not be a debtor unless such individual has, during the 180-day period ending on the date of filing of the petition” . . . received a briefing on credit counseling.

The Credit Counseling Certificate event, Bankruptcy > Other > Certificate of Credit Counseling, has been modified to require a filer to enter the date that the course was taken. We hope that, by seeing the date entered, a filer will realize that the Course was not taken timely.

A show cause hearing may be set in all Chapter 7 and individual Chapter 11 cases in which the Credit Counseling course is taken more than 180 days prior to filing the petition or if the course is taken after the petition is filed.

Attorney Signature Block

Local Rule 9004-1 D specifies the requirements of an attorney’s signature block:

- The attorney’s full name;
- State bar number;
- Address;
- Email address;
- Telephone number;
- Facsimile number (if applicable);

- The name of party or parties represented

The email address requirement will be strictly enforced.

Certificates of Service

Please remember to conform Certificates of Service to Local Form 4 and Local Rules 5005-1, 9004-1, and 9007-1. Corrective entries will be entered on Certificates of Service that specify service electronically or by email, electronic means, or electronic mail. Corrective entries will also be entered on certificates in which service is stated in the alternative, e.g., served by U.S. mail or by CM/ECF.

Personally Identifiable Information

Documents containing personally identifiable information are filed frequently in this Court. Please remember that Rule 9037 of the Federal Rules of Bankruptcy Procedure specifies the following as personally identifiable information:

- An individual's social-security number or taxpayer-identification number;
- Birth date;
- The name of an individual, other than the debtor, known to be and identified as a minor; or,
- A financial-account number.

Parties filing a document containing a social security number, date of birth, or name of a minor will be required to redact the information. Parties filing a financial account number will be presumed to have waived the privacy protection under Rule 9037.