

## **NOTICE TO APPROVED PERSONAL FINANCIAL MANAGEMENT COURSE PROVIDERS**

Effective December 1, 2013, Federal Rule of Bankruptcy Procedure 1007(b)(7) has been amended to permit an approved debtor education provider to notify the court directly that the debtor has completed a post-petition instructional course concerning personal financial management. This rule change pertains to post-petition debtor education certificates only, not to certificates received for pre-petition credit counseling.

The Bankruptcy Court for the **Southern District of Georgia** will permit personal financial management course providers to file the Certificate of Debtor Education under Rule 1007(b)(7) electronically using the electronic financial management course certificate filing program (eFinCert) instead of requiring course providers to register as a limited filer in the court's CM/ECF case management system.

Please note that the failure of the provider to file the certificate OR of the debtor(s) to file Official Form 23 (Debtor's Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management) in a timely fashion in accordance with Fed. R. Bankr. P. 1007(c) will constitute a failure of the debtor to comply with this Rule and will result in the debtor's case being closed without a discharge. See Fed.R.Bankr.P. 4004(c)(1)(H).

**Use of this electronic filing program constitutes certification that the filer is a U.S. Trustee-approved provider of a personal financial management instructional course.**

» [File Personal Financial Management Course Certificate \(eFinCert\)](#)

**Penalty for filing fraudulent certification: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.**

**Instructions on how to navigate the eFinCert program are provided on the following pages.**

This is the initial screen you will see upon entering the program.

United States Bankruptcy Court Southern District of Georgia

**File Personal Financial Management Course Certificate**

Case Number  (YY-NNNNN format)

Type of Filing  File Personal Financial Management Course Certificate

**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.

Enter the case number.

United States Bankruptcy Court Southern District of Georgia

**File Personal Financial Management Course Certificate**

Case Number  (YY-NNNNN format)

Type of Filing  File Personal Financial Management Course Certificate

**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.

Read the **Important Notices** and check the compliance box.

Click **Next**.

This is the next screen that will appear. All the information entered into this screen will be used to create your finalized docket event in CM/ECF along with the PDF attachment/s.

United States Bankruptcy Court Southern District of Georgia

Case Number      **12-40014**  
Debtor              **Thomas Train**  
Joint Debtor      **Valerie Gleaton**

---

- Documents are required to be PDF files.
- Documents are NOT to exceed 30 MB Mb in size.

---

Check to file a Certificate for **Thomas Train**

Check to file a Certificate for **Valerie Gleaton**

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!**

First select which debtor you are filing a certificate for. You may select one or both debtors. You can see by making your selection, a field appears for you to attach your PDF.

Check to file a Certificate for **Thomas Train** ←

Check to file a Certificate for **Valerie Gleaton**

The **Filename** field is where you enter the path and filename of the proposed PDF file. Click the **Browse** button to locate and select the file. You can also type the path and filename in the box.

Check to file a Certificate for **Thomas Train**

N:\PDF Files\TESTING P[

Check to file a Certificate for **Valerie Gleaton**

N:\PDF Files\TESTING P[

Next enter your information into these boxes. All information is required and the program will not let you bypass entering it.

Name of Course Provider:	<input type="text" value="ABC Provider, Inc"/>	(REQUIRED)
Phone # of Course Provider:	<input type="text" value="912-555-1212"/>	(REQUIRED)
Email Address to Receive Confirmation:	<input type="text" value="finmgmt@abcprovider.com"/>	(REQUIRED)

The verification code located at the bottom left of this form must be reentered into the **Verification Code** text box on the right. Once this has been done, click **Submit Certificate**.

Verification Code:	<input type="text" value="4106"/>	Reenter Verification Code:	<input type="text" value="4106"/>
<input type="button" value="Submit Certificate"/>	<input type="button" value="Clear Form"/>	<i>** Verify debtor name(s) prior to submitting!</i>	

Upon receipt of your filing, the system will generate a verification screen and email notification of the filing will be sent to the email you provided to receive confirmation. The email will include a link for you to view the filed document.

United States Bankruptcy Court Southern District of Georgia

Successful verification ...

The following Certificate has been filed

**Case Name:** Thomas the Train and Valerie A. Gleaton  
**Case Number:** 12-40014  
**Summary:** Certificate filed as Document 10 for Debtor Thomas Train.  
Certificate filed as Document 11 for Joint Debtor Valerie Gleaton.

Verification email sent to finmgmt@abcprovider.com

Verification email sent to finmgmt@abcprovider.com

[File additional Certificates](#)

To file additional certificates, click the **File additional certificates** link.