

**United States Bankruptcy Court
Southern District of Mississippi**

**ECF Limited Filer -
Personal Financial
Management Course
Providers**

November 27, 2013

Pursuant to an amendment to Rule 1007(b)(7), beginning December 1, 2013 approved Financial Management Course providers may file post petition financial management certificates on behalf of a debtor.

Financial Management Course Providers must register as an ECF Limited Filer. Registration forms are available for download from the court's website: www.mssb.uscourts.gov. Click **Electronic Case Filing** tab.

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Electronic Case Filing Home > Electronic Case Filing > ECF Registration

ECF Registration

Registration Forms:

[Attorney Filer](#)

[Limited Filer](#) (Creditor, Personal Financial Management Course Provider, Auditor or Transcriber)

The completed registration form should be sent via email to MSSB_IT@mssb.uscourts.gov. Please call the court at 601-608-4660 for additional assistance regarding registration.

Filing Financial Management Course Certificates

Step 1

Log in ECF

Go to: <https://ecf.mssb.uscourts.gov>

Click the ECF hyperlink: [Southern District of Mississippi – Document Filing System](#)



Welcome to the U.S. Bankruptcy Court [TEST] for the Southern District of Mississippi

[Southern District of Mississippi - Document Filing System](#)

There are no special notices at this time.

7 June 2012
[Court Information](#)

CM/ECF Filer or PACER Login

Enter your ECF login and password. *(Login and passwords are case sensitive).*

Next to the login and password fields, read the redaction notice; check the box acknowledging you have read the notice and understand the redaction rules; click Login.

Step 2

From the main menu bar click **Bankruptcy**



Step 3

Click **Personal Financial Mgt Certificates**



Step 4

Input case number; click **Next**

The screenshot shows the ECF Bankruptcy Adversary interface for the Personal Financial Management Court. At the top, there is a blue header with the ECF logo and the words 'Bankruptcy' and 'Adversary'. Below the header, the text 'Personal Financial Management Court' is displayed. A 'Case Number' input field is highlighted with a yellow border and contains the text '3:13-bk-5'. Below the input field are two buttons: 'Next' and 'Clear'.

Step 5

Select Personal Financial Management Course Event; click **Next**

The screenshot shows an event selection interface. At the top, there is a search bar with the placeholder 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)'. In the 'Available Events' column, 'Personal Financial Management Course' is highlighted in blue. In the 'Selected Events' column, 'Personal Financial Management Course' is listed. At the bottom of the interface are two buttons: 'Next' and 'Clear'.

Step 6

Click **Browse**;

Upload the pdf file for the certificate(s); click **Next**

The screenshot shows a file upload interface. It has a 'Filename' label above an input field containing the path 'C:\Users\cderouen\Desktop\08-27-201:'. To the right of the input field is a 'Browse...' button. 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 of the interface are two buttons: 'Next' and 'Clear'.

Step 7

In an **individual case**; click **Next** to continue

A screenshot of a form containing two buttons: 'Next' and 'Clear'.

In a **joint case** select the applicable radio button; click **Next** to continue..

A screenshot of a form titled "This Certificate is Being Filed on Behalf of:". It contains three radio button options: "Debtor", "Joint Debtor", and "Both". The "Both" option is selected. Below the options are two buttons: "Next" and "Clear".

Step 8

Review docket text; click **Next**

Docket text example for certificate filed on behalf of the debtor and joint debtor

A screenshot of a docket text example. The text reads: "Docket Text: Final Text" followed by "Personal Financial Management Course Certificate for Debtor and Joint Debtor (Derouen, Collette)". The phrase "for Debtor and Joint Debtor" is highlighted with a red box. Below this is a warning: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." and the question "Have you redacted?". At the bottom are "Next" and "Clear" buttons.

Docket text example for certificate filed on behalf of the debtor

A screenshot of a docket text example. The text reads: "Docket Text: Final Text" followed by "Personal Financial Management Course Certificate for Debtor (Derouen, Collette)". The phrase "for Debtor" is highlighted with a red box. Below this is a warning: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." and the question "Have you redacted?". At the bottom are "Next" and "Clear" buttons.

Step 9

Notice of Electronic Filing (filing receipt)

Personal Financial Management Court:
[13-00005-ee Rosa Santana](#)
Type: bk Chapter: 13 v Office: 3 (Jackson Divisional Office)
Assets: y Judge: ee
Case Flag: Repeat-mssb-test, FeeDuelNST, NODISMISS, Confirmed

U.S. Bankruptcy Court [TEST]
Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Derouen, Collette entered on 11/27/2013 at 11:22 AM CST and filed on 11/27/2013
Case Name: Rosa Santana
Case Number: [13-00005-ee](#)
Document Number: [21](#)

Docket Text:
Personal Financial Management Course Certificate for Debtor (Derouen, Collette)

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

Document description:Main Document
Original filename:08-27-2013 SHPA.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=11/27/2013] [FileNumber=44732-0]
[bc8872fd792c49be7362e63ab431762809c40a6501d16f33d21b62e9ed43706fcb2
5deca5b0521761258b1e9807e9162dd492d6003483d3690812c9978b08b85]]

13-00005-ee Notice will be electronically mailed to:

Collette Derouen on behalf of Creditor ABC Rental
collette.derouen@gmail.com, ccountrypond@aol.com

Collette Derouen on behalf of Creditor JPMorgan Chase Bank
collette.derouen@gmail.com, ccountrypond@aol.com

Lucy Elisabeth Johnson on behalf of Debtor Rosa Santana
collette_derouen@gmail.com, ccountrypond@aol.com

WILLIAM P. WESSLER on behalf of Creditor Wells Fargo Mortgage
tawanalyes@aol.com

13-00005-ee Notice will not be electronically mailed to:

Chase Bank
123 Main St
Anywhere, US 55555

Chris Steiskal on behalf of U.S. Trustee United States Trustee

If you have any questions or need further assistance docketing events, contact the Clerk's office at 601-608-4600 or 228-563-1790.

Additional ECF filing resources are available on the Court's website:
www.mssb.uscourts.gov/electronic-case-filing.aspx