

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

ECF Limited Filer - Personal Financial Management Course Providers

Rev. 7/01/2021

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 use an individual PACER account to register for authorization as a Non-Attorney ECF User with the Court. Visit the PACER’s website (www.pacer.uscourts.gov) for registration information.

How to File a Financial Management Course Certificate

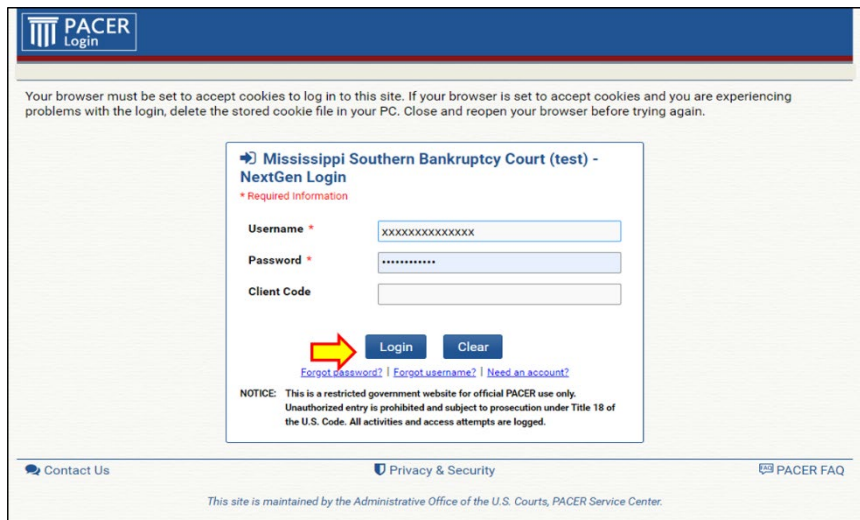
Step 1

Log in ECF at <https://ecf.mssb.uscourts.gov>

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



Enter your individual PACER Username and Password and click **Login**



Read the Redaction Agreement, then check the box acknowledging that you read the notice and understand that you must comply with the redaction rules. Click **Continue** to login CM/ECF.

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

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

[Continue](#) [Cancel](#)

Step 2

From the main menu bar click **Bankruptcy**

 [Bankruptcy](#) ▾ [Adversary](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [ECF-Guide](#) [Help](#) [Log Out](#)

Step 3

Click **Personal Financial Mgt Certificates**

Bankruptcy Events

[Personal Financial Mgt Certificates](#)

Step 4

Enter the case number and click **Next**

Personal Financial Management Court

Case Number

3:13-bk-5

Next Clear

Step 5

Select the docket event: Personal Financial Management Course and click **Next**

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

Selected Events (click to remove events)

Personal Financial Management Course

Personal Financial Management Course

Next Clear

Step 6

Click **Browse**;

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

Filename

C:\Users\cderouen\Desktop\08-27-201: Browse...

Attachments to Document: No Yes

Next Clear

Step 7

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

A rectangular box containing two buttons: 'Next' on the left and 'Clear' on the right.

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

A rectangular box with a title "This Certificate is Being Filed on Behalf of:" in blue. Below the title are three radio button options: "Debtor", "Joint Debtor", and "Both". The "Both" option is selected. At the bottom of the box are two buttons: "Next" and "Clear".

Step 8

Review the docket text and click **Next**

Docket text example - Certificate filed for both debtors

A rectangular box containing docket text. The text "Personal Financial Management Course Certificate for Debtor and Joint Debtor (Derouen, Collette)" is highlighted in yellow. A red rectangular box highlights the phrase "for Debtor and Joint Debtor". Below the text is a red "Attention!!" warning: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Below the warning is the question "Have you redacted?" and two buttons: "Next" and "Clear".

Docket text example - Certificate for individual debtor. debtor

A rectangular box containing docket text. The text "Personal Financial Management Course Certificate for Debtor (Derouen, Collette)" is highlighted in yellow. A red rectangular box highlights the phrase "for Debtor". Below the text is a red "Attention!!" warning: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Below the warning is the question "Have you redacted?" and two buttons: "Next" and "Clear".

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, FedDuelNST, 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] [bc8372d792c49be7362e63ab431762809c40a650]d1d83d21b62e9d43706dfb254ca5b0521761258b1e9807c9162dd49246003483d5690812c9978b08b85]]

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

Tacy 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
wpwansley@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 please 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