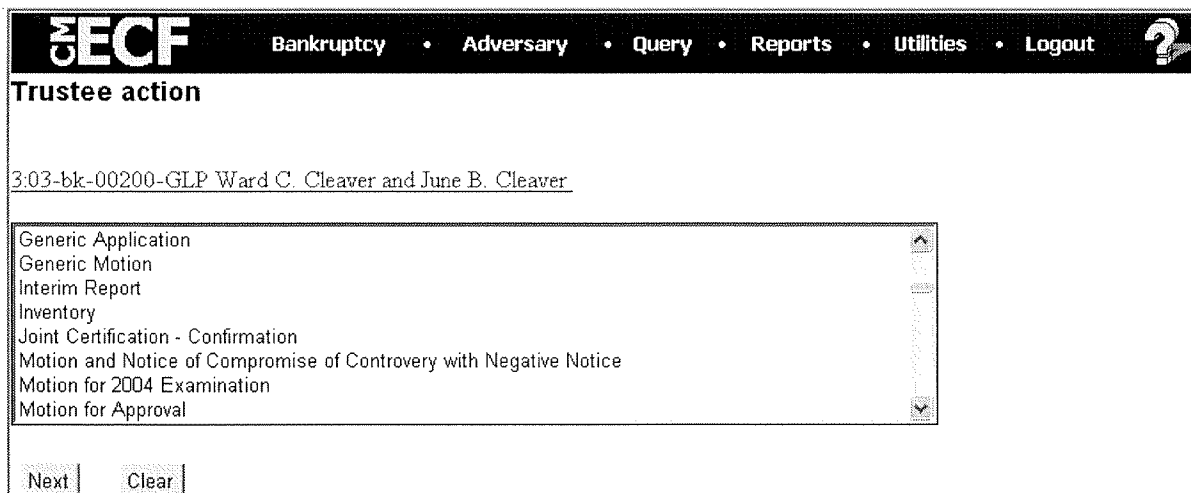| Joint Certification |
| --- |

This Event is used only by the Jacksonville Chapter 13 Trustee

This module demonstrates the steps a Chapter 13 trustee takes to file Joint Certifications in the CM/ECF system.

Joint Certifications

STEP 1   Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

STEP 2   The **Bankruptcy Events** screen displays.

      ◆   Click the Trustee/USTrustee hypertext link.

STEP 3   The **Case Number** screen displays.

      ◆   Type the complete case number (office code-yy-bk-nnnnn)

      ◆   Click **[Next]** to continue.

STEP 4   The **Event Type** screen displays.

      ◆   Use the down arrow ▼to the right of the box to scroll through the event list to select the document to be filed. Click to highlight and select **Joint Certification - Confirmation. (See Figure 1)**

Figure 1

◆ Click **[Next]** to continue.

STEP 5 The **Select the Attorney** screen displays.

◆ Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays.

◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer. Click to highlight and select the trustee.

◆ Click **[Next]** to continue.

STEP 8 The **PDF Document Selection** screen displays.

◆ Enter date the document was filed (mandatory).

◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.

   Note: View the image before selecting to be sure you have chosen correctly. Right click on the highlighted filename and click on **open**. View the image in Adobe Acrobat, then close when you have finished.

◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).

◆ Click **[Next]** to continue.

STEP 9 The **Trustee Action** screen appears.

◆ Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays.

◆ The final text box appears. **(See Figure 2)**

◆ Verify the accuracy of the Final Docket Text.

◆ Click **[Next]** to continue

Trustee action:

3:03-bk-00200-GLP Ward C. Cleaver and June B. Cleaver

Docket Text: Final Text

Joint Certification, Case is Ready for Confirmation Filed by Trustee Mamie L. Davis. (Jackson, Diane)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

[Next]   Clear

Figure 2

STEP 11   The **Final Approval** screen displays.

◆   Verify the Final Docket Text. Read the warning message.

◆   If the Final Docket Text is <u>correct</u>:

  ◆   Click **[Next]** to continue and submit entry.

◆   If the Final Docket Text is <u>incorrect</u>:

  ◆   Click the browser **[Back]** button to find the errors and then proceed with the event.

  ◆   To abort or restart the transaction, return to **Step 1** and begin again.

STEP 12   The **Notice of Electronic Filing** displays.

◆   Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the Docket Report for this case.

◆   Scroll down to see participants who have and have not registered for electronic noticing on this case.

◆   To print a copy of this Notice, click the browser **[Print]** button.

◆   To save a copy of this notice, click **File** on the browser menu bar and select **Save Frame as**.

◆   You may also save the notice through the browser **File/Save** option.

◆   This screen displays the participants who will and will not receive electronic notice of the filing.

BATCH FILING - PAPER ENTRY

◆   The joint certifications can be docketed to multiple cases at once using Batch Filings. Please refer to the Batch filings section of the manual for instruction.