UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
CM/ECF Attorney Training Module

PRE-CONFIRMATION CERTIFICATION

Pursuant to LBR 3015-2(c), the debtor must file a Pre-Confirmation Certificate within seven (7) days prior to the date of the initial confirmation hearing. If a confirmation hearing is continued, an updated Pre-Confirmation Certificate must be filed within (7) days prior to such hearing.

FILING STEPS:

1.   Click 'Bankruptcy' on the menu bar and select 'Miscellaneous'

2.   The Case Number screen displays. Enter the case number in yy-nnnnn format and click 'Next'

3.   The Available Events List Screen displays. Scroll down to 'Chapter 13 Pre-Confirmation Certificate' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event

4.   The event will show in the 'Selected Events' window (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'

5.   The Select the Party screen displays:

     • Scroll through the list of parties. If your party is found, highlight the name

     • If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions)

6.   Click 'Next'

7.   If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box and click 'Next'

8.   The PDF Document Selection screen display. Click Browse, select PDF document(s), and click 'Next'

9.   The Modify Docket Text screen displays. Modify docket, as appropriate (e.g., Amended, Corrected, etc.)

10. The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.

11. Verify the Final Docket Text then click 'Next'

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12. The Notice of Electronic Filing screen displays. (Refer to the Notice of Electronic Filing for complete instructions)