



How Do I Apply to Reopen My Bankruptcy Case to File the Financial Management Course Certificate?

Note: This instructional packet is not legal advice. You should not use this packet "as-is". Instead, you should modify this packet after you carefully consider the facts in your case. If you need specific legal advice, you should consult an attorney.

Updated July 18, 2014

Introduction

If the Bankruptcy Court has closed your case without a discharge, you can file a Motion asking the Judge to reopen your case, allowing you to file the Financial Management Course certificate late. It costs \$260 to file this Motion (no fee waiver is available).

If the Bankruptcy Court closed your case because the Financial Management Course certificate was not filed in time, you did not receive a discharge of the debts listed in your bankruptcy. That means that creditors may be able to collect on those debts again.

If the Bankruptcy Court approves your Motion, you may be able to get a discharge in your case and avoid having to file a new bankruptcy case.

Instructions*

1. Complete the **Financial Management Course** (also called the Debtor Education Course) and obtain the course certificate. A list of course providers is available at www.justice.gov/ust/eo/bapcpa/ccde/de_approved.htm.
2. Fill out the blank forms in this packet, based on the samples versions in this packet.
NOTE: You may either hand-write or type the forms (they are fillable PDF forms).
 - **Motion (with Proof of Service)**
 - **Order**
 - **Form B23**
 - **Change of Address form (only if you have a new address)**
3. **Make the following copies:**
 - **Two** (2) copies of the completed and signed Motion (with Proof of Service)
 - **Two** (2) copies of the completed Order
 - **One** (1) copy of the completed and signed Form B23
 - **One** (1) copy of the financial management course certificate
 - **One** (1) copy of the completed Change of Address form (if applicable)

* These forms are only for California bankruptcy cases filed Los Angeles, Riverside, Santa Ana, Santa Barbara, or Woodland Hills. Consult your local Bankruptcy Court for cases filed elsewhere.

4. Follow these directions to put together THREE packets:

	<u>PACKET 1:</u> Court Copy	<u>PACKET 2:</u> Debtor's Copy	<u>PACKET 3:</u> Judge's Copy
What does this packet contain? In what order do I put the documents?	<ul style="list-style-type: none"> • <u>Original</u> Motion with <u>original</u> ink signatures • <u>Original</u> Order • <u>Original</u> Form B23 with <u>original</u> ink signatures • <u>Original</u> Financial Management Course certificate • <u>Original</u> Change of Address form (only if you have a new address) 	<ul style="list-style-type: none"> • <u>Copy</u> of Motion • <u>Copy</u> of Order • <u>Copy</u> of Form B23 • <u>Copy</u> of Financial Management Course certificate • <u>Copy</u> of Change of Address form (only if you have a new address) 	<ul style="list-style-type: none"> • <u>Copy</u> of Motion • <u>Copy</u> of Order
Do I staple or paper clip the packet?	<ul style="list-style-type: none"> • Clip this packet (do not staple) 	<ul style="list-style-type: none"> • Staple this packet 	<ul style="list-style-type: none"> • Clip this packet (do not staple)
Do I write anything on this packet?	<ul style="list-style-type: none"> • Do not write anything on this packet 	<ul style="list-style-type: none"> • Write "DEBTOR'S COPY" on the top of the first page of the packet 	<ul style="list-style-type: none"> • Write "JUDGE'S COPY" on the top of the first page of the packet

5. The filing fee for this Motion is \$260. There is no fee waiver available, even if you received a fee waiver when you initially filed your bankruptcy. You also cannot pay this fee in installments, so you may need to wait to file the Motion until you are able to pay the full \$260. The Bankruptcy Court accepts cashier's checks, cash (exact change preferred), or money orders from the U.S. Post Office (no other types of money orders accepted).

6. Take all three packets to the Clerk at the Bankruptcy Court where your bankruptcy was filed. If possible, have whoever completes the Proof of Service come with you.
7. Give all three packets to the Clerk, who will stamp the first page of each packet. The Clerk will keep **PACKET 1**, and return **PACKET 2** and **PACKET 3** to you.
8. **PACKET 2** (the "Debtor's Copy") is your copy to keep for your records. It is important for you to keep a "conformed" (stamped) copy in a safe place. Your stamped copy is the best proof that you actually filed the paperwork.
9. After you file Packet 1 with the Clerk, you will give **PACKET 3** (the "Judge's Copy") to the person who filled out the Proof of Service. That person will do one of two things with the packet, depending if he or she came with you to the Court:

Did the person who filled out the Proof of Service come with you to file Packet 1?	
Yes	No
<ul style="list-style-type: none"> • Right after you file Packet 1 with the Clerk, ask the person who filled out the Proof of Service to hand-deliver <u>PACKET 3</u> to the in-person delivery location for the Judge. • The in-person delivery location for the Judge is on the judge location list included in this packet. • Remember that you <u>cannot</u> hand-deliver Packet 3 to the Judge <u>yourself</u>. 	<ul style="list-style-type: none"> • As soon as possible after you file Packet 1 with the Clerk, give <u>PACKET 3</u> to the person who filled out the Proof of Service. • That person <u>must</u> drop Packet 3 in the mail to the Judge <u>within 24 hours</u> after you filed Packet 1. • The Judge's mailing address is listed on the judge location list included in this packet. • Remember that you <u>cannot</u> mail Packet 3 to the Judge <u>yourself</u>.

10. The Judge will review your motion, and you should receive the judge's ruling within a few weeks after you file the motion with the Court.
11. If more than a month has passed since you filed Packet 1 with the Court, and you have not yet received a ruling, you can contact the Court at **(855) 460-9641** to find out the status of the Motion.

**SAMPLE
VERSIONS
OF FORMS**

(NOTE: You can hand-write these forms if you prefer. They do NOT need to be typed.)

<p>Attorney or Party Name, Address, Telephone & FAX Nos., State Bar No. & Email Address</p> <p>(Your name) (Joint debtor's name, if any) (Your address) (Your city, state, and zip code) (Your phone number)</p> <p>(Check this box to indicate you are representing yourself for this motion)</p> <p><input type="checkbox"/> Individual appearing without attorney <input type="checkbox"/> Attorney for:</p>	<p>FOR COURT USE ONLY</p> <p>Select the location of the court where you originally filed your case:</p> <p>Downtown L.A.: Select "Los Angeles Division" Woodland Hills: Select "San Fernando Valley Division" Santa Ana: Select "Santa Ana Division" Riverside: Select "Riverside Division" Santa Barbara: Select "Northern Division"</p>
<p style="text-align: center;">UNITED STATES BANKRUPTCY COURT CENTRAL DISTRICT OF CALIFORNIA - _____</p>	
<p>In re:</p> <p>(Your name) (Joint debtor's name, if any)</p> <p style="text-align: right;">Debtor(s).</p>	<p>CASE NO.: (Your bankruptcy case number) CHAPTER: (Select Chapter 7 or Chapter 13)</p> <p style="text-align: center;">DEBTOR'S MOTION TO REOPEN CASE AND FOR EXTENSION OF TIME TO FILE DEBTOR'S CERTIFICATION OF COMPLETION OF POSTPETITION INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT</p> <p style="text-align: center;">FOR CASE CLOSED WITHOUT ENTRY OF DISCHARGE DUE TO NONCOMPLIANCE WITH 11 U.S.C. §§ 727(a)(11) or 1328(g)(1)</p>

TO THE HONORABLE UNITED STATES BANKRUPTCY JUDGE:

1. **Bankruptcy Case Filing information:** **(Check the correct box)**
- a. A voluntary petition under chapter 7 13 was filed on: **(Date you filed your bankruptcy)**
- b. Because the Debtor failed to file Debtor's Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management (Official Form 23) within the time limit set forth in FRBP 1007(c), the court closed this case without entering a discharge.
2. I, **(Your name)**, the Debtor in this case, and **(Joint debtor's name, if any)**, (if joint debtors) hereby request that the court enter an order: (a) reopening the case pursuant to 11 U.S.C. § 350(b) and FRBP 5010; and (b) extending the time for the Debtor to file the Official Form 23 for a period of 30 days from the date of entry of an order granting this motion.

This form is mandatory. It has been approved for use in the United States Bankruptcy Court for the Central District of California.

3. The Debtor failed to file Official Form 23 by the original deadline, and therefore needs to have the case reopened so that the required Official Form 23 can be filed and a discharge can be entered because (*explain circumstances that prevented the Debtor from filing Official Form 23 in a timely manner*):

(BRIEFLY state why you didn't file the certificate and form on time. This is your opportunity to explain to the bankruptcy judge why he or she should grant this relief.)

Your explanation does not need to be long. It could be as simple as: "I was not aware of the requirement to complete the course," or, "The person who assisted me with filing my paperwork did not file the certificate."

You MUST state SOMETHING here. If you leave this section blank, the judge will NOT grant your motion.

DO NOT LEAVE THIS SECTION BLANK

and I declare this under penalty of perjury.

WHEREFORE, the Debtor prays that this court issue an order (the form of which is submitted herewith and has been served) reopening this case and extending the time to file Official Form 23 so that the Debtor's discharge may be entered.

(Your signature)

Debtor's Signature

(Date)

Date

(City and state where you signed this form)

City/State

(Signature of joint debtor, if any)

Joint Debtor's Signature (if applicable)

(Date)

Date

(City and state where you signed this form)

City/State

PROOF OF SERVICE OF DOCUMENT

I am over the age of 18 and not a party to this bankruptcy case or adversary proceeding. My business address is:

If you are the debtor or joint debtor, you CANNOT complete this section. SOMEONE ELSE must fill out this Proof of Service. It can be anyone over 18 who is not part of this case. That person must list his or her address here.

A true and correct copy of the foregoing document entitled: **DEBTOR'S MOTION TO REOPEN CASE AND FOR EXTENSION OF TIME TO FILE DEBTOR'S CERTIFICATION OF COMPLETION OF POSTPETITION INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT** will be served or was served (a) on the judge in chambers in the form and manner required by LBR 5005-2(d); and (b) in the manner stated below:

1. TO BE SERVED BY THE COURT VIA NOTICE OF ELECTRONIC FILING (NEF): Pursuant to controlling General Orders and LBR, the foregoing document will be served by the court via NEF and hyperlink to the document. On **(Leave blank)**, I checked the CM/ECF docket for this bankruptcy case or adversary proceeding and determined that the following persons are on the Electronic Mail Notice List to receive NEF transmission at the email addresses stated below:

(If the debtor is not represented by an attorney for this motion, have the person who fills out this Proof of Service write the following sentence: "See NEF for confirmation of electronic transmission to the U.S. Trustee and any trustee in this case, and to any attorneys who receive service by NEF.")

Service information continued on attached page

2. SERVED BY UNITED STATES MAIL:

On _____, I served the following persons and/or entities at the last known addresses in this bankruptcy case or adversary proceeding by placing a true and correct copy thereof in a sealed envelope in the United States mail, first class, postage prepaid, and addressed as follows. Listing the judge here constitutes a declaration that mailing to the judge will be completed no later than 24 hours after the document is filed.

(If the person who fills out this Proof of Service will be MAILING Packet 3, have that person write the Judge's name, address, and suite number here (available at a Bankruptcy Self-Help Desk, bankruptcy filing window, or in the judge location list in this packet.)

(If the person who fills out this Proof of Service will be mailing Packet 3 to the Judge, have that person list the date he or she will be mailing Packet 3.)

Service information continued on attached page

3. SERVED BY PERSONAL DELIVERY, OVERNIGHT MAIL, FACSIMILE TRANSMISSION OR EMAIL (state method for each person or entity served): Pursuant to F.R.Civ.P. 5 and/or controlling LBR, on _____, I served the following persons and/or entities by personal delivery, overnight mail service, or (for those who consented in writing to such service method), by facsimile transmission and/or email as follows. Listing the judge here constitutes a declaration that personal delivery on, or overnight mail to, the judge will be completed no later than 24 hours after the document is filed.

(If the person who fills out this Proof of Service will be HAND-DELIVERING Packet 3, have that person write the Judge's name, address, and suite number here (available at a Bankruptcy Self-Help Desk, bankruptcy filing window, or in the judge location list in this packet.)

(If the person who fills out this Proof of Service will be hand-delivering Packet 3, have that person list the date he or she will be hand-delivering Packet 3.)

Service information continued on attached page

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

(Date filled out)

Date

(Name of person who filled out this form)

Printed Name

(Signature of person who filled out this form)

Signature

Attorney or Party Name, Address, Telephone & FAX Nos., State Bar No. & Email Address (Your name) (Joint debtor's name, if any) (Your address) (Your city, state, and zip code) (Your phone number) (Check this box to indicate you are representing yourself for this motion) <input type="checkbox"/> Debtor(s) appearing without attorney <input type="checkbox"/> Attorney for.	FOR COURT USE ONLY Select the location of the court where you originally filed your case: Downtown L.A.: Select "Los Angeles Division" Woodland Hills: Select "San Fernando Valley Division" Santa Ana: Select "Santa Ana Division" Riverside: Select "Riverside Division" Santa Barbara: Select "Northern Division"
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**UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA - _____**

In re: (Your name) (Joint debtor's name, if any) (Leave sections 1 through 5 blank. The judge will complete these sections.) Debtor(s).	CASE NO.: (Your bankruptcy case number) CHAPTER: (Select Chapter 7 or Chapter 13) <p style="text-align: center;">ORDER ON DEBTOR'S MOTION TO REOPEN CASE AND FOR EXTENSION OF TIME TO FILE DEBTOR'S CERTIFICATION OF COMPLETION OF POSTPETITION INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT (For Case Closed Without Entry of Discharge Due to Noncompliance with 11 U.S.C. §§ 727(a)(11) or 1328(g)(1))</p> <input type="checkbox"/> No hearing held <input type="checkbox"/> Hearing held DATE: TIME: COURTROOM: PLACE:
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The above referenced case was closed without the entry of a discharge due to noncompliance with 11 U.S.C. §§ 727(a)(11) or 1328(g)(1) because the Official Form 23, Debtor's Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management (OF 23) was not filed. Debtor moved to reopen the case pursuant to 11 U.S.C. § 350(b) and FRBP 5010 and for an extension of time under FRBP 1007(c) to file the OF 23 so that a discharge may be entered. The court, having reviewed and considered the motion,

1. The court finds cause to reopen the case and to extend the time for the Debtor to file the OF 23. Accordingly, it is ORDERED:

- a. The above-entitled bankruptcy case is reopened pursuant to 11 U.S.C. § 350(b) and FRBP 5010;
- b. A trustee shall not be appointed in this case absent further order from the court;
- c. The deadline for the Debtor to file the OF 23 is extended 30 days from the date of entry of this order;
- d. If the Debtor is otherwise eligible, upon the filing of the OF 23, the clerk shall enter the discharge of the Debtor and close the case; and
- e. In the event the OF 23 is not filed, the case shall be closed immediately after the expiration of thirty days from the date of entry of this order.

2. IT IS ORDERED that the motion is denied without prejudice on the following grounds (*specify*):

See attached page

3. This matter is set for hearing as follows:

Date:

Time:

Courtroom:

4. Notice is required as follows (*specify*):

See attached page

5. The court further orders as follows (*specify*):

See attached page

(Leave everything on this page blank. The judge will complete these sections.)

(Leave these blank. The judge will sign and date here.)

Date: _____

United States Bankruptcy Judge

NOTE: YOU MAY HAND-WRITE ALL THIS FORM. YOU DO NOT NEED TO TYPE IT. THE JOINT DEBTOR (IF ANY) MUST COMPLETE A SEPARATE COPY OF THIS FORM.

B 23 (Official Form 23) (12/13)

UNITED STATES BANKRUPTCY COURT

Central District of California

In re **(Your name and name of joint debtor, if any)**,
Debtor

Case No. **(Your case number)**

Chapter **(Chapter of bankruptcy you filed)**

DEBTOR'S CERTIFICATION OF COMPLETION OF POSTPETITION INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT

This form should not be filed if an approved provider of a postpetition instructional course concerning personal financial management has already notified the court of the debtor's completion of the course. Otherwise, every individual debtor in a chapter 7 or a chapter 13 case or in a chapter 11 case in which § 1141(d)(3) applies must file this certification. If a joint petition is filed and this certification is required, each spouse must complete and file a separate certification. Complete one of the following statements and file by the deadline stated below:

I, **(Your name)**, the debtor in the above-styled case, hereby
(Printed Name of Debtor)
certify that on **(Date on certificate)** (Date), I completed an instructional course in personal financial management provided by **(Name of course provider)**, an approved personal financial
(Name of Provider)
management provider.

Certificate No. (if any): **(Number on certificate)**.

I, _____, the debtor in the above-styled case, hereby
(Printed Name of Debtor)
certify that no personal financial management course is required because of [Check the appropriate box.]:

- Incapacity or disability, as defined in 11 U.S.C. § 109(h);
- Active military duty in a military combat zone; or
- Residence in a district in which the United States trustee (or bankruptcy administrator) has determined that the approved instructional courses are not adequate at this time to serve the additional individuals who would otherwise be required to complete such courses.

Signature of Debtor: **(Your signature)**

Date: **(Date)**

Instructions: Use this form only to certify whether you completed a course in personal financial management and only if your course provider has not already notified the court of your completion of the course. (Fed. R. Bankr. P. 1007(b)(7).) Do NOT use this form to file the certificate given to you by your prepetition credit counseling provider and do NOT include with the petition when filing your case.

Filing Deadlines: In a chapter 7 case, file within 60 days of the first date set for the meeting of creditors under § 341 of the Bankruptcy Code. In a chapter 11 or 13 case, file no later than the last payment made by the debtor as required by the plan or the filing of a motion for a discharge under § 1141(d)(5)(B) or § 1328(b) of the Code. (See Fed. R. Bankr. P. 1007(c).)

Certificate Number: [REDACTED]

Bankruptcy Case Number: [REDACTED]

CERTIFICATE OF DEBTOR EDUCATION

I CERTIFY that on [REDACTED], at [REDACTED] o'clock [REDACTED], completed a course on personal financial management given by [REDACTED] [REDACTED], a provider approved pursuant to 11 U.S.C. § 111 to provide an instructional course concerning personal financial management in the Central District of California.

Date: [REDACTED] _____

By: [REDACTED] _____

Name: [REDACTED] _____

Title: [REDACTED] _____

**NOTE: IN A JOINT CASE, SEPARATE FORMS
ARE REQUIRED FOR EACH DEBTOR**

**(Write name of division
where case was filed)**

UNITED STATES BANKRUPTCY COURT CENTRAL DISTRICT OF CALIFORNIA - _____ DIVISION	
Name of Debtor(s) listed on the bankruptcy case In re: (Your name) (Name of joint debtor, if any)	CASE NO.: (Your case number) CHANGE OF MAILING ADDRESS

1. This change of mailing address is requested by : Debtor Joint-Debtor Creditor **(Place an "X" by "Debtor" or "Joint Debtor")**
2. **Old Address:**
Name(s): **(Your name)**
Mailing Address: **(Your old address)**
City, State, Zip Code: **(Your old city, state, zip)**
3. **New Address:**
Mailing Address: **(Your new address)**
City, State, Zip Code: **(Your new city, state, zip)**
4. Check here if you are a Debtor or a Joint Debtor and you receive court orders and notices by email (DeBN) rather than by U.S. mail to your mailing address. Please provide your DeBN account number below (DeBN account numbers can be located in the subject title of all emailed court orders and notices).
- Debtor's DeBN account number **(Leave this line blank)**
- Joint Debtor's DeBN account number **(Leave this line blank)**

Date: **(Date)** _____

(Your name) _____
Requestor's printed name(s)

(Your signature) _____
Requestor's signature(s)

(Leave this line blank) _____
Title (if applicable, of corporate officer, partner, or agent)

ADDRESS
INFO FOR
MAILING OR
DELIVERING
PACKET 3
("JUDGE'S
COPY")

Where Does Packet 3 ("Judge's Copy") Go?

Court Address	Judge's Name	Suite # (For Mailing)	Personal Delivery Location
<u>NORTHERN DIVISION</u> U.S. Bankruptcy Court 1415 State St. Santa Barbara, CA 93101	Peter H. Carroll	—	Bin outside Intake Window 2
	Robin L. Riblet	Suite 103	Suite 103
	Deborah J. Saltzman	(See entry under Los Angeles Division)	
<u>SAN FERNANDO VALLEY DIVISION</u> U.S. Bankruptcy Court 21041 Burbank Blvd. Woodland Hills, CA 91367	Alan M. Ahart	Suite 342	} Bin on 1st floor outside entry to Clerk's Office
	Victoria S. Kaufman	Suite 354	
	Geraldine Mund	Suite 312	
	Maureen A. Tighe	Suite 324	
<u>SANTA ANA DIVISION</u> U.S. Bankruptcy Court 411 W. Fourth St. Santa Ana, CA 92701	Theodor C. Albert	Suite 5085	} Bin beside 5th floor elevators
	Catherine E. Bauer	Suite 5165	
	Scott C. Clarkson	Suite 5130	
	Erithe A. Smith	Suite 5040	
	Mark S. Wallace	Suite 6135	
<u>RIVERSIDE DIVISION</u> U.S. Bankruptcy Court 3420 Twelfth St. Riverside, CA 92501	Scott C. Clarkson	(See entry under Santa Ana Division)	
	Mark M. Houle	Suite 365	Bin outside of Courtroom 303
	Wayne E. Johnson	Suite 384	Bin outside of Courtroom 304
	Meredith A. Jury	Suite 325	Bin outside of Courtroom 301
	Mark S. Wallace	(See entry under Santa Ana Division)	
	Scott H. Yun	Suite 345	Bin outside of Courtroom 302
<u>LOS ANGELES DIVISION</u> U.S. Bankruptcy Court 255 E. Temple St. Los Angeles, CA 90012	Neil W. Bason	Suite 1552	Bin outside of Suite 1552
	Sheri Bluebond	Suite 1482	Bin outside of Suite 1482
	Julia W. Brand	Suite 1382	Bin outside of Suite 1382
	Thomas B. Donovan	Suite 1352	Bin outside of Suite 1352
	Sandra R. Klein	Suite 1582	Bin outside of Suite 1582
	Robert N. Kwan	Suite 1682	Bin outside of Suite 1682
	Richard M. Neiter	Suite 1652	Bin outside of Suite 1652
	Ernest M. Robles	Suite 1560	Bin outside of Suite 1560
	Barry Russell	Suite 1660	Bin outside of Suite 1660
	Deborah J. Saltzman	Suite 1334	Bin outside of Suite 1334
	Vincent P. Zurzolo	Suite 1360	Bin outside of Suite 1360

**BLANK FORMS
TO FILL OUT
AND TURN IN
TO FILING
WINDOW AT
BANKRUPTCY
COURT***

* These forms are only for California bankruptcy cases filed Los Angeles, Riverside, Santa Ana, Santa Barbara, or Woodland Hills. Consult your local Bankruptcy Court for cases filed elsewhere.

3. The Debtor failed to file Official Form 23 by the original deadline, and therefore needs to have the case reopened so that the required Official Form 23 can be filed and a discharge can be entered because (*explain circumstances that prevented the Debtor from filing Official Form 23 in a timely manner*):

and I declare this under penalty of perjury.

WHEREFORE, the Debtor prays that this court issue an order (the form of which is submitted herewith and has been served) reopening this case and extending the time to file Official Form 23 so that the Debtor's discharge may be entered.

Debtor's Signature

Date

City/State

Joint Debtor's Signature (if applicable)

Date

City/State

PROOF OF SERVICE OF DOCUMENT

I am over the age of 18 and not a party to this bankruptcy case or adversary proceeding. My business address is:

A true and correct copy of the foregoing document entitled: **DEBTOR'S MOTION TO REOPEN CASE AND FOR EXTENSION OF TIME TO FILE DEBTOR'S CERTIFICATION OF COMPLETION OF POSTPETITION INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT** will be served or was served (a) on the judge in chambers in the form and manner required by LBR 5005-2(d); and (b) in the manner stated below:

1. **TO BE SERVED BY THE COURT VIA NOTICE OF ELECTRONIC FILING (NEF)**: Pursuant to controlling General Orders and LBR, the foregoing document will be served by the court via NEF and hyperlink to the document. On _____, I checked the CM/ECF docket for this bankruptcy case or adversary proceeding and determined that the following persons are on the Electronic Mail Notice List to receive NEF transmission at the email addresses stated below:

Service information continued on attached page

2. **SERVED BY UNITED STATES MAIL**:

On _____, I served the following persons and/or entities at the last known addresses in this bankruptcy case or adversary proceeding by placing a true and correct copy thereof in a sealed envelope in the United States mail, first class, postage prepaid, and addressed as follows. Listing the judge here constitutes a declaration that mailing to the judge will be completed no later than 24 hours after the document is filed.

Service information continued on attached page

3. **SERVED BY PERSONAL DELIVERY, OVERNIGHT MAIL, FACSIMILE TRANSMISSION OR EMAIL** (state method for each person or entity served): Pursuant to F.R.Civ.P. 5 and/or controlling LBR, on _____, I served the following persons and/or entities by personal delivery, overnight mail service, or (for those who consented in writing to such service method), by facsimile transmission and/or email as follows. Listing the judge here constitutes a declaration that personal delivery on, or overnight mail to, the judge will be completed no later than 24 hours after the document is filed.

Service information continued on attached page

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Date

Printed Name

Signature

This form is mandatory. It has been approved for use in the United States Bankruptcy Court for the Central District of California.

- a. The above-entitled bankruptcy case is reopened pursuant to 11 U.S.C. § 350(b) and FRBP 5010;
- b. A trustee shall not be appointed in this case absent further order from the court;
- c. The deadline for the Debtor to file the OF 23 is extended 30 days from the date of entry of this order;
- d. If the Debtor is otherwise eligible, upon the filing of the OF 23, the clerk shall enter the discharge of the Debtor and close the case; and
- e. In the event the OF 23 is not filed, the case shall be closed immediately after the expiration of thirty days from the date of entry of this order.

2. IT IS ORDERED that the motion is denied without prejudice on the following grounds (*specify*):

See attached page

3. This matter is set for hearing as follows:

Date:

Time:

Courtroom:

4. Notice is required as follows (*specify*):

See attached page

5. The court further orders as follows (*specify*):

See attached page

Date: _____

United States Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT
Central District of California

In re _____, Case No. _____
Debtor Chapter _____

DEBTOR'S CERTIFICATION OF COMPLETION OF POSTPETITION INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT

This form should not be filed if an approved provider of a postpetition instructional course concerning personal financial management has already notified the court of the debtor's completion of the course. Otherwise, every individual debtor in a chapter 7 or a chapter 13 case or in a chapter 11 case in which § 1141(d)(3) applies must file this certification. If a joint petition is filed and this certification is required, each spouse must complete and file a separate certification. Complete one of the following statements and file by the deadline stated below:

I, _____, the debtor in the above-styled case, hereby
(Printed Name of Debtor)
certify that on _____ (Date), I completed an instructional course in personal financial management
provided by _____, an approved personal financial
(Name of Provider)
management provider.

Certificate No. (if any): _____.

I, _____, the debtor in the above-styled case, hereby
(Printed Name of Debtor)
certify that no personal financial management course is required because of [Check the appropriate box.]:
Incapacity or disability, as defined in 11 U.S.C. § 109(h);
Active military duty in a military combat zone; or
Residence in a district in which the United States trustee (or bankruptcy administrator) has determined that
the approved instructional courses are not adequate at this time to serve the additional individuals who would otherwise
be required to complete such courses.

Signature of Debtor: _____

Date: _____

Instructions: Use this form only to certify whether you completed a course in personal financial management and only if your course provider has not already notified the court of your completion of the course. (Fed. R. Bankr. P. 1007(b)(7).) Do NOT use this form to file the certificate given to you by your prepetition credit counseling provider and do NOT include with the petition when filing your case.

Filing Deadlines: In a chapter 7 case, file within 60 days of the first date set for the meeting of creditors under § 341 of the Bankruptcy Code. In a chapter 11 or 13 case, file no later than the last payment made by the debtor as required by the plan or the filing of a motion for a discharge under § 1141(d)(5)(B) or § 1328(b) of the Code. (See Fed. R. Bankr. P. 1007(c).)

**(INSERT
FINANCIAL
MANAGEMENT
COURSE
CERTIFICATE
HERE)**

UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA - _____ DIVISION

Name of Debtor(s) listed on the bankruptcy case

In re:

CASE NO.:

CHANGE OF MAILING ADDRESS

1. This change of mailing address is requested by : Debtor Joint-Debtor Creditor

2. Old Address:

Name(s): _____

Mailing Address: _____

City, State, Zip Code: _____

3. New Address:

Mailing Address: _____

City, State, Zip Code: _____

4. Check here if you are a Debtor or a Joint Debtor and you receive court orders and notices by email (DeBN) rather than by U.S. mail to your mailing address. Please provide your DeBN account number below (DeBN account numbers can be located in the subject title of all emailed court orders and notices).

Debtor's DeBN account number _____

Joint Debtor's DeBN account number _____

Date: _____

Requestor's printed name(s)

Requestor's signature(s)

Title (if applicable, of corporate officer, partner, or agent)