

**NOTICE**  
**RE: PROCEDURE FOR FILING OFFICIAL FORM B23 (DEBTOR'S**  
**CERTIFICATION OF COMPLETION OF INSTRUCTIONAL COURSE**  
**CONCERNING PERSONAL FINANCIAL MANAGEMENT AND OFFICIAL**  
**FORM B283 (CH. 13 DEBTOR'S CERTIFICATIONS REGARDING DOMESTIC**  
**SUPPORT OBLIGATIONS AND SECTION 522(q))**

**WESTERN DISTRICT - WESTERN DIVISION (MEMPHIS)**

- **Official Form B23 (Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management) is required in all applicable cases filed on behalf of individual debtors for cases filed on or after October 17, 2005**
  
- A scanned image of the certificate received upon completion of the financial management course may be tendered for filing but is not required and is not considered sufficient as a stand alone document to satisfy the requirement to file Official Form B23 in all applicable cases. A scanned image of the certificate may be tendered as an attachment to Official Form B23.
  
- **Official Form B283 (Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)) is required in all applicable Chapter 13 cases filed on behalf of individual debtors for cases filed on or after October 17, 2005**
  
- Failure to tender the required Official Form B23 timely will result in the issuance of Clerk's Notice of Requirement to File by court staff (in Ch. 7/11 cases) or, a notice will be issued by the assigned Ch. 13 Trustee for failure to tender Official Forms B23 and/or B283 in the applicable cases.
  
- **Failure to tender the required forms after notice may result in the entry of an order closing each applicable case without a discharge without further notice by the Court.**

**WESTERN DISTRICT - EASTERN DIVISION (JACKSON)**

- **Official Form B23 (Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management) is not required, but may be filed in the applicable cases.**
  
- A scanned image of the certificate received upon completion of the financial management course is required for filing by the debtor/debtor attorney in all applicable cases which were filed on behalf of individual debtors on or after October 17, 2005.
  
- Failure to tender required documents will result in the issuance of a sua sponte order which sets a hearing before the assigned judge.
  
- **Official Form B283 is not required in Ch. 13 cases.**
  
- **Debtor's Certification Of Plan Completion And Request For Discharge is to be filed in all applicable Chapter 13 cases filed on or after October 17, 2005**
  
- **Failure to tender the required documents may result in the entry of an order closing each applicable case without a discharge without further notice by the Court.**