Certificates of Discharge

Attorneys should now request Certificates of Discharge electronically. This is a text only entry. No PDF image is required of a request by the attorney. The new event is located under: **Bankruptcy/Other/Request for Certificate of Discharge.**

Electronic Request

1. The event will verify that a discharge has been issued in the case. If not, the following statement will display. **(See Figure 1)**
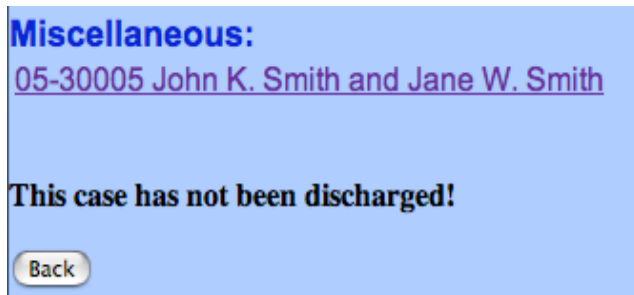

Miscellaneous:
05-30005 John K. Smith and Jane W. Smith

This case has not been discharged!

Back

Figure 1

2. If a discharge has been issued, the event will proceed to docket a Certificate of Discharge and attach a pdf document. The docket text will remain the same as before. **(See Figure 2)**

Docket Text: Final Text
Certificate of Discharge filed by R. Felts on behalf of Jake G. Crimson III. (Felts, R.)

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

Next   Clear

Figure 2

3. The pdf doc. of the Certificate of Discharge includes the case file date, the discharge date and the Clerk's signature.

4. The doc. will be electronically served on all parties in the case.

OTC Request

If the Court receives a request for a Certificate of Discharge OTC through Customer Service, the same event is required to be docketed by the Court. After completion of the docket entry, print out the Certificate of Discharge and provide to the OTC party.

Mail Request

If a letter requesting a Cert. of Discharge or an actual Cert. of Discharge arrives via mail, the CA should follow the steps outlined below:

1. Receive stamp any correspondence requesting the Cert. of Discharge.
2. Docket the same as correspondence (public). Text should read: Request for Cert. of Discharge.
3. Do not process manually any Cert. of Disc. Forms provided to the Court.
4. Docket the same – Request for Certificate of Discharge event as directed above.
5. The entry will electronically serve the pdf image to the parties in the case.
6. If the requesting party is not in the case, print out the pdf image after docketing and return to the party via mail.
7. If no discharge is in the case in question, docket a private entry to case relating back to correspondence requesting the Cert. of Discharge stating, No Discharge in case at this time.
8. A copy of the correspondence should be returned to requesting party noting that the case does not contain a discharge at this time.

Revised 8/22/07