

### [Motion for Exemption from Credit Counseling](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**, click **Next**.
- Scroll down and select **Exemption from Credit Counseling**, click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**.
- Click **Next**.

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

- Click **Next**.

**Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.**

- Click **Next**.
- Associate the pdf file of the **Motion for Exemption from Credit Counseling**, click **Next**.

**Exemption Due to :** *Enter a reason for the exemption.*

- Edit the docket text if necessary.
- Click **Next**.

- **Review final docket text.**

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- Click **Next**.

**Manual Chapter:** Motions

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