Reaffirmation Agreements - Cases Filed On or After 10/17/2005

This module addresses procedures for filing Reaffirmation Agreements by both attorneys and non-attorneys who are permitted to file electronically.

STEP 1   Select **Other Miscellaneous Events** from Bankruptcy menu. **(See Figure 1.)**

Figure 1

The **CASE INFORMATION** screen displays. Click **[Continue].**

STEP 2   Enter case number and click **[Continue]**. **(See Figure 2.)**

Figure 2

STEP 3   Select Reaffirmation Agreement from drop down menu and click
                    [Continue]. (See Figure 3.)

Figure 3

STEP 4   Filers will see a screen that asks if this filing is a joint filing with other
                    attorney(s). **(See Figure 4.)**   If this is a joint filing, check the box and
                    click **[Continue].** If this is not a joint filing, simply click **[Continue].**

Figure 4

STEP 5   Select the party who is filing the Reaffirmation Agreement. If the debtor is filing, select the debtor's name; if the creditor is filing the agreement, select the creditor.   If the creditor's name does not appear, you must add the creditor as a party to the case. **(See Figure 5).** In this example, the creditor, ABC Car Loans, is filing the reaffirmation agreement.

Figure 5

STEP 6   Filers will see the screen in Figure 6, confirming the attorney/party association will be created in the case, if such an association does not already exist. When finished, click **[Continue]. (See Figure 6.)**

Figure 6

STEP 7   Filers will see the screen in Figure 7, alerting them not to include a
proposed order with the filing. Click **[Continue]**. **(See Figure 7.)**

Figure 7

STEP 8   Click **[Browse]**, then navigate to the directory where the PDF file
is located or type in the entire drive and directory path. **(See Figure 8.)**

NOTE: To verify accuracy of the document prior to uploading, right click
on the document name.

- •   Select open from the drop down list.
- •   Verify document contents.
- •   Click the **X** in the upper right corner to close Adobe Acrobat.

Click on the **Open** button or double-click the file name to select it.

Figure 8

Click **[Continue].**

STEP 9   Select the type of Reaffirmation Agreement that is being filed.
(See Figure 9.)

Figure 9

Click **[Continue].**

STEP 10   Enter the name of the creditor and click **[Continue]. (See Figure 10.)**

Figure 10

Click **[Continue].**

STEP 11   Review the accuracy of your information. Enhance the text box, if necessary. **(See Figure 11.)**

Figure 11

Click **[Continue].**

STEP 12   Review the accuracy of your information. **(See Figure 12.)** Verify the final docket text.

CAUTION!! This is your last opportunity to change this event. Clicking **[Continue]** will submit this reaffirmation agreement to the database.

If the final docket text is incorrect, click on your browser's **[Back]** button to find the screen to be modified.

To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.

If correct, click **[Continue]**.

Figure 12

STEP 13   You will receive the Notice of Electronic Filing. **(See Figure 13.)**

Figure 13

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

To print a copy of this notice, click on the browser **[Print]** icon.

You may also save the notice through the browser **File/Save** option.