

Reaffirmation Agreement for Attorney Filers

The following instructions are intended for users with attorney logins.

** If you are a creditor or limited user, please refer to instructions titled "Reaffirmation Agreement for Creditor Filers".**

Step 1 Click the [Bankruptcy](#) link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

◆ Click **Other**.

Step 3 The **Case Number** screen displays. (See Figure 3)

Figure 3

- ◆ Enter the case number in yy-nnnnn format and click **Next** to continue.

Step 4 The **Available Events** screen displays. (See Figure 4)

Figure 4

- ◆ To locate "Reaffirmation Agreement", either scroll down the selection box or start typing "reaffirmation" in the box above **Available Events**. In this example, start typing "reaffirmation" until both "Reaffirmation Agreement" and "Reaffirmation Agreement (pro se)" are displayed in the **Available Events** list.
- ◆ Highlight the appropriate selection, which will place it in the **Selected Events** on the right of the screen.
- ◆ When the **Selected Events** box displays the correct event, click **Next** to continue.

Step 5 The **Joint Filing with other attorney(s)** screen appears. (See Figure 5)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR

Joint filing with other attorney(s).

Next Clear

Figure 5

- ◆ If this is a joint filing with another attorney, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 6 The **Select the Party:** screen displays. (See Figure 6)

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Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR

Select the Party:

Gargula, Nancy J. [U.S. Trustee] [Add/Create New Party](#)
 Second Star Bank, [Creditor]
 Smith, Frank L. [Debtor]

Next Clear

Figure 6

- ◆ If the creditor party is displayed, select both the creditor and debtor/s and click **Next** to continue, skip the remaining steps in Step 6 and continue to Step 7.
- ◆ If the creditor party is not displayed in the **Select the Party** list, click **Add/Create New Party**. The **Search for a party** screen will display.

- ◆ Enter the creditor name in the **Last/Business name** field and click **Search**. (See Figure 6a)

The screenshot shows the CM/ECF search interface. At the top, there is a navigation bar with the following links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there is a search form titled "Search for a party". The form contains the following fields: SSN / ITIN, Tax ID / EIN, Last/Business name (with "Second Star Bank" entered), First Name, and Middle Name. At the bottom of the form, there are two buttons: "Search" and "Clear".

Figure 6a

- ◆ The **Party search results** will display. (See Figure 6b)

The screenshot shows the CM/ECF search interface with search results displayed. The search form is the same as in Figure 6a. Below the form, there is a section titled "Party search results" which contains a list of search results. The results are as follows:

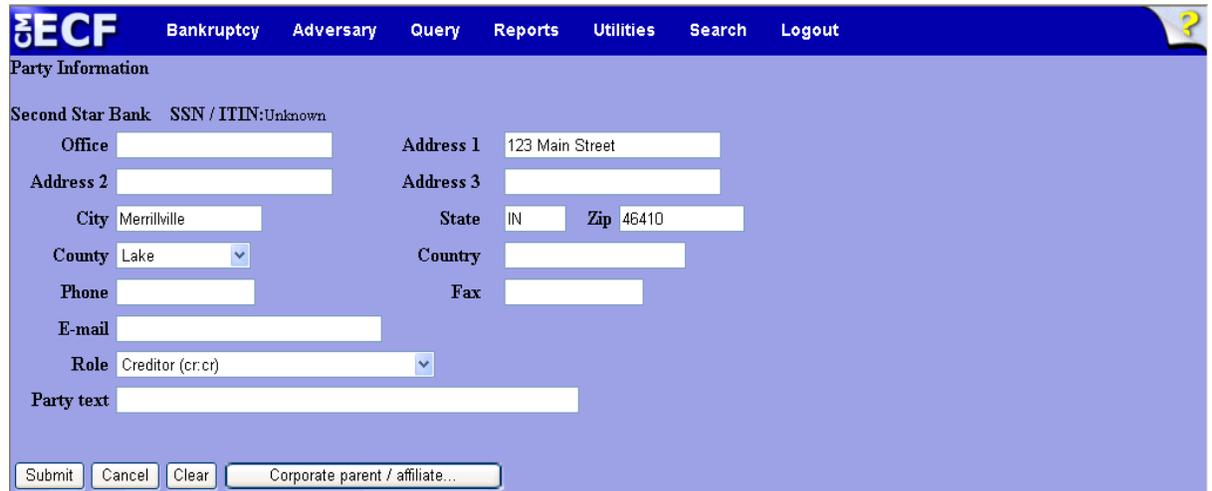
| |
|--|
| Second Star Bank, 200 E. South Street, Crown Point, IN |
| Second Star Bank, 5668 South Street, Crown Point, in |
| Second Star Bank |
| Second Star Bank, 100 E. State Street, Hammond, IN |
| Second Star Bank, 123 Main Street, Merrillville, IN |
| Second Star Bank, 123 Oak St, Lowell, IN |

At the bottom of the results section, there are two buttons: "Select name from list" and "Create new party".

Figure 6b

- ◆ Select the appropriate creditor and click **Select name from list** to continue.

- ◆ The **Party Information** screen displays. (See Figure 6c)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information

Second Star Bank SSN / ITIN:Unknown

Office Address 1 123 Main Street

Address 2 Address 3

City Merrillville State IN Zip 46410

County Lake Country

Phone Fax

E-mail

Role Creditor (cr:cr)

Party text

Submit Cancel Clear Corporate parent / affiliate...

Figure 6c

- ◆ Change the **Role** to *Creditor* and click **Submit** to continue.
- ◆ The **Select the Party:** screen displays again. (See Figure 6d)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n Judge: hcd Case Flag: NTCAPR

Select the Party:

Gargula, Nancy J. [U.S. Trustee] [Add/Create New Party](#)

Second Star Bank, [Creditor]

Smith, Frank L. [Debtor]

Next Clear

Figure 6d

- ◆ Select both the creditor and the debtor/s and click **Next** to continue.

Step 7 An attorney/party association screen will display. (See Figure 7)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

| | | |
|-----------|--------------|------------------------|
| Type: bk | Chapter: 7 v | Office: 3 (South Bend) |
| Assets: n | Judge: hcd | Case Flag: NTCAPR |

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Second Star Bank, (cr:cr) represented by Miller, William(aty)

Next Clear

Figure 7

- ◆ Read each statement carefully on this screen and make attorney/party associations only if they are appropriate. Click **Next** to continue.

Step 8 An informational screen displays. (See Figure 8)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

| | | |
|-----------|--------------|------------------------|
| Type: bk | Chapter: 7 v | Office: 3 (South Bend) |
| Assets: n | Judge: hcd | Case Flag: NTCAPR |

Did You Select All The Parties Who Joined In The Reaffirmation Agreement?

If Not, Use Your Back Browser Button To Return To Previous Screen.

Next Clear

Figure 8

- ◆ Read this page carefully and click **Next** to continue if all parties who joined in the reaffirmation agreement have been selected.

Step 9 The **PDF Document Selection** screen will then display. (See Figure 9a)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR,
707(b)

Filename

Attachments to Document: No Yes

Figure 9a

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b)

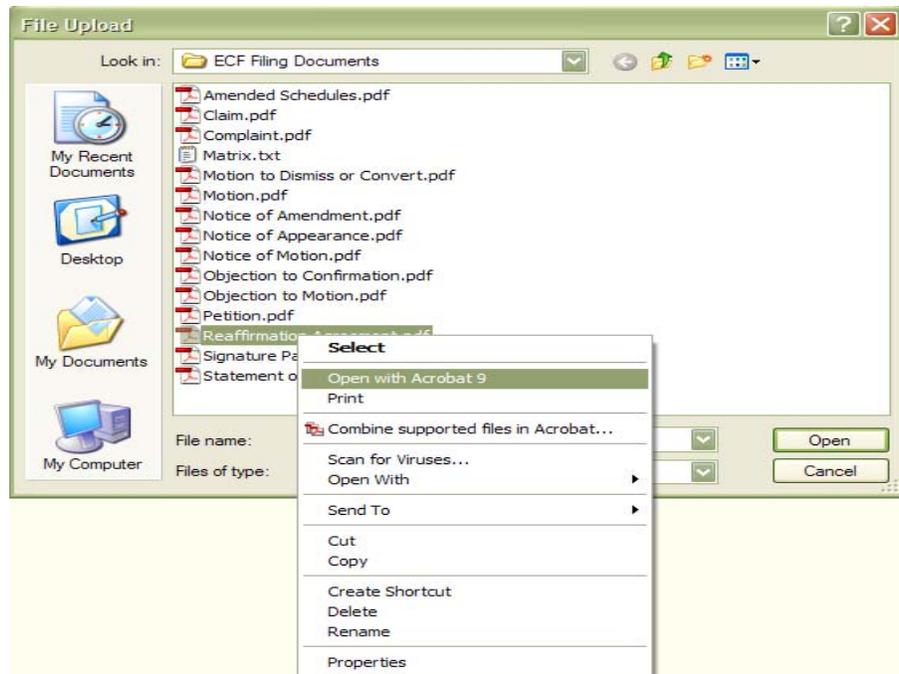


Figure 9b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 9c)

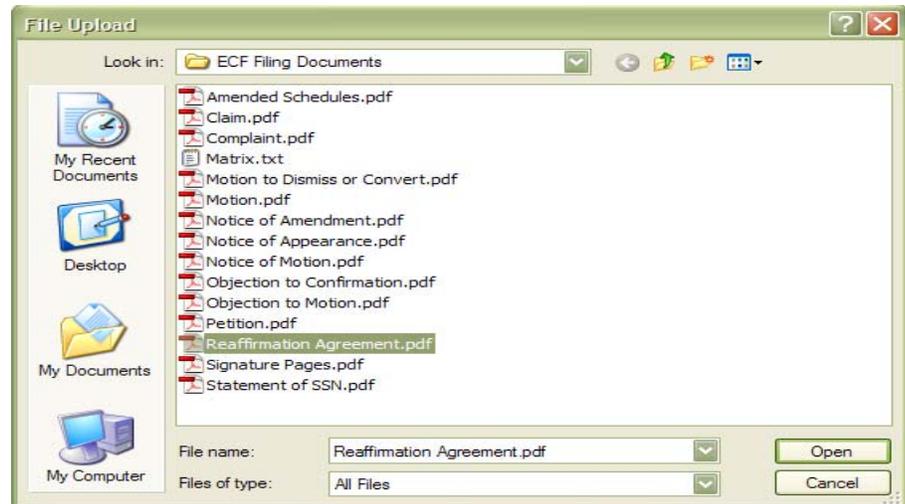
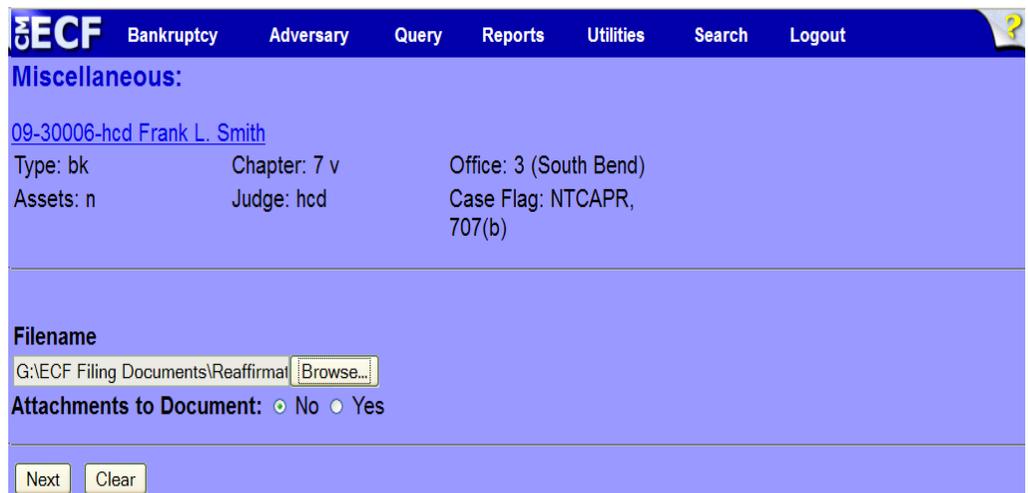


Figure 9c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 9d)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

| | | |
|-----------|--------------|---------------------------|
| Type: bk | Chapter: 7 v | Office: 3 (South Bend) |
| Assets: n | Judge: hcd | Case Flag: NTCAPR, 707(b) |

Filename

G:\ECF Filing Documents\Reaffirmat

Attachments to Document: No Yes

Figure 9d

- Click **Next** to continue.

Step 10 The **Attorney Affidavit** screen displays. (See Figure 10)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

| | | |
|-----------|--------------|------------------------|
| Type: bk | Chapter: 7 v | Office: 3 (South Bend) |
| Assets: n | Judge: hcd | Case Flag: NTCAPR |

With Signed Attorney Affidavit Attached?

Yes
No

Figure 10

- ◆ Select the appropriate answer and click **Next** to continue.

Step 11 A blank verification screen displays. (See Figure 11)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

| | | |
|-----------|--------------|------------------------|
| Type: bk | Chapter: 7 v | Office: 3 (South Bend) |
| Assets: n | Judge: hcd | Case Flag: NTCAPR |

Figure 11

- ◆ Take a moment to verify that the case number and case name that appears on the Reaffirmation Agreement matches that of the screen displayed. Click **Next** to continue.

Step 12 The **Docket Text: Final Text** screen displays. (See Figure 12)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Docket Text: Final Text

Reaffirmation Agreement With Attorney Affidavit (Declaration) Filed by Second Star Bank, Frank L. Smith. (Miller, William)

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

Have you redacted?

Figure 12

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
 - If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the [Bankruptcy](#) hyperlink on the **Main Menu Bar**.

Step 13 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.