

Reaffirmation Agreement for Creditor Filers

The following instructions are intended for users with creditor (limited use) logins.

** If you are an attorney using an attorney login, please refer to instructions titled "**Reaffirmation Agreement for Attorney 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 the [Creditor Claims Actions](#) link.

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

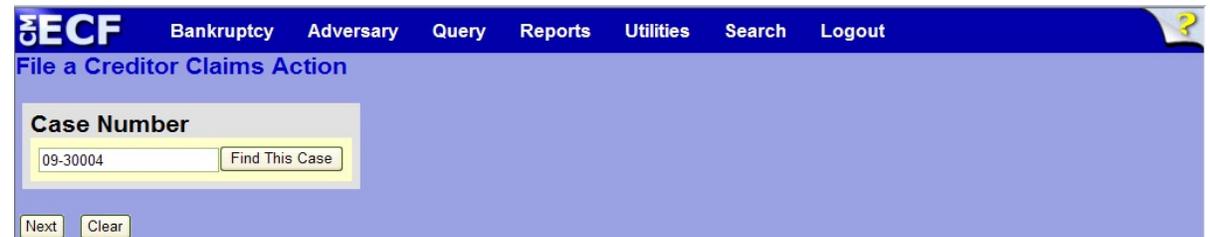


Figure 3

◆ 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 with the mouse, which will place it in the **Selected Events** on the right of the screen.
- ◆ When the **Selected Events** box displays your choice, click **Next** to continue.

Step 5 A blank verification screen displays. (See Figure 5)

Figure 5

- ◆ 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 6 The **Select any additional attorney(s)** screen displays. (See Figure 6)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Creditor Claims Action:

09-30004 [Betsy Jones](#)

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

Select any additional attorney(s)

Anderson, Kathryn [Debtor]
 ElBenni, Jennifer [Creditor]
 Miller, William [Debtor]

*Click an attorney to see the party s/he represents
 [type of party shown in brackets]*

Next Clear

Figure 6

- ◆ If an attorney has signed the reaffirmation agreement, select that attorney and click **Next** to continue.

Step 7 The **Select the Party:** screen displays. (See Figure 7)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Creditor Claims Action:

09-30004 [Betsy Jones](#)

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

Select the Party:

Gargula, Nancy J. [U.S. Trustee]
 Jones, Betsy [Debtor]
 U.S. Whatever Bank, [Creditor]

[Add/Create New Party](#)

Next Clear

- ◆ If the creditor party is displayed, select both the creditor and debtor/s and click **Next** to continue, skip the remaining steps in Step 7 and continue to Step 8.
- ◆ 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 7a)

The screenshot shows the ECF search interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a search form titled "Search for a party". The form includes input fields for "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". The "Last/Business name" field is populated with "First Star Bank". At the bottom of the form are "Search" and "Clear" buttons.

Figure 7a

- ◆ The **Party search results** will display. Select the appropriate creditor and click **Select name from list** to continue. (See Figure 7b)

This screenshot shows the same ECF search interface as Figure 7a, but with search results displayed. Below the search form is a section titled "Party search results" containing a list box with one entry: "First Star Bank, 111 Star St., Star City, IN". Below the list box are two buttons: "Select name from list" and "Create new party".

Figure 7b

- ◆ The **Party Information** screen displays. (See Figure 7c)

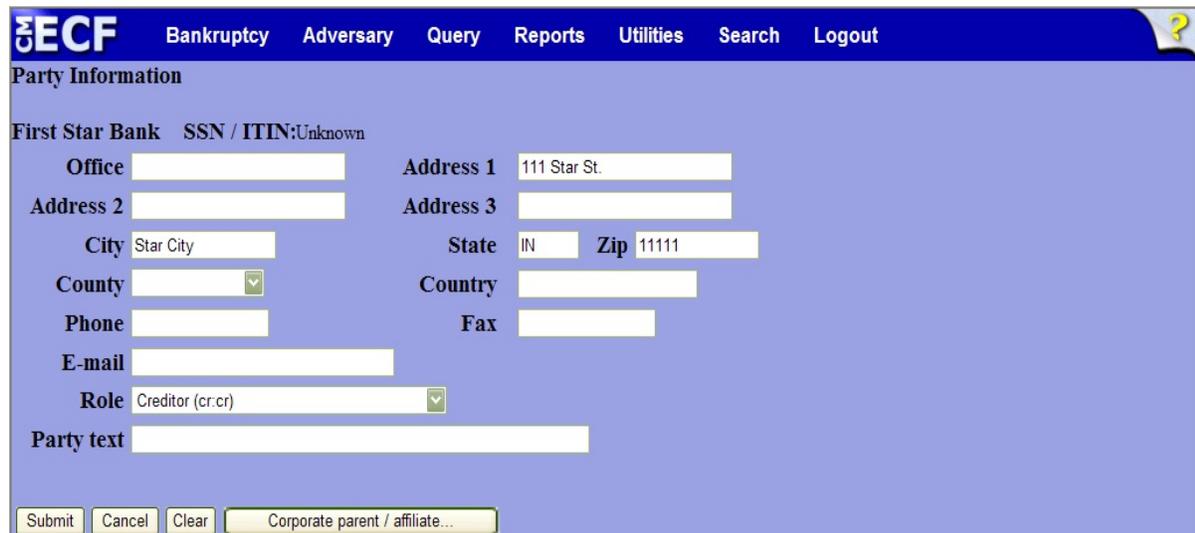


Figure 7c

- Change the **Role** to *Creditor* and click **Submit** to continue.

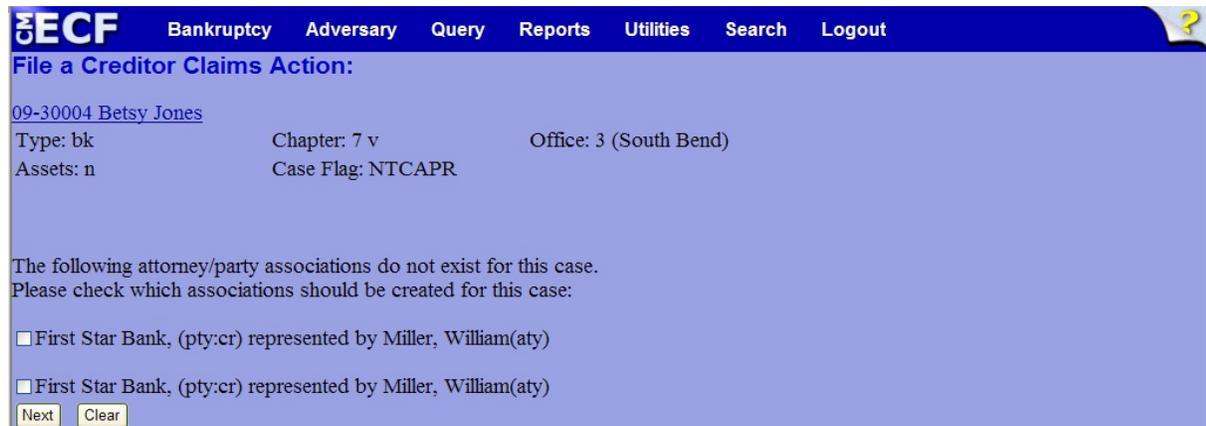
- ◆ The **Select the Party:** screen displays again. (See Figure 7d)



Figure 7d

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

Step 8 An attorney/party association screen will display. (See Figure 8)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Creditor Claims Action:

[09-30004 Betsy Jones](#)

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

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

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

Next Clear

Figure 8

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

Step 9 An informational screen displays. (See Figure 9)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Creditor Claims Action:

[09-30004 Betsy Jones](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n 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 9

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

Step 10 The PDF Document Selection screen will then display. (See Figure 10)

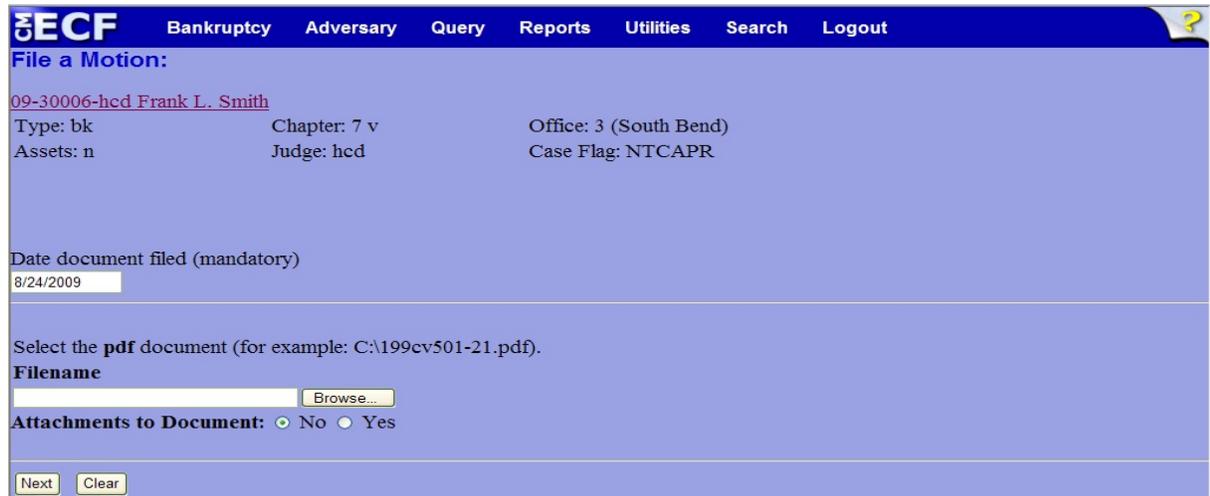


Figure 10a

- ◆ 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 10b)

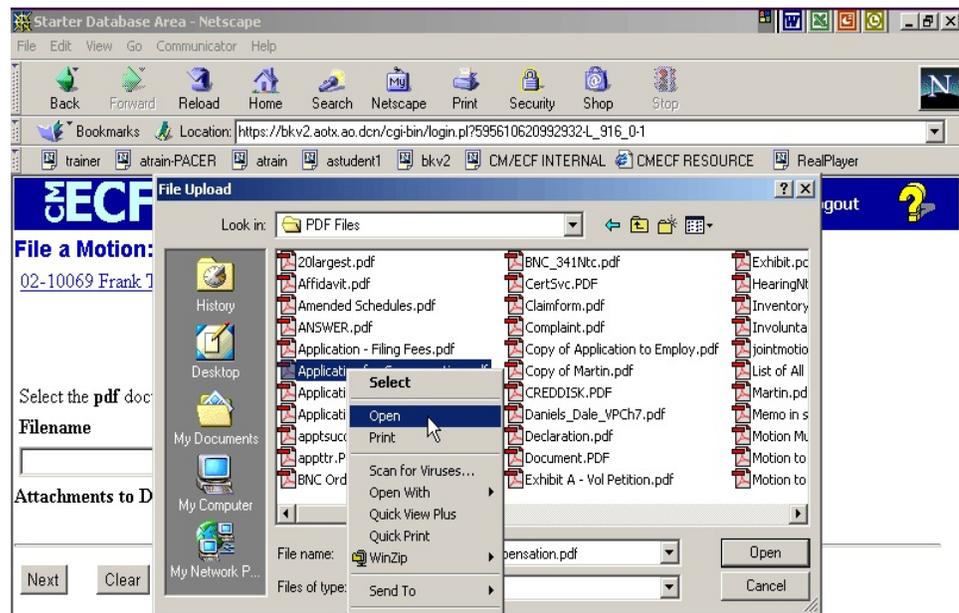


Figure 10b

- 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 10c)

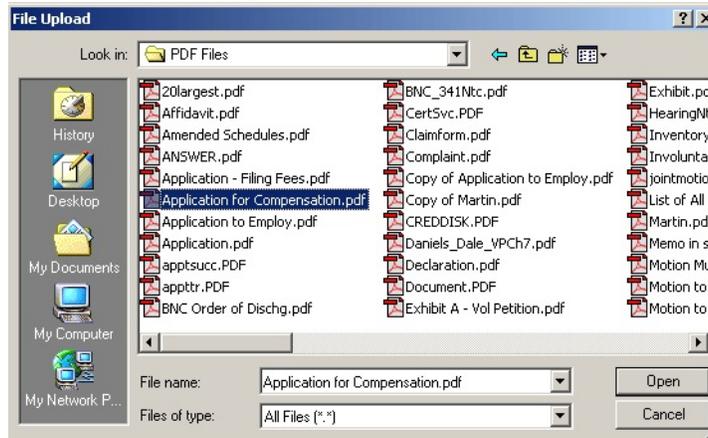


Figure 10c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 10d)



Figure 10d

- Click **Next** to continue.

Step 11 The **Attorney Affidavit** screen displays. (See Figure 11)



The screenshot shows the ECF interface with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled 'File a Creditor Claims Action:' and displays case information for '09-30004 Betsy Jones'. The details include: Type: bk, Chapter: 7 v, Office: 3 (South Bend), Assets: n, and Case Flag: NTCAPR. Below this information is a section titled 'With Signed Attorney Affidavit Attached?' with a dropdown menu currently set to 'Yes' and a 'Clear' button.

Figure 11

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

Step 12 A blank verification screen displays. (See Figure 12)



This screenshot is identical to Figure 11, showing the same case details. However, the dropdown menu is no longer visible, and the 'Next' and 'Clear' buttons are now visible at the bottom of the form area.

Figure 12

- ◆ 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 13 The **Docket Text: Final Text** screen displays. (See Figure 13)

MECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Creditor Claims Action:

[09-30004 Betsy Jones](#)

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

Docket Text: Final Text

Reaffirmation Agreement With Attorney Affidavit (Declaration) Filed by Creditors First Star Bank, First Star Bank, Debtors Betsy Jones, Betsy Jones. (First Star Bank)

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

Figure 13

- ◆ 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 14 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.