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)

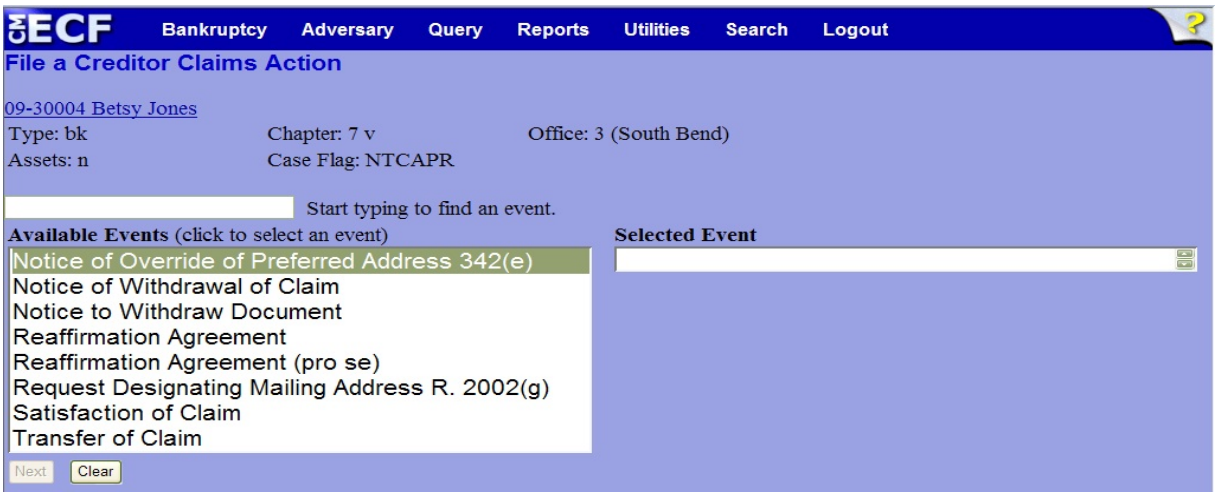

Figure 4

- 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)

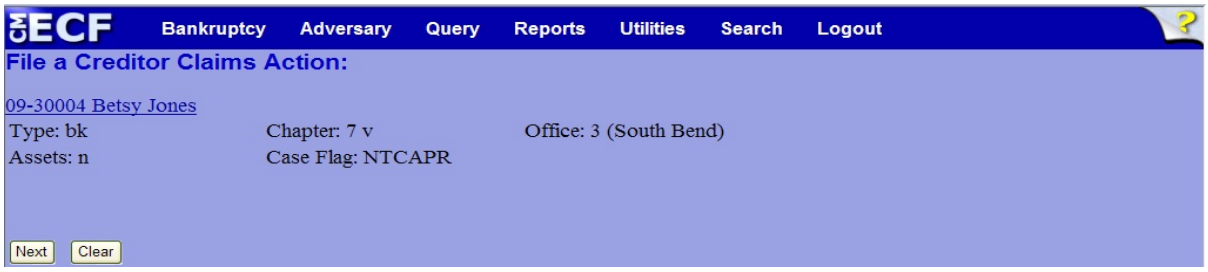

Figure 5

- 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)

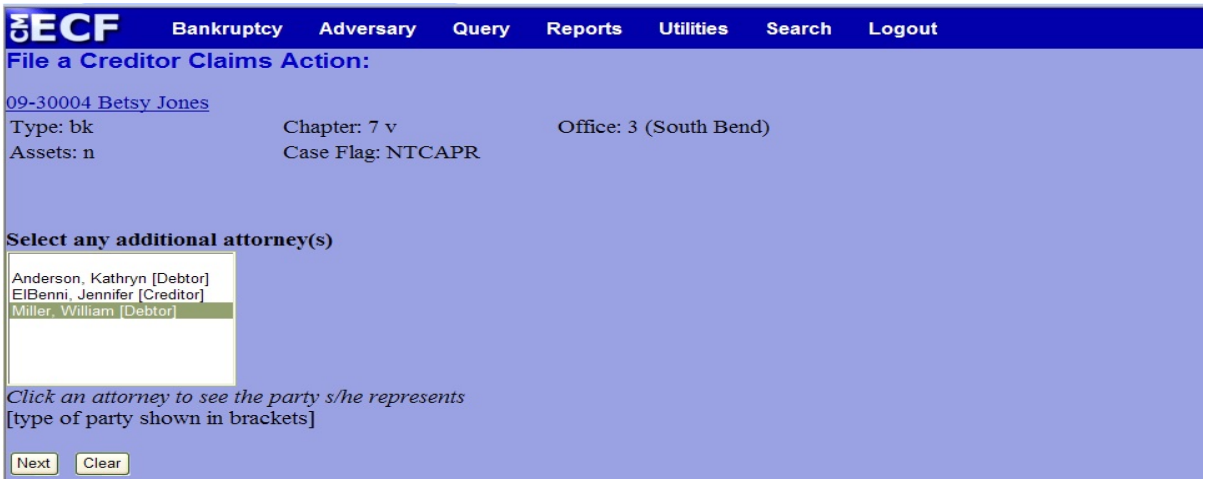

Figure 6

- 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)

- 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)

Figure 7a

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

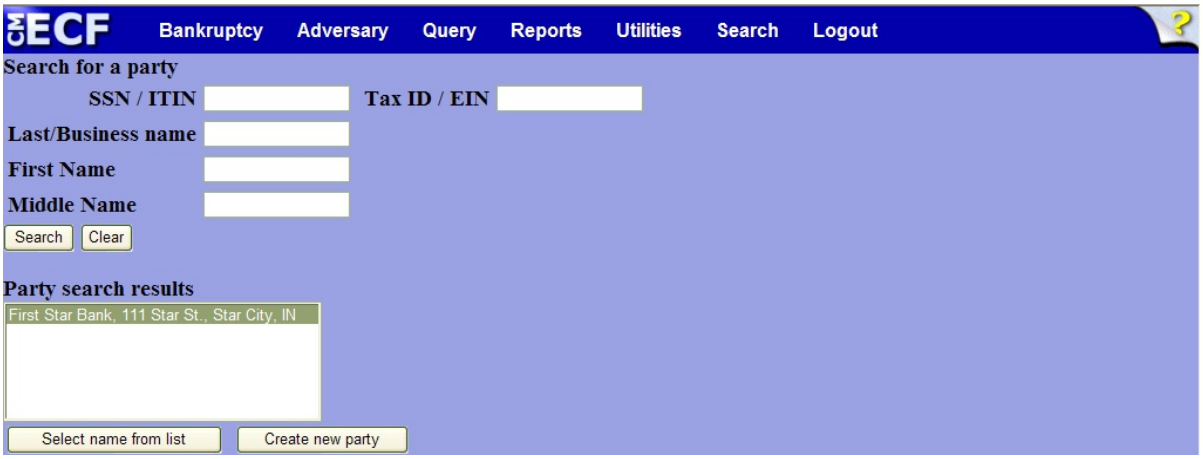

Figure 7b

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

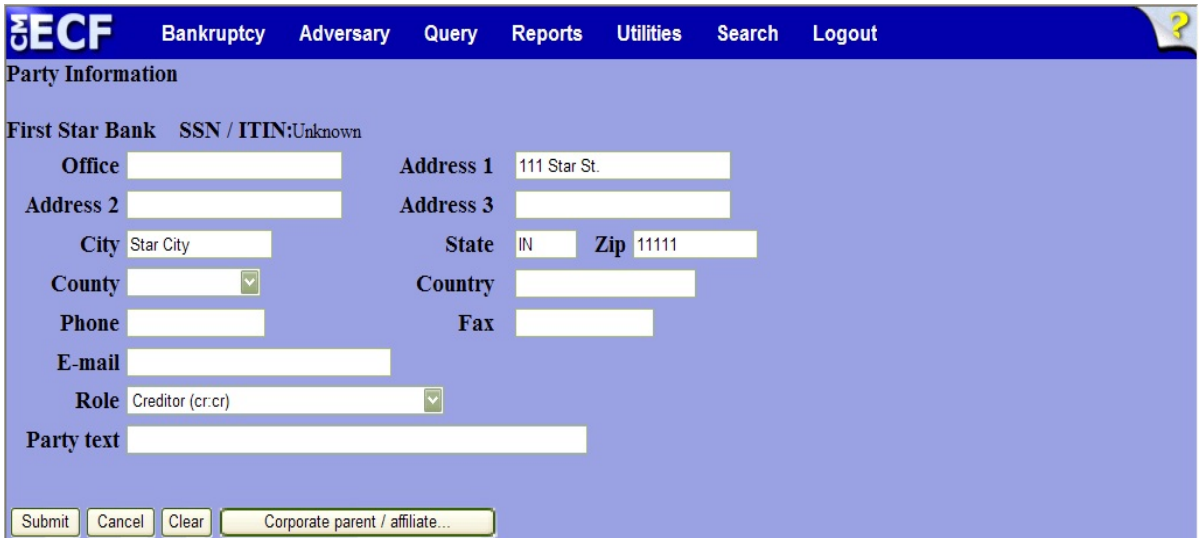

Figure 7c

• 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)

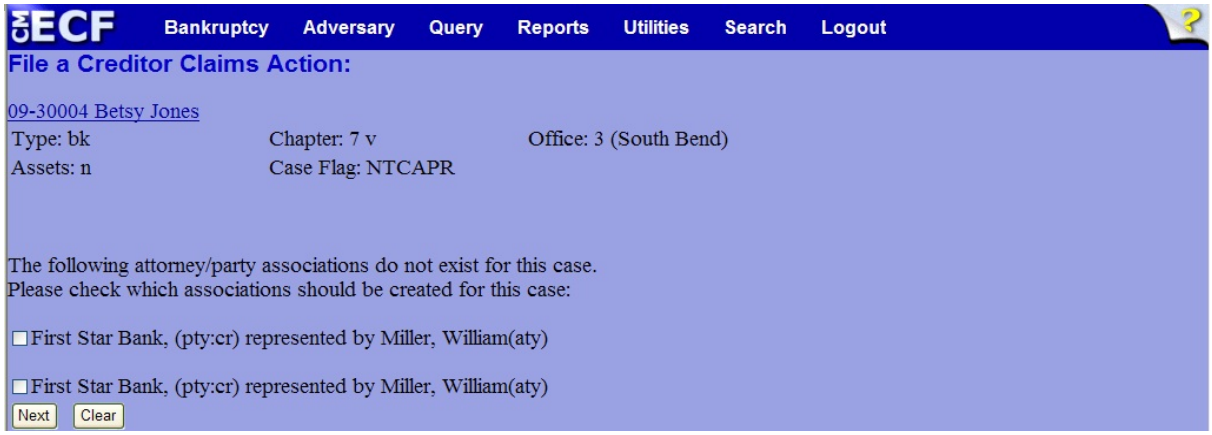

Figure 8

- 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)

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 10

◆ 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)

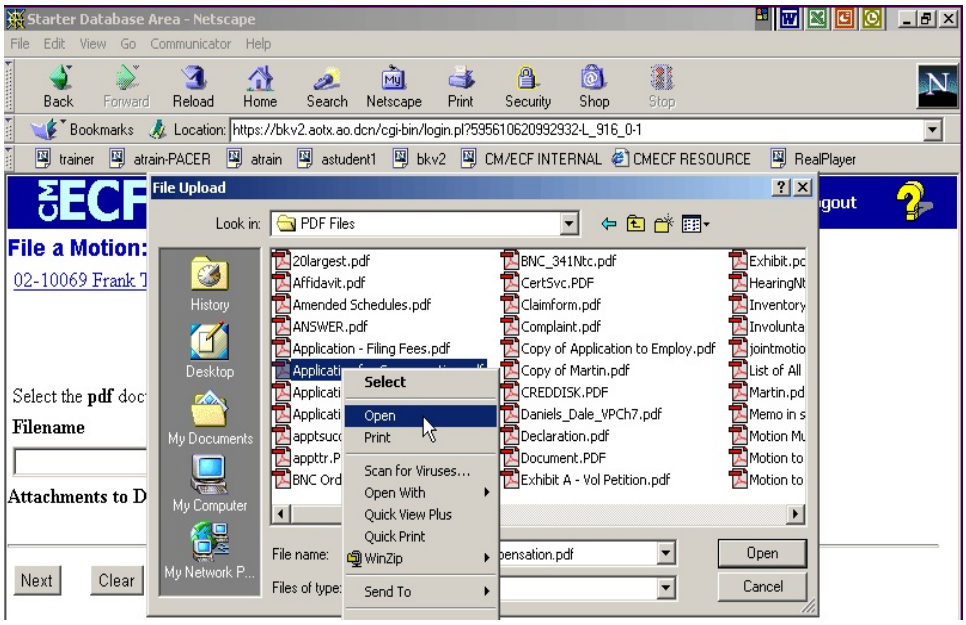

Figure 10b

- 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)

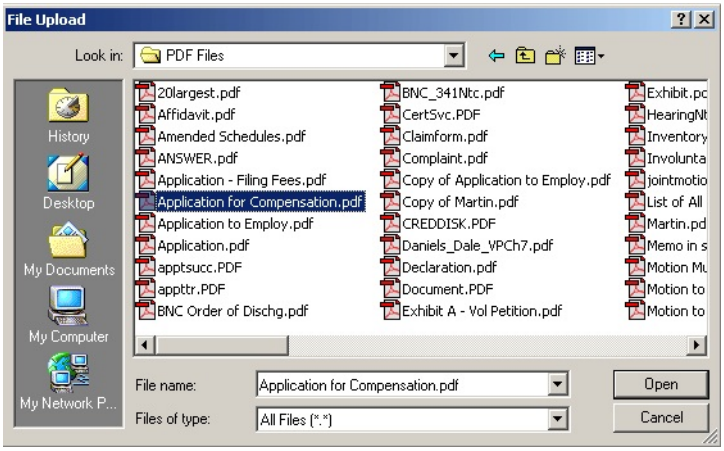

Figure 10c

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

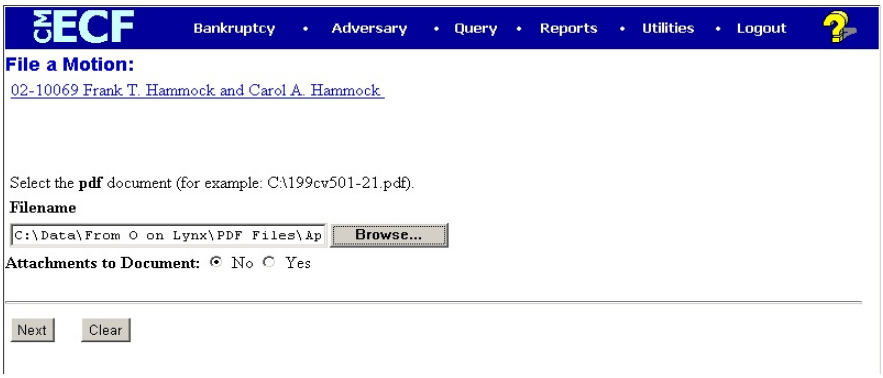

Figure 10d

- Click **Next** to continue.

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

Figure 11

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

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

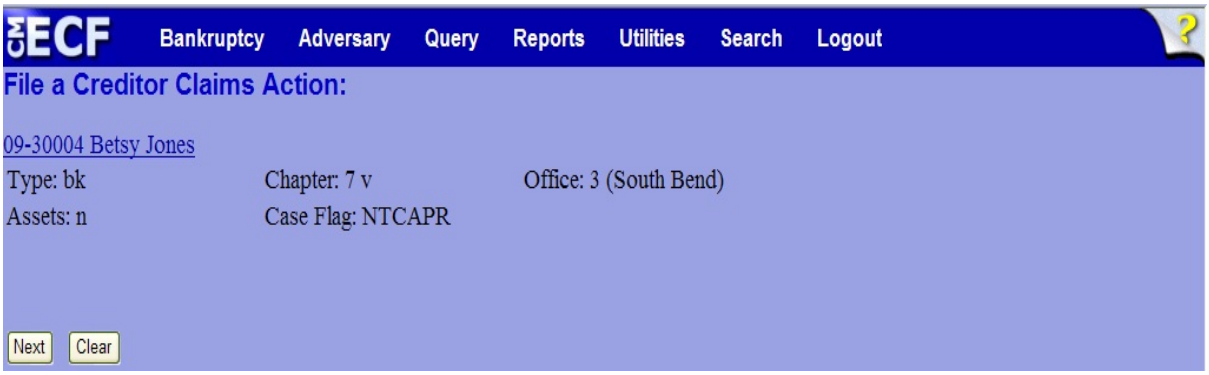

Figure 12

- 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)

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.