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)

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)

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)

Figure 6a

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

Figure 6b

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

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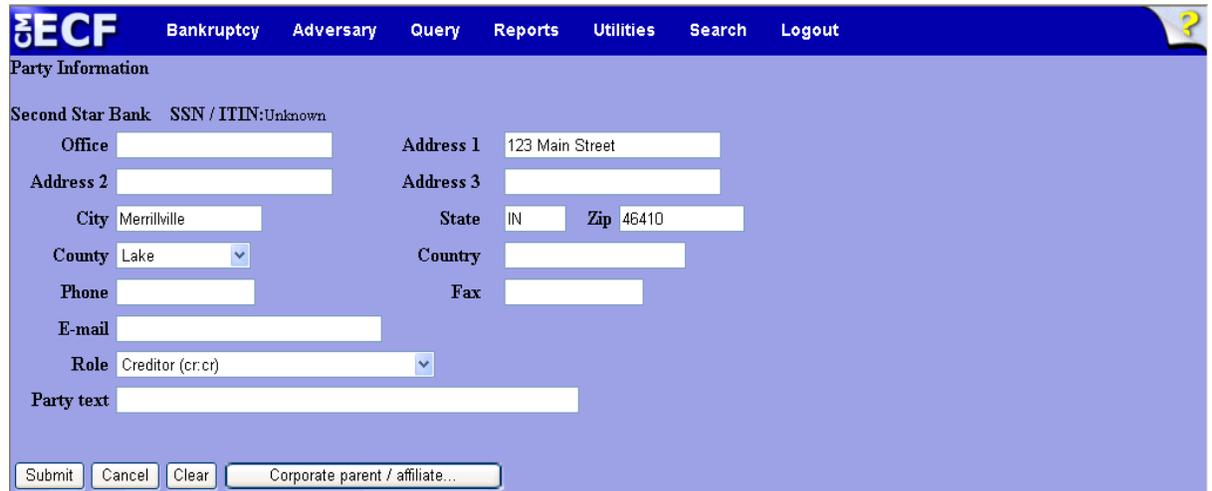
Figure 6c

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

◆   The **Select the Party:** screen displays again. (See Figure 6d)

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)

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)

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)

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)
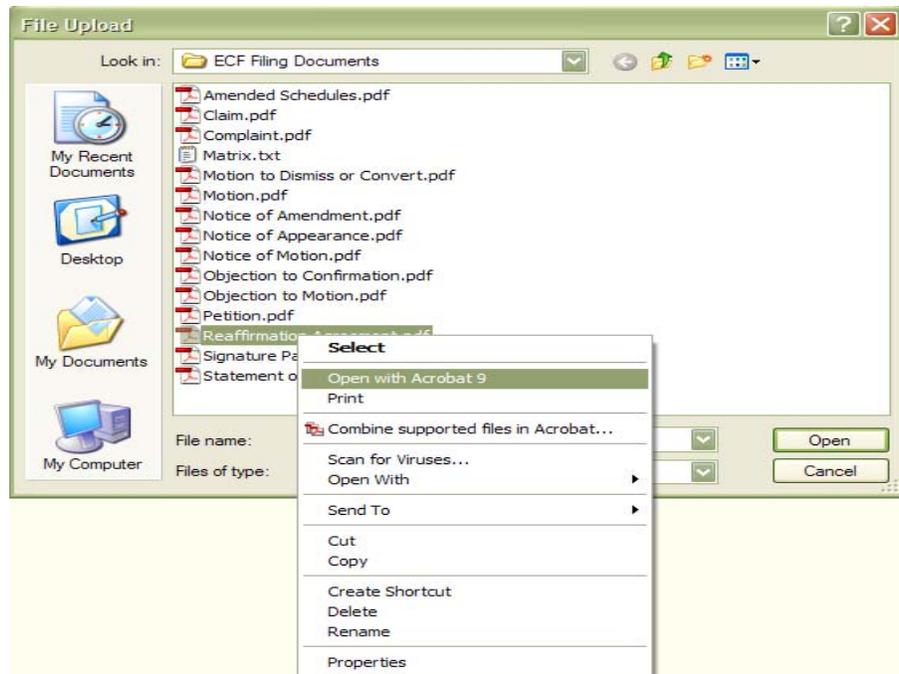

Figure 9b

- 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)
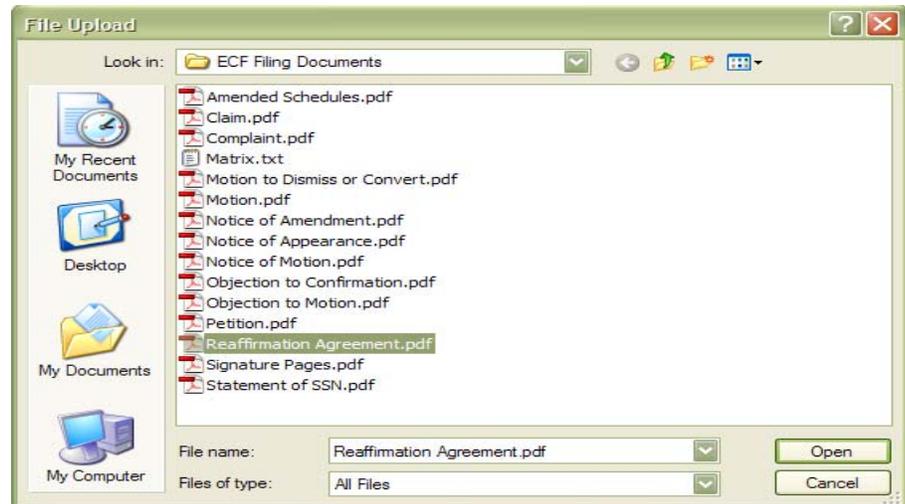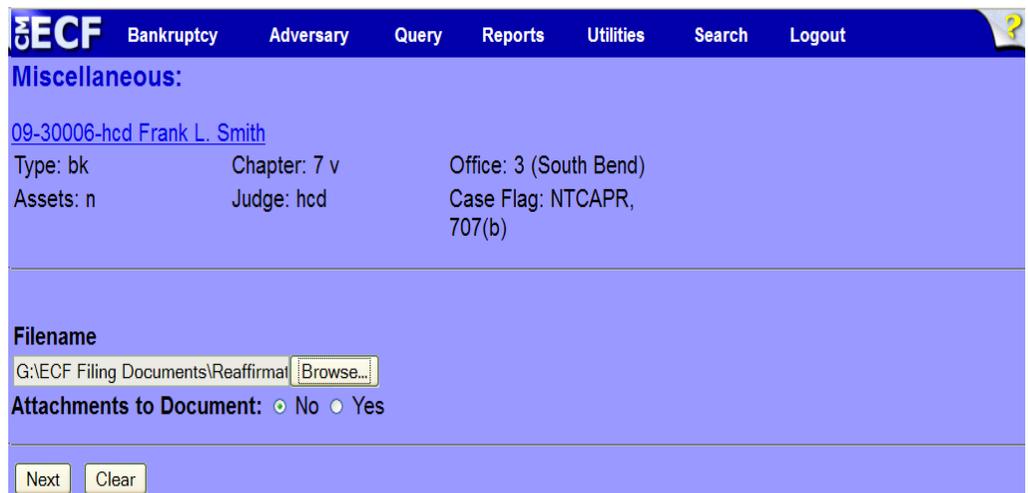

Figure 9c

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

Figure 9d

- Click **Next** to continue.

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

Figure 10

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

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

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)

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.