

Reaffirmation Agreement – Creditor Agent

This process provides step-by-step instructions on how to file a Reaffirmation Agreement using the electronic case filing system (CM/ECF).

- STEP 1** Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENTS** screen displays.
- Under the Creditor Filer/Limited Use Participants sub-menu, click on the **Misc. Events** hyperlink.
- STEP 3** The **CREDITOR FILINGS** screen will display.
- Click on the **Miscellaneous** hyperlink.
 - Enter the Case Number in yy-nnnnn format including the dash.
 - Click **Next** to continue
- STEP 4** The **AVAILABLE EVENTS** screen displays.
- Select the **Reaffirmation Agreement (Creditor Filer)** event.
 - Click to highlight, then click on the **Next** button to continue.
- STEP 5** The **SELECT ATTORNEY** screen will then be displayed
- Click **Next** to continue
- STEP 6** The **SELECT THE PARTY** screen will then be displayed.
- Select the filer from the **Select the Party** box.
 - If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on **Add/Create New Party** hyperlink.
- NOTE:** If adding/creating a new party, select the correct **Role Type**.
- Click **Next** to continue
- STEP 7** The **PDF DOCUMENT** screen will then be displayed.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

NOTE: All Reaffirmation Agreements must include a Reaffirmation Agreement Coversheet (Official Form B427).

- Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- Click **Next**

STEP 8 The **ATTORNEY SIGNATURE** screen will then be displayed.

- Has the Agreement been signed by Attorney for Debtor?
- Click the drop down menu and select **Yes or No**
- Click **Next**

STEP 9 The **COLLATERAL** screen will then be displayed.

- Enter a brief description of the collateral.
- Click **Next**

STEP 10 The **MODIFY DOCKET TEXT** screen displays, edit if necessary.

- You will see a drop down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
- Click **Next** to continue.

STEP 11 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- Proof this screen carefully! This is what will print on the docket sheet.

- If the docket text is incorrect, click the browser **Back** button at the top of the screen one or more times to find the screen to be modified.
- To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- If the docket text is correct, click on the **Next** button to file the proceeding.

The **NOTICE OF ELECTRONIC FILING** is then produced and displayed.

- Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.
- Clicking on the Document Number hyperlink displays the PDF image of the document itself. If the document includes imaged attachments, they will be accessible also through a separate hyperlink.
- To print a copy of this notice, click the browser **Print** icon.
- To save a copy of this notice, click **Internet Options** on the browser menu bar and select **File, Save As**.