

Reaffirmation Agreement – Creditor Agent

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

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
 - a. Under the Creditor Filer/Limited Use Participants sub-menu, click on the Misc. Events hyperlink.
3. The Creditor Filings screen will display.
 - a. Click on the Miscellaneous hyperlink.
 - b. Enter the Case Number in yy-nnnnn format including the dash.
 - c. Click Next to continue
4. The Available Events screen displays.
 - a. Select the Reaffirmation Agreement (Creditor Filer) event.
 - b. Click to highlight, then click on the Next button to continue.
5. The Select Attorney Screen will then be displayed.
 - a. Click Next to continue.
6. The Select the Party screen will then be displayed.
 - a. Select the filer from the Select the Party box.
 - b. 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.
 - c. If adding/creating a new party, select the correct Role Type.
 - d. Click Next to continue
7. The PDF Document screen will then be displayed.
 - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - i. All Reaffirmation Agreements **must** include a Reaffirmation Agreement Coversheet (Official Form B427).
 - ii. If the Reaffirmation Agreement has not been signed by the Debtor's Attorney or if the Debtor is Pro Se, a Motion to Approve Reaffirmation Agreement must be included.
 - b. 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.
 - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
 - c. Click Next
8. The Attorney Signature screen will then be displayed.
 - a. Has the Agreement been signed by Attorney for Debtor?
 - b. Click the drop-down menu and select Yes or No
 - c. Click Next
9. The Collateral screen will then be displayed.

- a. Enter a brief description of the collateral.
 - b. Click Next
10. The Modify Docket Text screen displays edit if necessary.
 - a. 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.
 - b. Click Next to continue.
11. The Final Text screen displays.
 - a. 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.
 - b. 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.
 - c. 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.
 - d. If the docket text is correct, click on the Next button to file the proceeding.
12. The Notice of Electronic Filing is then produced and displayed.
 - a. Clicking on the case number hyperlink on the Notice of Electronic Claims Filing will present the case docket report.
 - b. 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.
 - c. To print a copy of this notice, click the browser Print icon.
 - d. To save a copy of this notice, click Internet Options on the browser menu bar and select File, Save As.