Reaffirmation Agreements - Cases Filed On or After 10/17/2005

This module addresses procedures for filing Reaffirmation Agreements by both attorneys and non-attorneys who are permitted to file electronically.

STEP 1 Select Other Miscellaneous Events from Bankruptcy menu. (See Figure 1.)



Figure 1

The CASE INFORMATION screen displays. Click [Continue].

STEP 2 Enter case number and click [Continue]. (See Figure 2.)



Figure 2

STEP 3 Select Reaffirmation Agreement from drop down menu and click [Continue]. (See Figure 3.)



Figure 3

Filers will see a screen that asks if this filing is a joint filing with other attorney(s). (See Figure 4.) If this is a joint filing, check the box and click [Continue]. If this is not a joint filing, simply click [Continue].

BECF	Ba <u>n</u> kruptcy	•	<u>A</u> dversary	*	<u>Q</u> uery	<u>R</u> eports	*
Miscellaneous:							
09-40015 John Doe Post-Reform Case Filed on: 08/21/2009							
Type: bk	Chapter: 7	V	Office:	4 (St. Louis	s)		
Assets: n	Judge: bss		Case Fla	ag: DebtEd	, MEANSNO		
□ Joint filing with other Continue Clear	attorney(s).						

Figure 4

STEP 5

Select the party who is filing the Reaffirmation Agreement. If the debtor is filing, select the debtor's name; if the creditor is filing the agreement, select the creditor. If the creditor's name does not appear, you must add the creditor as a party to the case. (See Figure 5). In this example, the creditor, ABC Car Loans, is filing the reaffirmation agreement.



Figure 5

STEP 6

Filers will see the screen in Figure 6, confirming the attorney/party association will be created in the case, if such an association does not already exist. When finished, click [Continue]. (See Figure 6.)



Figure 6

STEP 7

Filers will see the screen in Figure 7, alerting them not to include a proposed order with the filing. Click [Continue]. (See Figure 7.)



Figure 7

STEP 8 Click [Browse], then navigate to the directory where the PDF file

is located or type in the entire drive and directory path. (See Figure 8.)

NOTE: To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click the X in the upper right corner to close Adobe Acrobat.

Click on the **Open** button or double-click the file name to select it.



Figure 8

Click [Continue].

STEP 9 Select the type of Reaffirmation Agreement that is being filed. (See Figure 9.)

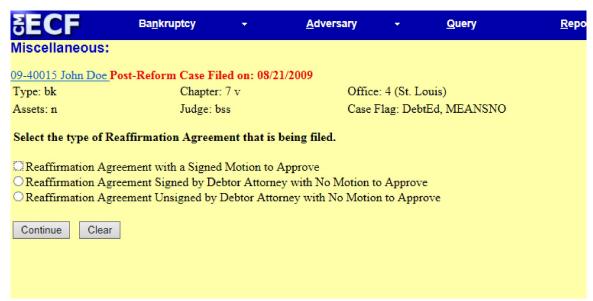


Figure 9

Click [Continue].

STEP 10 Enter the name of the creditor and click [Continue]. (See Figure 10.)



Figure 10

Click [Continue].

STEP 11 Review the accuracy of your information. Enhance the text box, if necessary. (See Figure 11.)

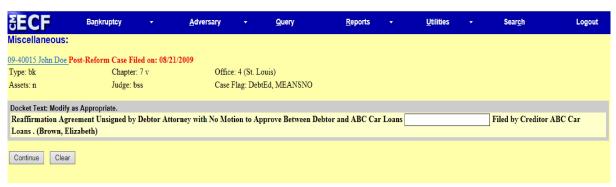


Figure 11

Click [Continue].

STEP 12 Review the accuracy of your information. (See Figure 12.) Verify the final docket text.

CAUTION!! This is your last opportunity to change this event. Clicking **[Continue]** will submit this reaffirmation agreement to the database.

If the final docket text is incorrect, click on your browser's **[Back]** button to find the screen to be modified.

To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.

If correct, click [Continue].

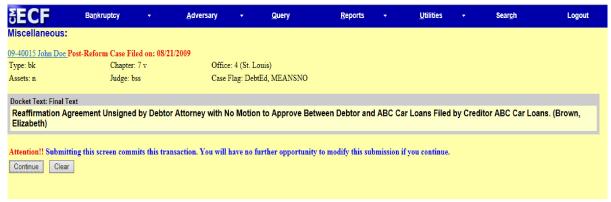


Figure 12

STEP 13 You will receive the Notice of Electronic Filing. (See Figure 13.)

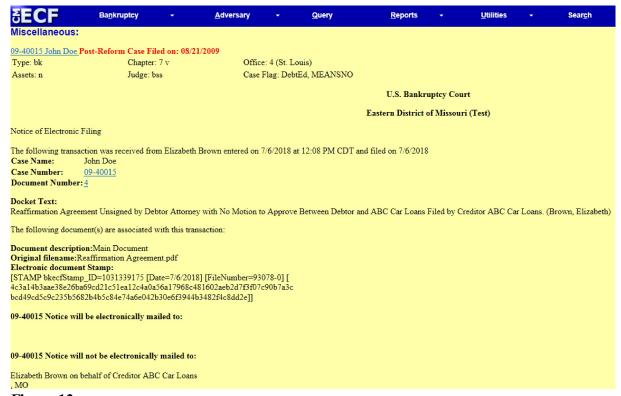


Figure 13

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

To print a copy of this notice, click on the browser [Print] icon.

You may also save the notice through the browser **File/Save** option.