

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.)

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, and Utilities, each with a dropdown arrow. Below the navigation bar, the page title is "Miscellaneous:". The main content area displays case information for "09-40015 John Doe Post-Reform Case Filed on: 08/21/2009". The case details include: Type: bk, Chapter: 7 v, Office: 4 (St. Louis), Assets: n, Judge: bss, and Case Flag: DebtEd, MEANSNO. Below the case details, there is a search bar with the placeholder text "Start typing to find another event. Hold down Ctrl to add additional items." Underneath the search bar, there are two columns of event lists. The left column is titled "Available Events (click to select events)" and contains a scrollable list of various legal events such as "Interrogatories", "Involuntary Summons Service Executed", "Notice of Appearance and Request for Notice", etc. The right column is titled "Selected Events (click to remove events)" and contains a single item: "Reaffirmation Agreement". At the bottom of the event lists, there are "Continue" and "Clear" buttons.

Figure 3

STEP 4 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]**.

The screenshot shows the ECF system interface, similar to Figure 3. The navigation bar and case information are the same. However, the event lists are not visible. Instead, there is a checkbox labeled "Joint filing with other attorney(s)". Below the checkbox, there are "Continue" and "Clear" buttons.

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.)

The screenshot shows the CM/ECF system interface. At the top, there is a blue navigation bar with the CM/ECF logo on the left and menu items: Bankruptcy, Adversary, Query, and Re. Below the navigation bar is a yellow banner with the text "Miscellaneous:". Underneath, there is a case entry for "09-40015 John Doe Post-Reform Case Filed on: 08/21/2009". The case details are displayed in a table-like format:

Type: bk	Chapter: 7 v	Office: 4 (St. Louis)
Assets: n	Judge: bss	Case Flag: DebtEd, MEANSNO

Below the case details, there is a red warning message: "Do not include a proposed order with the filing of this reaffirmation agreement." At the bottom of the warning, there are two buttons: "Continue" and "Clear".

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]**.

The screenshot displays the CM/ECF system interface. At the top is a blue navigation bar with the 'ECF' logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow 'Miscellaneous:' section. It contains a case link '09-40015 John Doe Post-Reform Case Filed on: 08/21/2009' and a table of case details:

Type: bk	Chapter: 7 v	Office: 4 (St. Louis)
Assets: n	Judge: bss	Case Flag: DebtEd, MEANSNO

Below the table is a grey box labeled 'Docket Text: Final Text' containing the text: 'Reaffirmation Agreement Unsigned by Debtor Attorney with No Motion to Approve Between Debtor and ABC Car Loans Filed by Creditor ABC Car Loans. (Brown, Elizabeth)'. Underneath this is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the yellow section are two buttons: 'Continue' and 'Clear'.

Figure 12

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

The screenshot displays the CM/ECF system interface. At the top is a navigation bar with tabs for Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below this is a yellow background area containing the following information:

Miscellaneous:
[09-40015 John Doe Post-Reform Case Filed on: 08/21/2009](#)
Type: bk Chapter: 7 v Office: 4 (St. Louis)
Assets: n Judge: bss Case Flag: DebtEd, MEANSNO

U.S. Bankruptcy Court
Eastern District of Missouri (Test)

Notice of Electronic Filing

The following transaction was received from Elizabeth Brown entered on 7/6/2018 at 12:08 PM CDT and filed on 7/6/2018
Case Name: John Doe
Case Number: [09-40015](#)
Document Number: [4](#)

Docket Text:
Reaffirmation Agreement Unsigned by Debtor Attorney with No Motion to Approve Between Debtor and ABC Car Loans Filed by Creditor ABC Car Loans. (Brown, Elizabeth)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:Reaffirmation Agreement.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1031339175 [Date=7/6/2018] [FileNumber=93078-0] [4c3a14b3aae38e26ba69cd21c51ea12c4a0a56a17968c481602aeb2d7f3f07c90b7a3cbcd49cd5c9c235b5682b4b5c84e74a6e042b30e6f3944b3482f4c8dd2e]]

09-40015 Notice will be electronically mailed to:

09-40015 Notice will not be electronically mailed to:
Elizabeth Brown on behalf of Creditor ABC Car Loans
,MO

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.