



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

DEBTOR'S AFFIDAVIT REQUESTING DISCHARGE

The Debtor's Affidavit Requesting Discharge, Local Bankruptcy Form P, must be filed and served on the Chapter 13 trustee and all creditors no later than 90 days after the Chapter 13 trustee files the notice of completion of plan payments. The failure to timely file this affidavit may result in the case being closed without a discharge.

FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click 'Miscellaneous'
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Debtor's Affidavit Requesting Discharge' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Click 'Next'
7. The Request for Date Information screen displays. Enter 'Date of Service' and click 'Next'. The Objection due date defaults to 14 days and the Monitor Deadline date will automatically calculate. Click 'Next'
8. The Case Information screen displays. Verify Name of Debtor(s) and Case Information. Click 'Next'
9. The final approval screen appears: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this modify submission if you continue. Have you redacted? If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'
10. The Notice of Electronic Filing screen displays.