

REAFFIRMATION AGREEMENT

Last Updated: April, 2009

This module gives step by step instructions for filing a Reaffirmation Agreement, including creditor users with limited access logins. The Reaffirmation Agreement form [B240](#) can be found as an electronic PDF available on the court's website. This form must be a scanned image so it can reflect the signature of the parties.

STEP 1 Click on Bankruptcy on the CM/ECF Main Menu bar.

STEP 2 Click on Claims: Other Actions.

STEP 3 The Case Number screen displays:

- Type the case number in yy-nnnnn format.
- Click Next to continue.

STEP 4 The Available Events screen displays:

- Scroll down to 'Reaffirmation Agreement' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
- Select 'Reaffirmation Agreement'. The event name will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it).
- Click Next to continue.

STEP 5 The Party Selection screen displays:

- Scroll through the list of parties and if the party exists, select the name and
- Click Next to continue, or if the party is not found click Add/Create New Party (Refer to the Add/Create New Party module for complete instructions.)

STEP 6 The Attorney-Party Association screen displays:

- Do-Not check the box and create an association.
- Click Next to continue.

STEP 7 The PDF Document Selection screen displays:

- Click on Browse, (Refer to the *Navigating through Directories* Module for complete instructions.)
- Click Next to continue.

- STEP 8** The Enhancement screen displays:
- Enter the name of the creditor in the blank text box.
 - Click Next to continue.
- STEP 9** The Question screen displays:
- ‘Has counsel for the debtor signed the Reaffirmation Agreement?’ Select ‘Yes’ or ‘No’.
 - Click Next to continue.
- STEP 10** The Text Enhancement screen displays:
- If ‘Yes’ was answered to the previous question, type ‘Declaration of Counsel’ in the text window. If the answer was ‘No’ go to Step 11.
 - Click Next to continue.
- STEP 11** The Case Number and Name of Debtor(s) screen displays:
- Click Next to continue.
- STEP 12** The Final Approval screen displays:
- Verify the Final Docket Text.
 - Click Next to continue.
- STEP 13** The Notice of Electronic Filing screen displays. (Refer to the *Notice of Electronic Filing* Module for complete instructions.)