

**Creditor Quick Reference Guide**

**Reaffirmation Agreement**

**NOTE: Be sure to include the required Reaffirmation Agreement Cover Sheet with the Reaffirmation Agreement.**

Step	Action
1.	Select <b>Bankruptcy</b> .
2.	From the Events List, select <b>Reaffirmation Agreement (creditor)</b> .
3.	Enter the case number. <i>(You have the option to batch file here)</i>  Select <b>NEXT</b> .
4.	From the Available Chose from the following:  Choose: <b>Reaffirmation Agreement (Creditor)</b>  Select <b>NEXT</b>  This screen also has the option of filing just a cover sheet if one was missing in a filing or is being filed separately. Choose <b>Reaffirmation Agreement Cover Sheet</b>
5.	This screen allows you to browse your system to attach the PDF of the withdrawal of claim.  <b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select <b>OPEN</b>  Select <b>NEXT</b>
6.	Enter <b>Name of Creditor</b>  Select <b>NEXT</b>
7.	Select <b>NEXT</b>
8.	This screen serves as the last chance to verify that the file docket text is correct. If correct,  Select <b>NEXT - the docketing process will be committed.</b>  <b>If any changes need to be made use the back navigation arrow to make the corrections. Retrace actions once correction is made.</b>
9.	At the Docket Text: Final Text screen, final verification that the docket text is correct  Select <b>NEXT</b>
10.	The final screen is the Notice of Electronic Claims Filing screen  This screen is your confirmation that the docketing process is complete