

# Reaffirmation Agreement

Last Updated: February 2012

This module gives step by step instructions for filing a Reaffirmation Agreement, including creditor users with limited access logins. The Reaffirmation Agreement form [B240A](#) 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.

- 1. Click 'Bankruptcy' on the Blue Menu Bar**
  - Limited Creditor Logins: Click 'Claims: Other Actions'
  - Attorney Logins: Click 'Miscellaneous'
  
- 2. The Case Number screen displays:**
  - Type the case number in yy-nnnnn format.
  - Click 'Next'
  
- 3. 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.
  
- 4. 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.)
  - 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'

**5. The Attorney-Party Association screen displays:**

- Do-**Not** check the box and create an association
- Click 'Next'

**6. The PDF Document Selection screen displays:**

- Click on 'Browse'
- Click 'Next'

**7. The Modify Docket Test screen displays:**

- Enter the name of the creditor in the blank text box
- Click 'Next'

**8. The Question screen displays:**

- Has counsel for the debtor signed the Reaffirmation Agreement?' Select 'Yes' or 'No'.
- Click 'Next'

**9. 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'

**10. The Case Number and Name of Debtor(s) screen displays:**

- Click 'Next'

**11. The Final Approval screen displays: **Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.****

- Verify the Final Docket Text
- Click 'Next'