

## CREDITOR -- Quick Reference Guide

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### Reaffirmation Agreement

Step	Action
1	Click on the <b><u>Bankruptcy</u></b> hyperlink
2	Click <b><u>Reaffirmation Agreement (creditor)</u></b>
3	Enter the case number(s) - click <b>NEXT</b>
4	Verify case number(s) and debtor name(s) - <b>Select</b> Reaffirmation Agreement (Creditor) if debtor is represented by an attorney or Reaffirmation Agreement pro se (Creditor) if the debtor is not represented by an attorney- click <b>NEXT</b>
5	Click the <b>BROWSE</b> button beside the debtor's case number and name to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach for this debtor. <b>Select</b> the correct <b>PDF</b> and click <b>Open</b> . If more than one debtor is listed click the Browse button beside each debtor and follow the previous steps. <p style="text-align: center;"><b>NOTE:</b> To view the document select the correct <b>PDF</b>, <b>Right Click</b>, and <b>Click Open</b></p> Enter Name of Creditor - click <b>NEXT</b>
6	Click - <b>NEXT</b>
7	At <b>Docket Text: Final Text</b> screen verify that the text is correct - If correct - click <b>NEXT</b> If incorrect - click the browser <b>BACK</b> button until you find the error(s) and proceed with the event.
8	The Notice of Electronic Filing screen appears and your transaction is complete.