

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA**

CREDITOR CLAIMANTS

HOW TO FILE A REAFFIRMATION AGREEMENT

- After accessing the ECF system, click on Bankruptcy;
- From the menu, select and click on Creditor Claimant Activity;
- Key in the case number;
- Select Reaffirmation Agreement from the menu;
- Do not check the box “Joint filing with another attorney”
- Select your party on the next screen; or
- Click on “Create New Party” if your party is not on the list and enter the party name and address;
- Change the party role to Creditor;
- Click on Submit;
- DO NOT check the association between attorney and party box;
- Click Next;
- Browse for your PDF;
- Click Next;
- Note the instructions on the next screen and click Next;
- Complete the text with the name of the creditor;
- Click Next;
- Read the text for accuracy;
- Click Next.

You have now filed the Reaffirmation Agreement. You will see the Electronic Date and Time Stamp, which you may print for your files.