

Slide 1

---

---

---

---

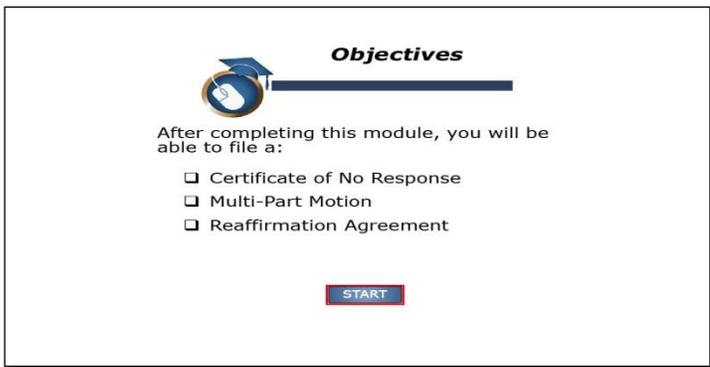
---

---

---

---

Notes: Welcome to the Module on Filing Common Pleadings continued. In this module, we will look at other commonly filed post-petition pleadings.



Slide 2

---

---

---

---

---

---

---

---

Notes: After completing this module, you will be able to file a Certificate of No Response, a Multi-part Motion, and a Reaffirmation Agreement. When you are ready to begin, click START.



Slide 3

---

---

---

---

---

---

---

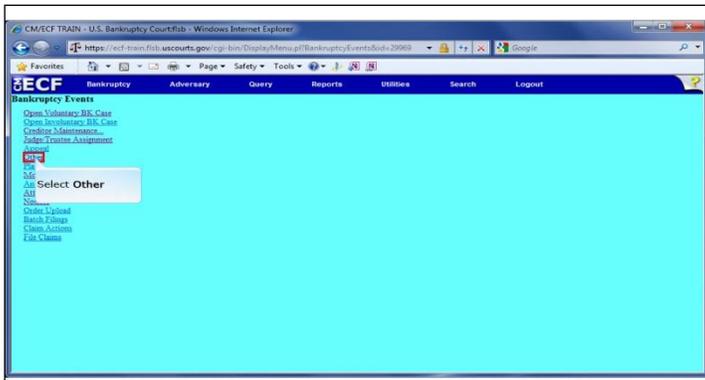
---

Notes: We begin by following-up the Motion to Avoid Lien on Negative Notice by filing the Local Form 48 (LF-48) Certificate of No Response or Settlement and Request for Entry of Order since there is no opposition to the motion.



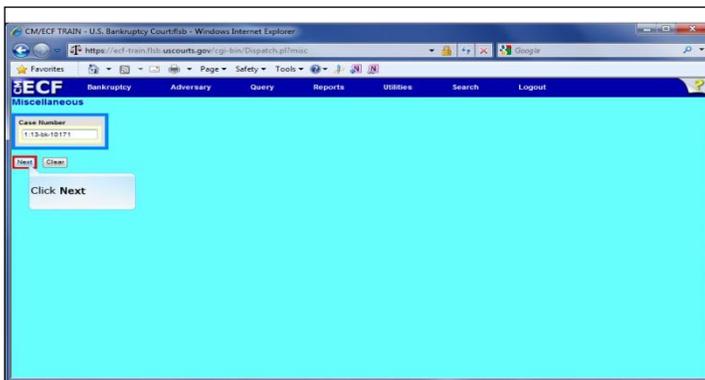
Slide 4

Notes: From the Main Menu bar, click Bankruptcy.



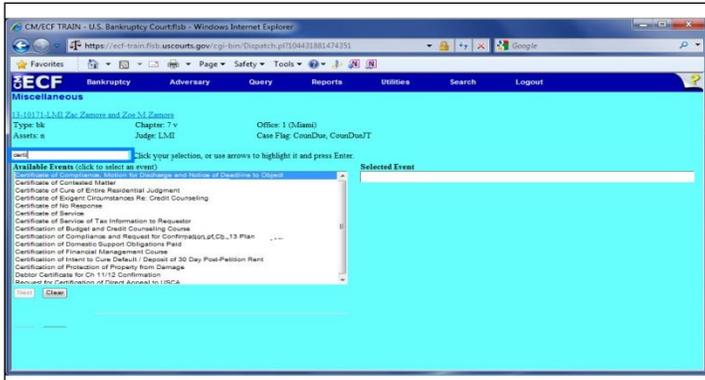
Slide 5

Notes: The Bankruptcy Events list will appear. Select Other from the list.



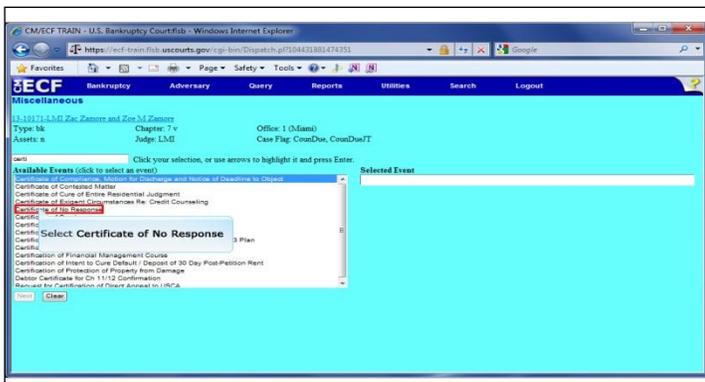
Slide 6

Notes: The Case Number screen will appear. Verify the case number and click Next.



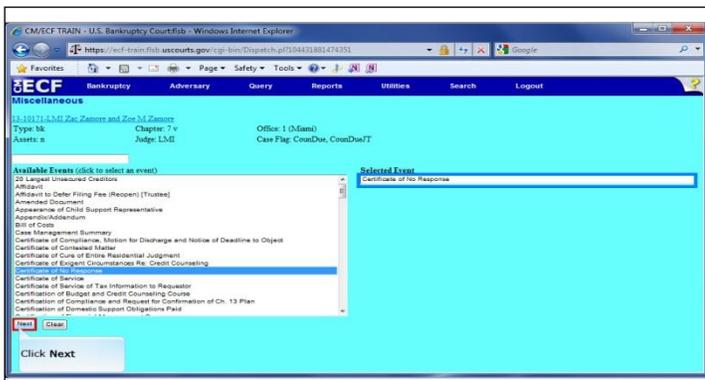
Slide 7

Notes: The Available Events screen will appear. Click in the text box and type "certi" to narrow your search.



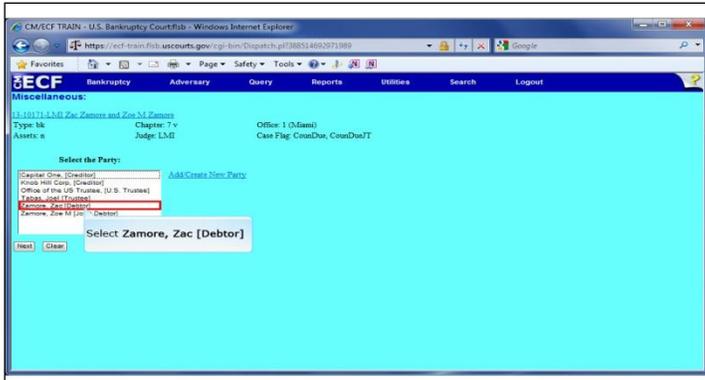
Slide 8

Notes: Select Certificate of No Response from the list.



Slide 9

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



Slide 10

---

---

---

---

---

---

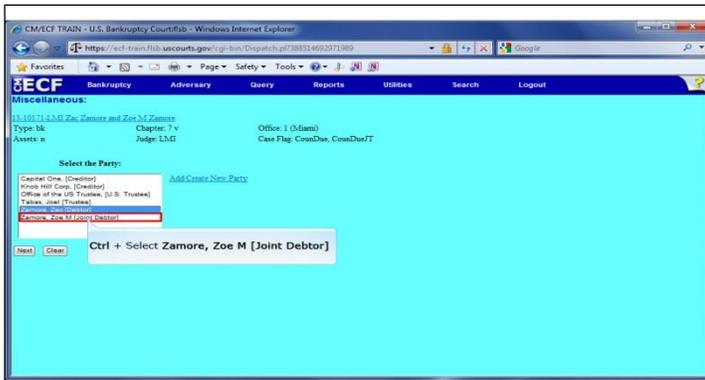
---

---

---

---

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



Slide 11

---

---

---

---

---

---

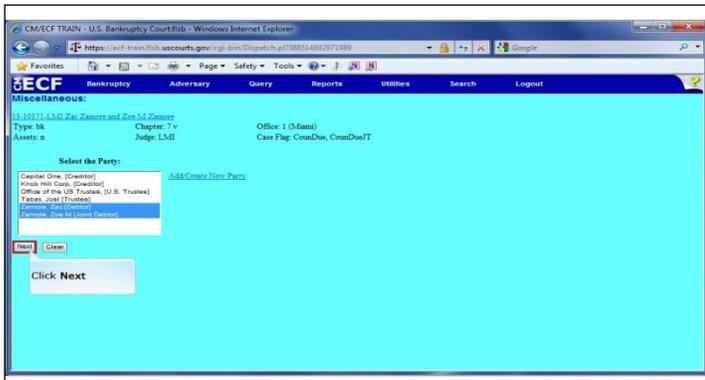
---

---

---

---

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



Slide 12

---

---

---

---

---

---

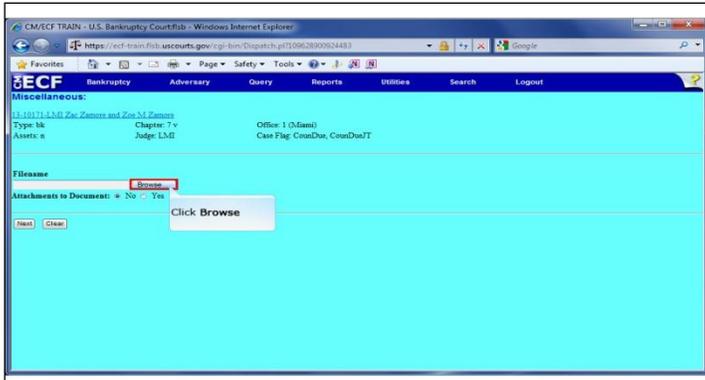
---

---

---

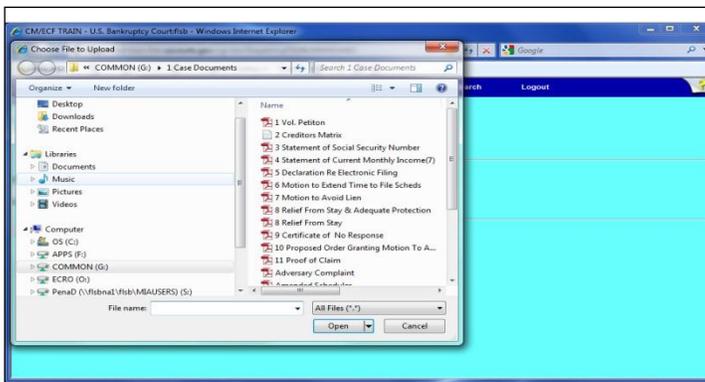
---

Notes: Once both are highlighted, click Next.



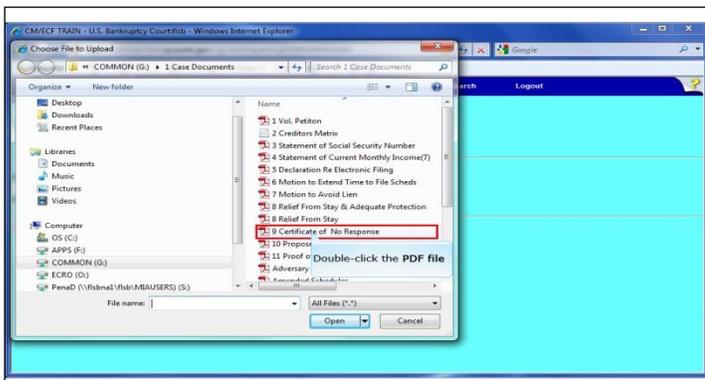
Slide 13

Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



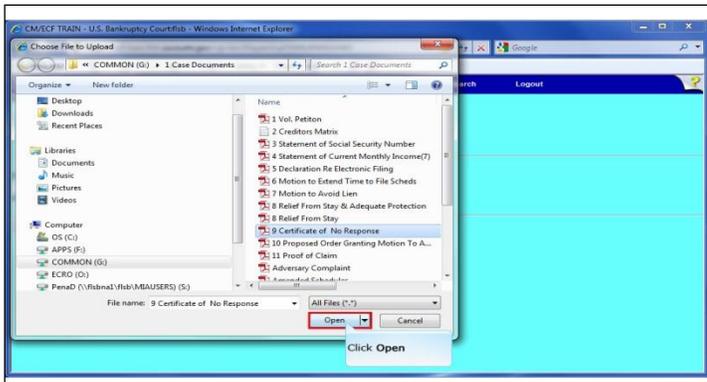
Slide 14

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



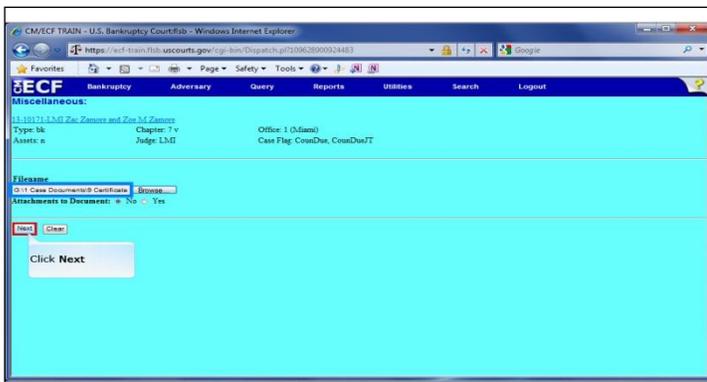
Slide 15

Notes: Before uploading, verify the correct PDF file is selected and references the docket entry number of the motion. Double-click the PDF file.



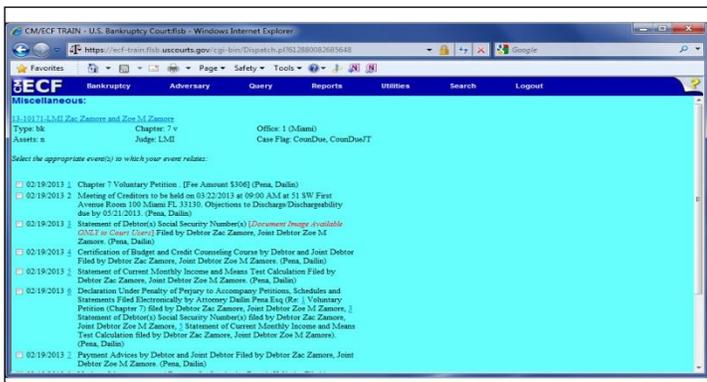
Slide 16

Notes: Click Open to associate the file with the case.



Slide 17

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



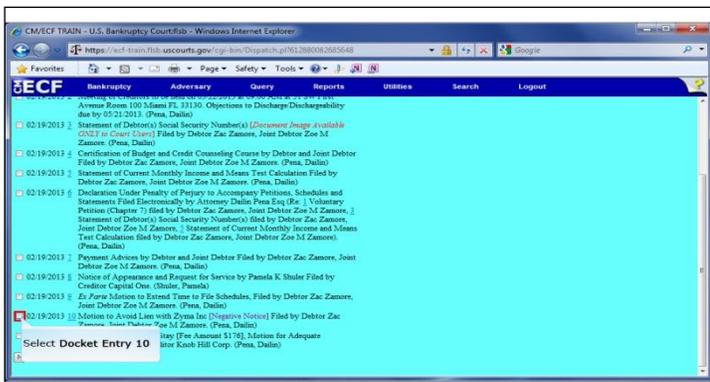
Slide 18

Notes: The Association screen displays.



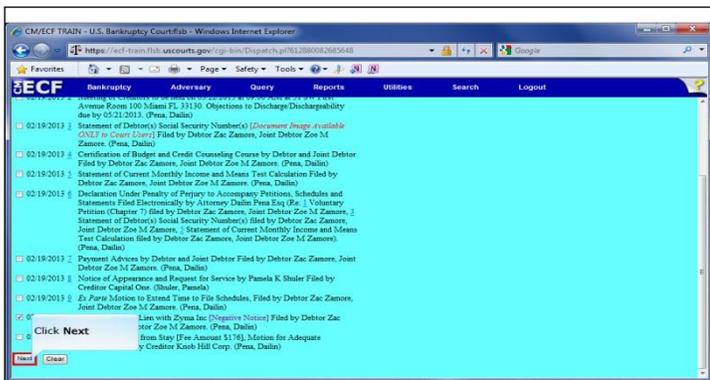
Slide 19

Notes: Click the Scroll down arrow.



Slide 20

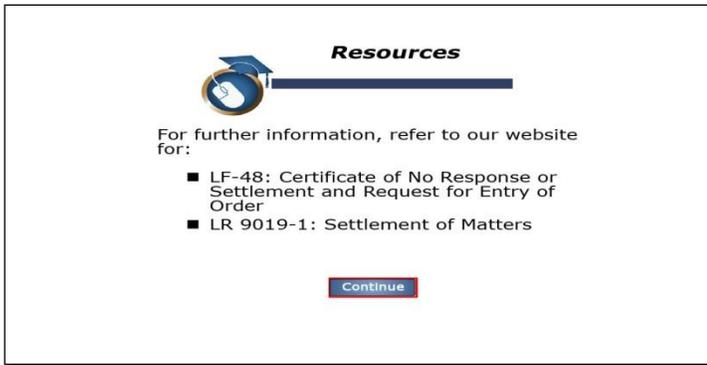
Notes: Select the check box for the related motion, docket entry 10.



Slide 21

Notes: Click Next to continue.





Slide 25

---

---

---

---

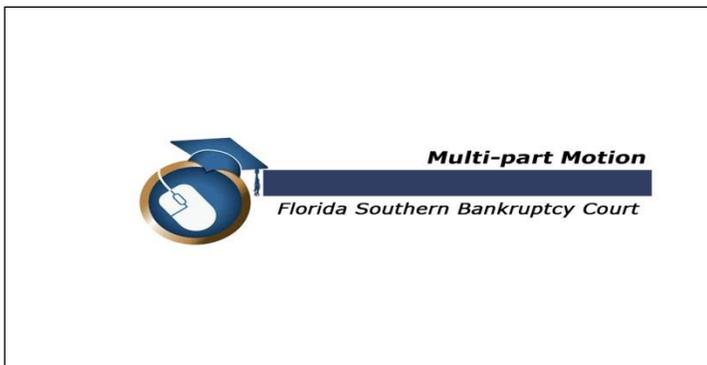
---

---

---

---

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.



Slide 26

---

---

---

---

---

---

---

---

Notes: Welcome to the lesson on Filing a Multi-part Motion. This lesson guides you through the process of filing a motion when it seeks multiple relief types; a Motion to Dismiss or Convert to a Chapter 13 Case.



Slide 27

---

---

---

---

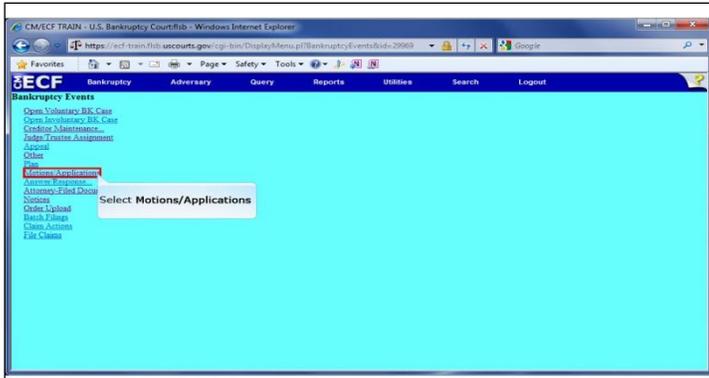
---

---

---

---

Notes: From the Main Menu bar, click Bankruptcy.



Slide 28

---

---

---

---

---

---

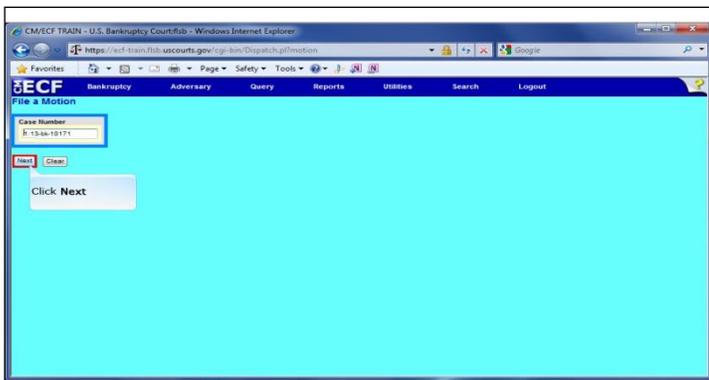
---

---

---

---

Notes: The Bankruptcy Events list will appear. Select Motions/Applications from the list.



Slide 29

---

---

---

---

---

---

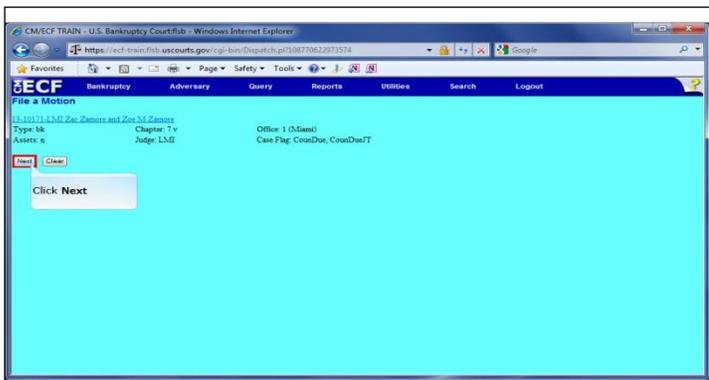
---

---

---

---

Notes: The Case Number screen will appear. Verify the case number and click Next.



Slide 30

---

---

---

---

---

---

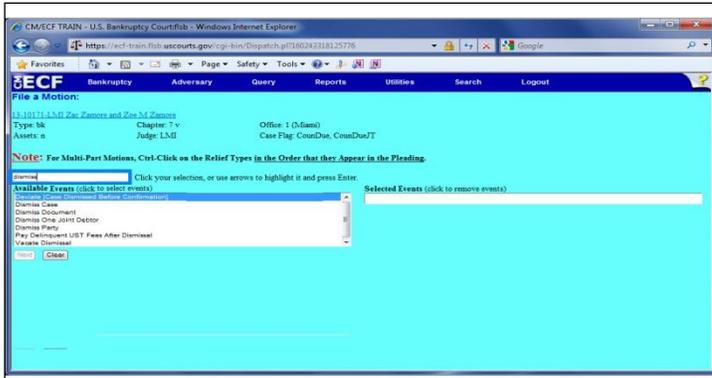
---

---

---

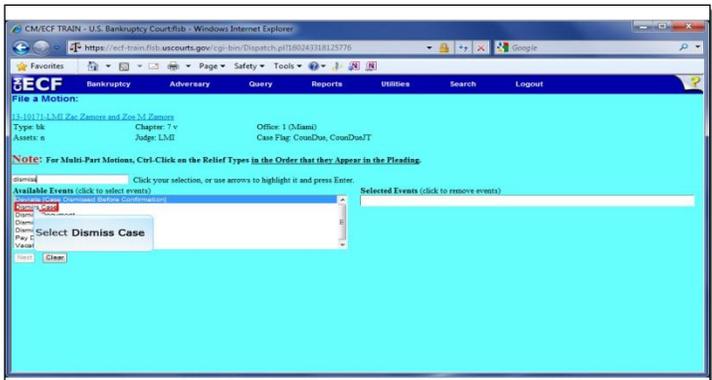
---

Notes: At the default screen, verify the correct case name and number display and click Next.



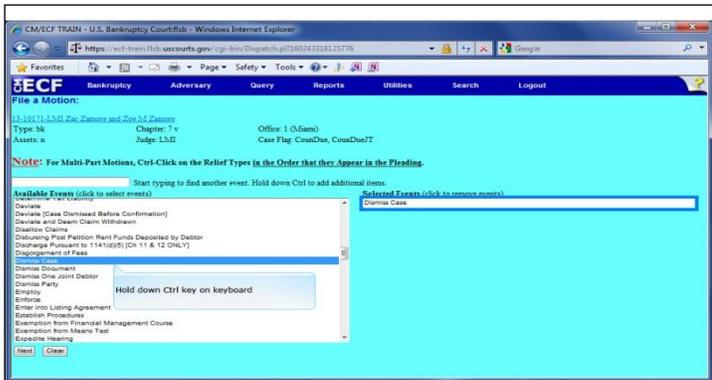
Slide 31

Notes: The Available Events screen will appear. We will be filing a multi-part motion. Select the events in the same order that they appear in the pleading. Click in the text box and type "dismiss" to narrow your search.



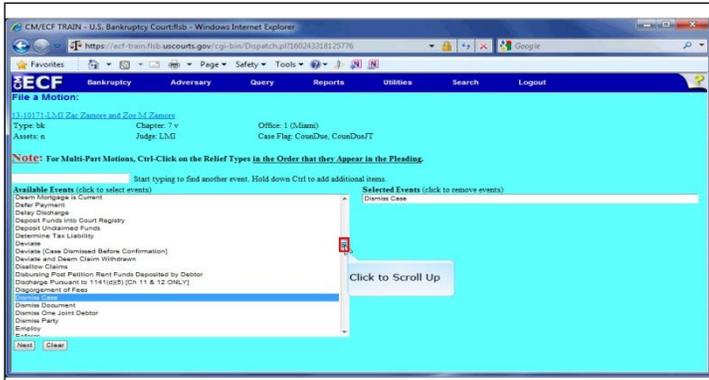
Slide 32

Notes: Select Dismiss Case from the list.



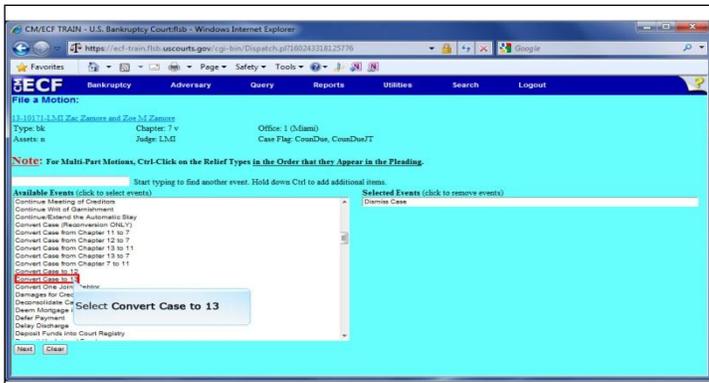
Slide 33

Notes: Confirm the first selection appears under Selected Events. Then, while holding down the CTRL key on your keyboard,



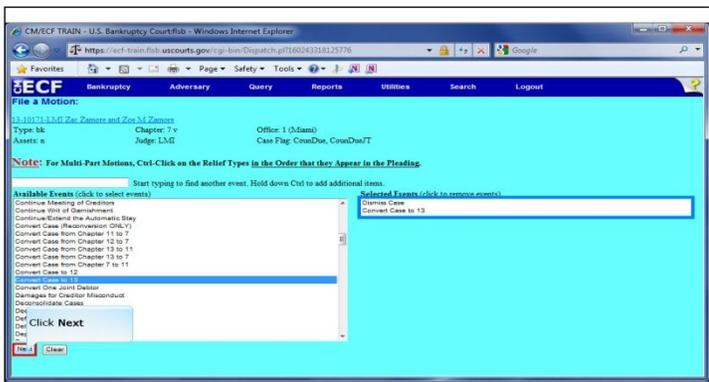
Slide 34

Notes: scroll up the Available Events list to select the second event.



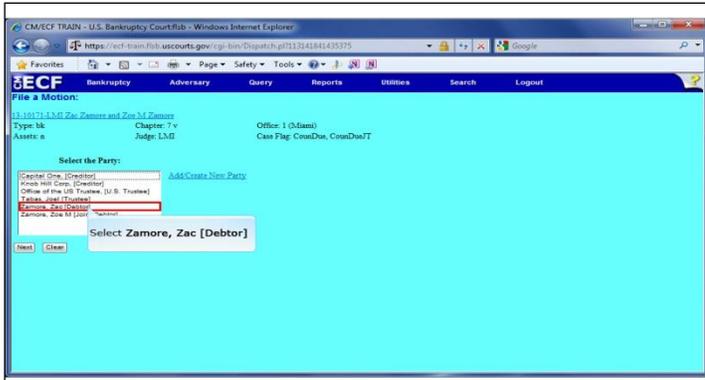
Slide 35

Notes: Select Convert Case to 13.



Slide 36

Notes: Confirm both selections appear in the Selected Events field and are in the same order as the documents included in the pleading. Click Next to continue.



Slide 37

---

---

---

---

---

---

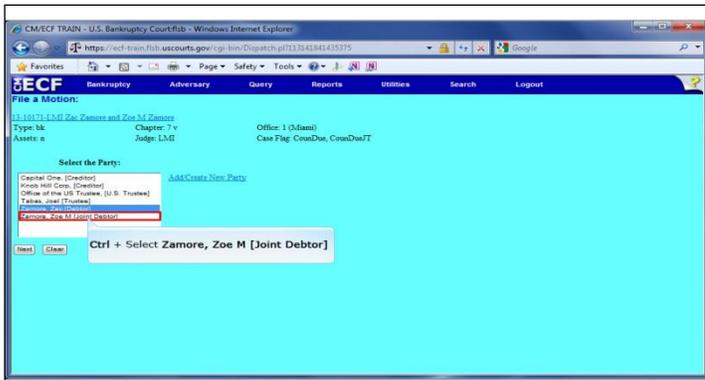
---

---

---

---

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



Slide 38

---

---

---

---

---

---

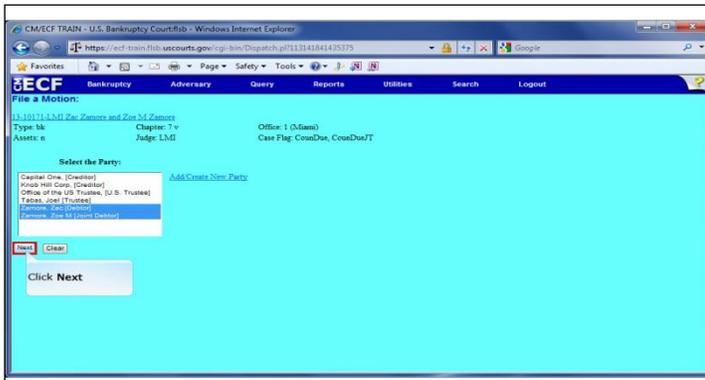
---

---

---

---

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



Slide 39

---

---

---

---

---

---

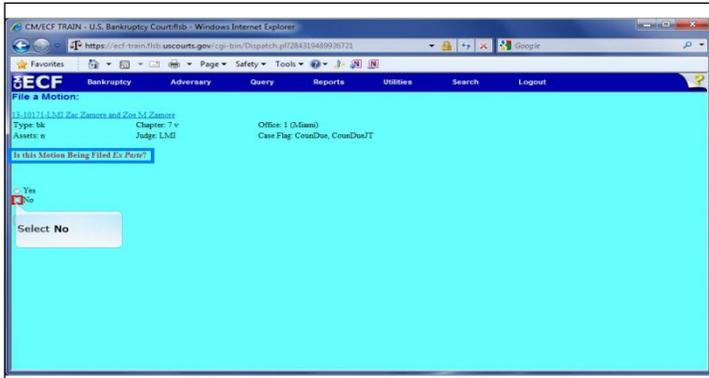
---

---

---

---

Notes: Once both are highlighted, click Next.



Slide 40

---

---

---

---

---

---

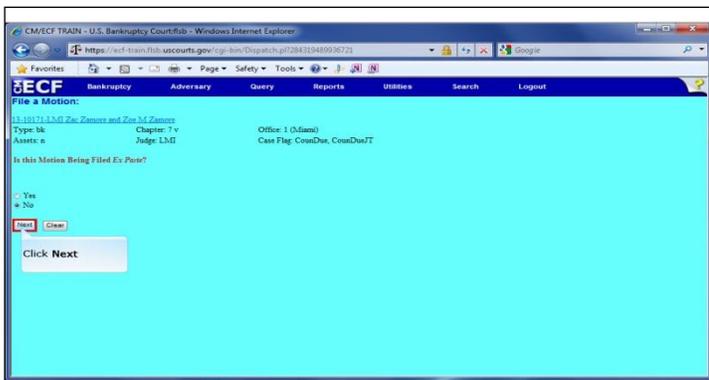
---

---

---

---

Notes: The Ex Parte screen will appear. For the purposes of our tutorial, select No at the prompt.



Slide 41

---

---

---

---

---

---

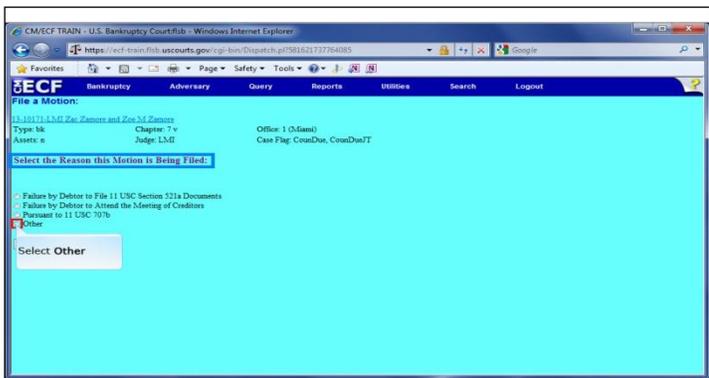
---

---

---

---

Notes: Click Next to continue.



Slide 42

---

---

---

---

---

---

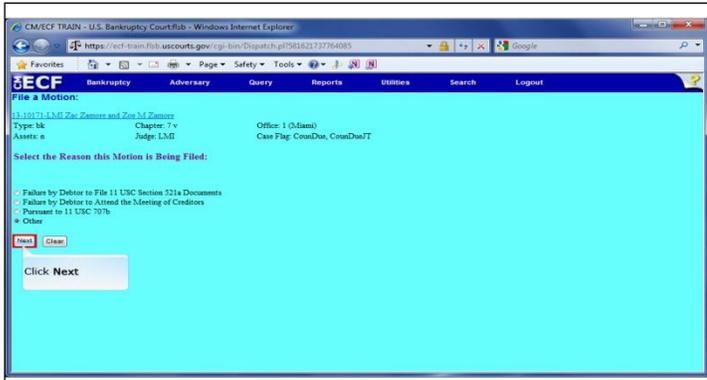
---

---

---

---

Notes: The Reason for Motion screen will appear. Depending on the relief types selected, you may find that the CM/ECF system will prompt the filer to answer questions about the relief type, including information about fees if applicable. For the purpose of this tutorial, our sample motion is not requesting the default relief types listed. Select Other.



Slide 43

---

---

---

---

---

---

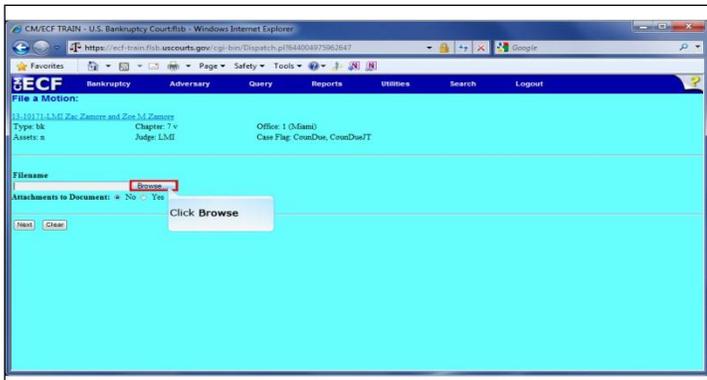
---

---

---

---

Notes: Click Next to continue.



Slide 44

---

---

---

---

---

---

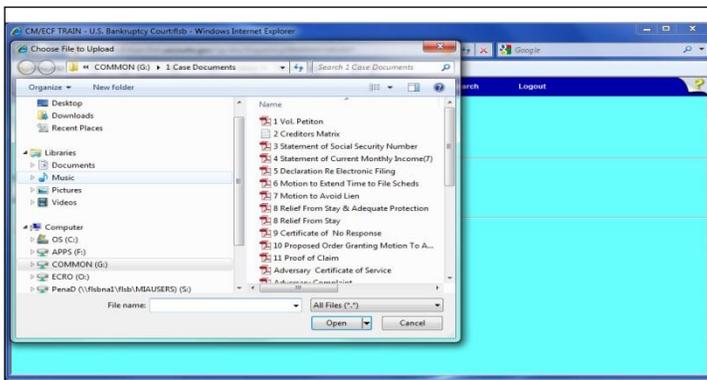
---

---

---

---

Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



Slide 45

---

---

---

---

---

---

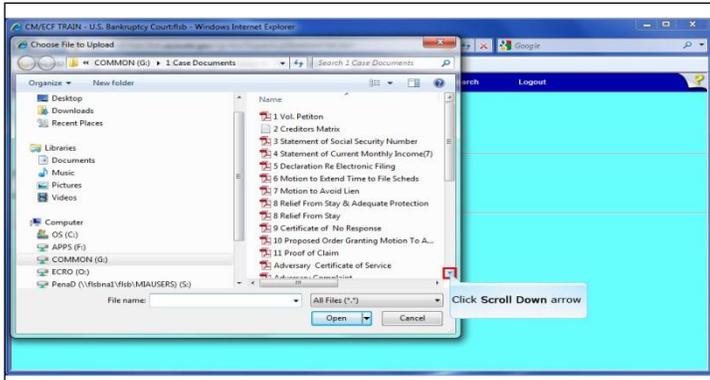
---

---

---

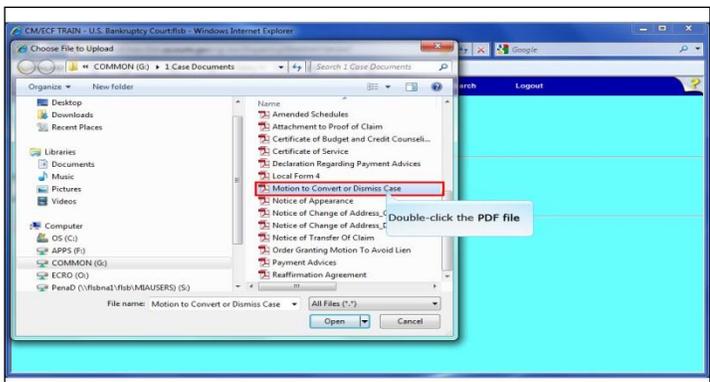
---

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



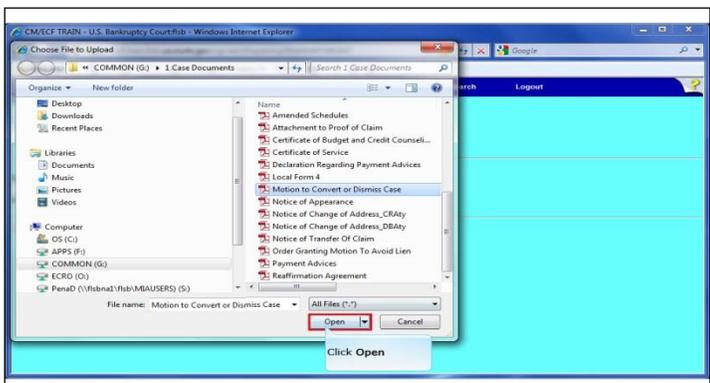
Slide 46

Notes: Click on the Scroll Down arrow.



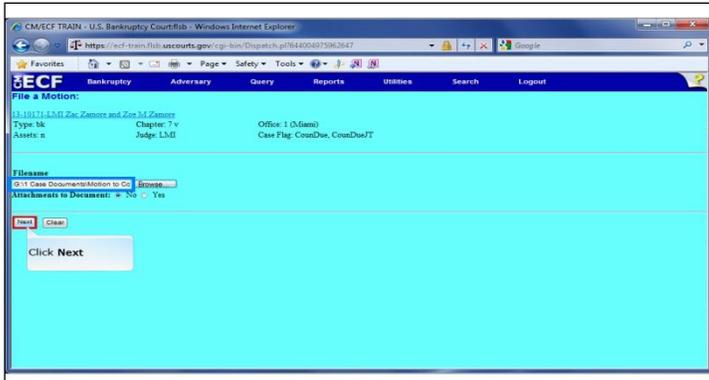
Slide 47

Notes: Before uploading, verify the correct PDF file is selected and that the title reflects the same order as the events previously selected for the filing. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



Slide 48

Notes: Click Open to associate the file with the case.



Slide 49

---

---

---

---

---

---

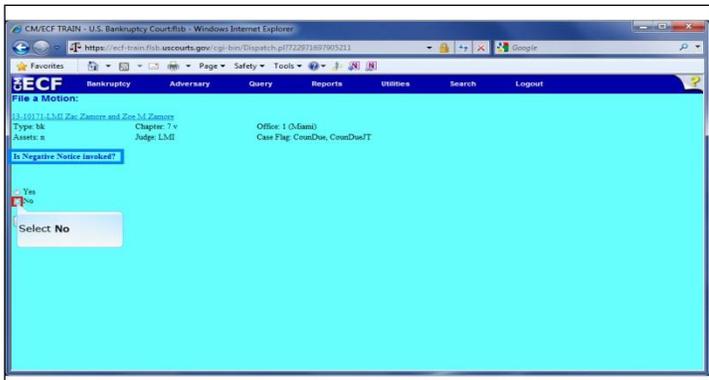
---

---

---

---

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 50

---

---

---

---

---

---

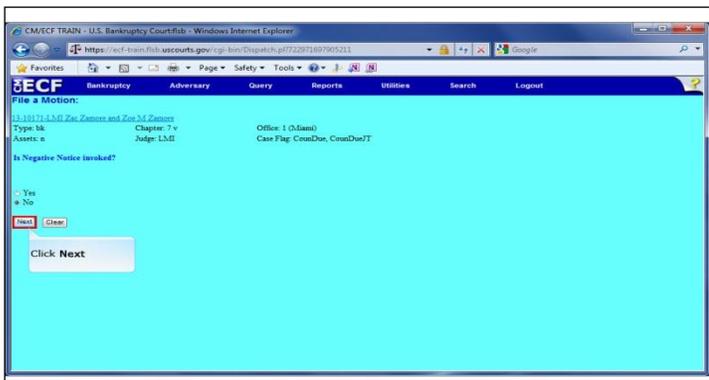
---

---

---

---

Notes: The Negative Notice screen will appear. Negative Notice is not invoked for this event. Select No at the prompt.



Slide 51

---

---

---

---

---

---

---

---

---

---

Notes: Click Next to continue.



**Resources**

For further information, refer to our website for:

- LR 1017-1: Conversion - Request for/Notice of
- LR 1017-2: Dismissal of a Case
- LR 1019-1(H): Means Test Form Due Upon Conversion
- Filing Requirements (by Chapter)
- LR 9013-1(C): Motions that may be Considered without Hearing (Ex Parte Motions)
- LR 9013-1(D): Motions Considered on Negative Notice

[Continue](#)

Slide 55

---

---

---

---

---

---

---

---

---

---

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.

**Reaffirmation Agreement**  
Florida Southern Bankruptcy Court

Slide 56

---

---

---

---

---

---

---

---

---

---

Notes: Welcome to the lesson on Filing a Reaffirmation Agreement. Reaffirmation agreements may be filed by representatives of either the debtor or creditor.

CM/ECF TRAIN - U.S. Bankruptcy Court/Fla - Windows Internet Explorer

https://ecf.train.flis.uscourts.gov/cgi-bin/showDoc.pl?706072344264099

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a MOTION:** [Click Bankruptcy](#)

13-10171-LMI Zac Zamore as  
 Type: 13  
 Assets: s Judge: LMI Office: 1 (D.Gain)  
 Case Flag: CourtDoc, CourtDocJT  
 U.S. Bankruptcy Court  
 Southern District of Florida

Notice of Electronic Filing  
 The following transaction was received from Dallas Pesa entered on 2/26/2013 at 12:42 PM EST and filed on 2/26/2013  
 Case Name: Zac Zamore and Zoe M Zamore  
 Case Number: 13-10171-LMI  
 Document Number: 13

Decket Text:  
 Motion to Dismiss Case, Motion to Convert Case to Chapter 13 Filed by Debtor Zac Zamore, Joint Debtor Zoe M Zamore, (Pesa, Dallas)

The following document(s) are associated with this transaction:  
 Document description/Main Document  
 Original filename: O:\1 Case Documents\Motion to Convert or Dismiss Case.pdf  
 Electronic document stamp  
 [STAMP: docStamp\_ID=1668065210 (Date=2/26/2013) (F9aNumber=679161-0)  
 [sca1161c8b666605ab7344bda9112801032bade188ad846475c284e  
 6d2db84583c583823929c9c486a134016720715db0877e8997965456a]

13-10171-LMI Notice will be electronically mailed to:

Slide 57

---

---

---

---

---

---

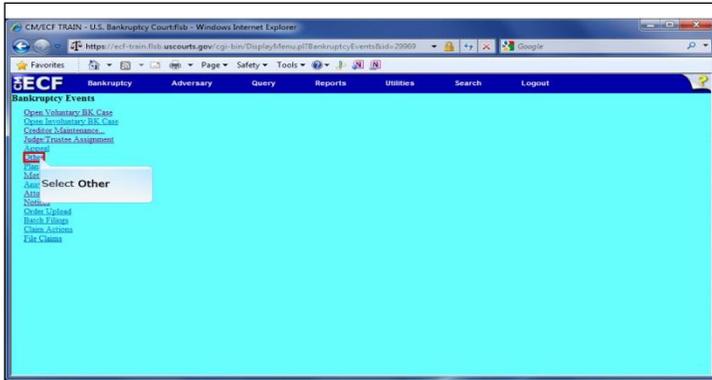
---

---

---

---

Notes: From the Main Menu bar, click Bankruptcy to begin.



Slide 58

---

---

---

---

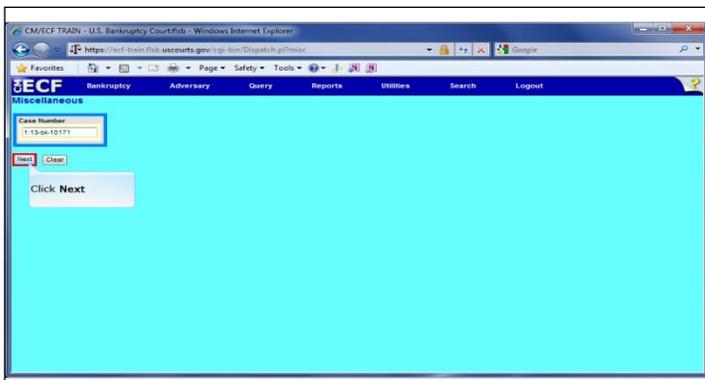
---

---

---

---

Notes: The Bankruptcy Events list will appear. Select Other from the list.



Slide 59

---

---

---

---

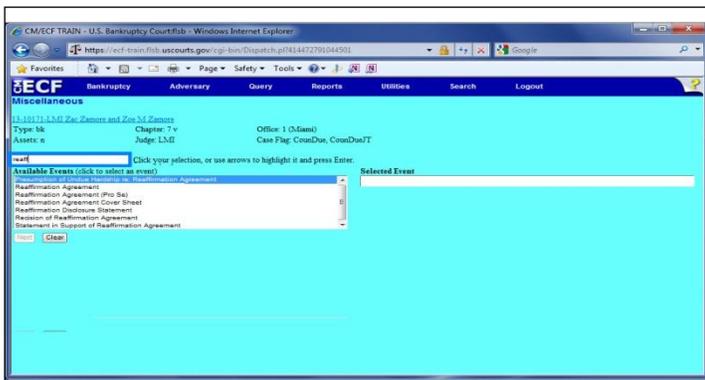
---

---

---

---

Notes: The Case Number screen will appear. Verify the case number and click Next.



Slide 60

---

---

---

---

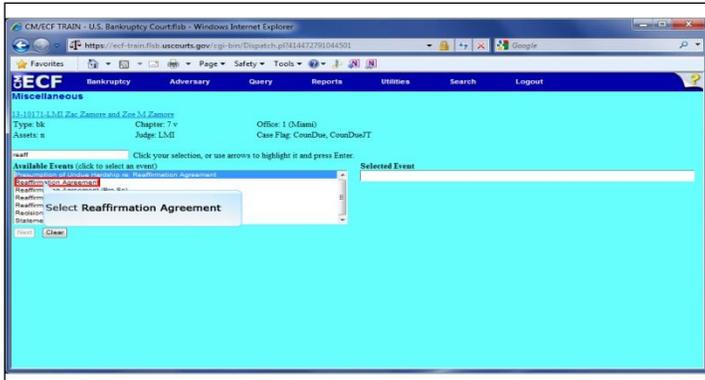
---

---

---

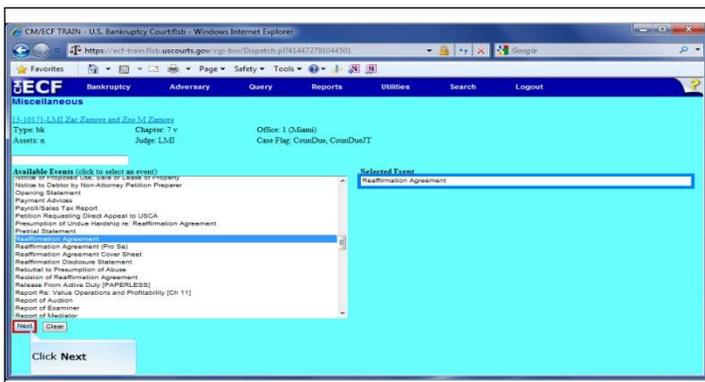
---

Notes: The Available Events screen will appear. Click in the text box and type "reaff" to narrow your search.



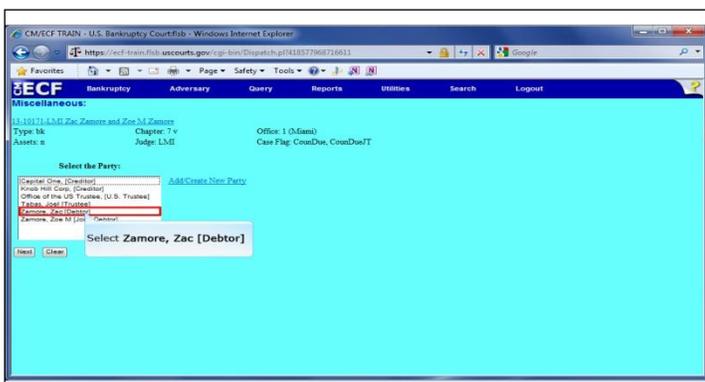
Slide 61

Notes: For this tutorial, no hearing is needed because the required signatures of the debtor(s) and creditor are contained in the imaged document. Additionally, the reaffirmation agreement was entered into prior to court issuance of the Discharge of Debtor(s). From the Available Events list, select Reaffirmation Agreement.



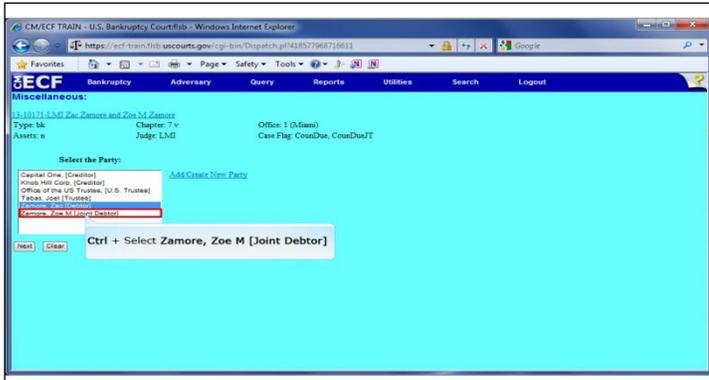
Slide 62

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



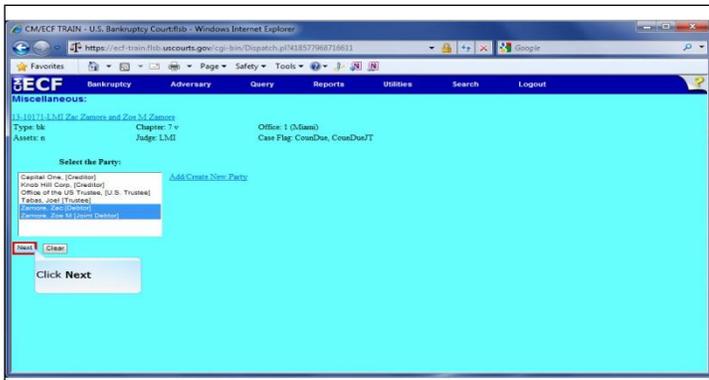
Slide 63

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



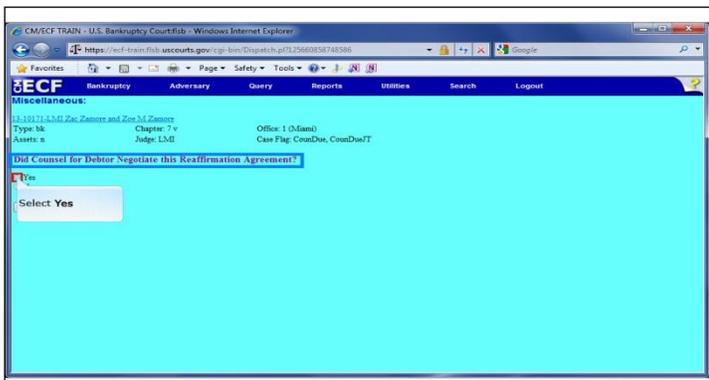
Slide 64

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



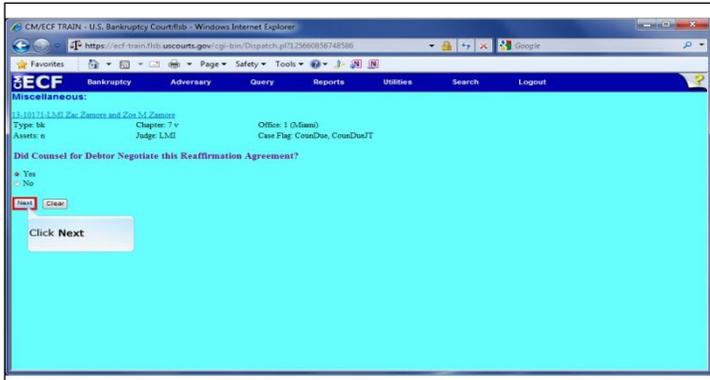
Slide 65

Notes: Once both are highlighted, click Next.



Slide 66

Notes: At the prompt, select Yes to confirm counsel negotiated this reaffirmation agreement.



Slide 67

---

---

---

---

---

---

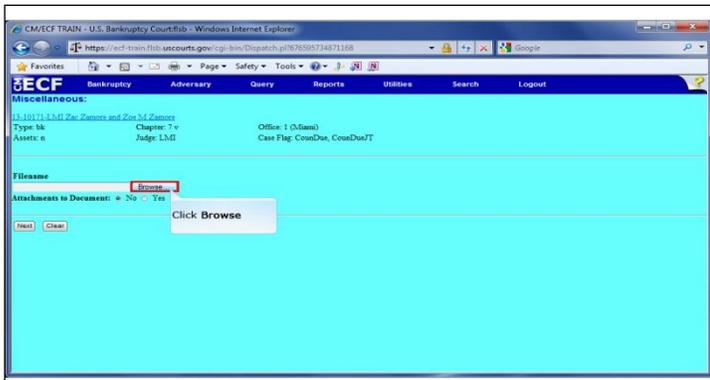
---

---

---

---

Notes: Click Next to continue.



Slide 68

---

---

---

---

---

---

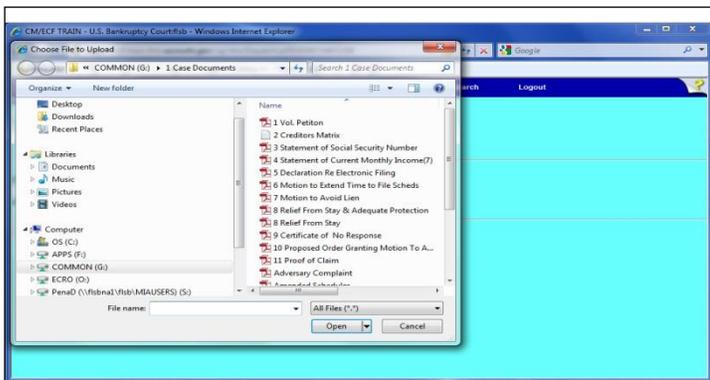
---

---

---

---

Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



Slide 69

---

---

---

---

---

---

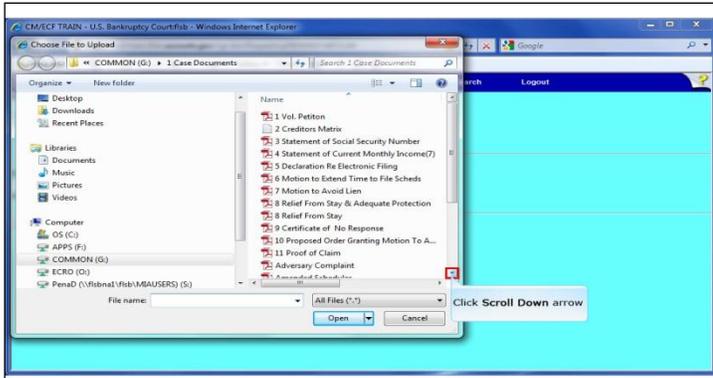
---

---

---

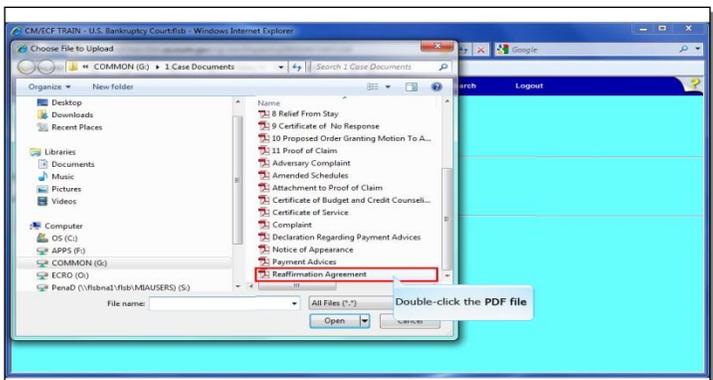
---

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



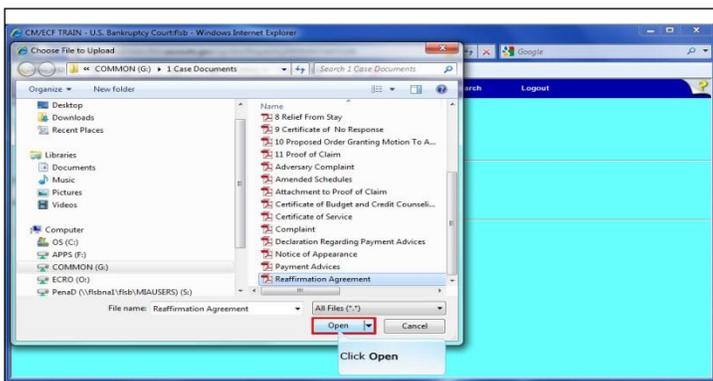
Slide 70

Notes: Click on the Scroll Down arrow to locate the file.



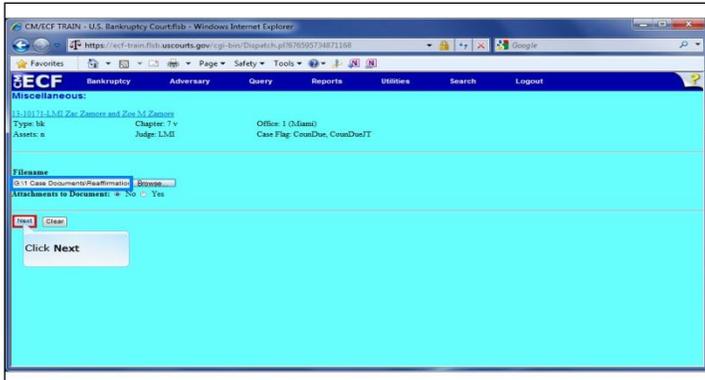
Slide 71

Notes: Before uploading, verify the correct PDF file is selected and it is legible. Verify the PDF has the correct information (including the creditor name, total amount of indebtedness, and the proposed monthly payment, per the terms of the reaffirmation agreement), the appropriate signatures, and has been redacted. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



Slide 72

Notes: Click Open to associate the file with the case.



Slide 73

---

---

---

---

---

---

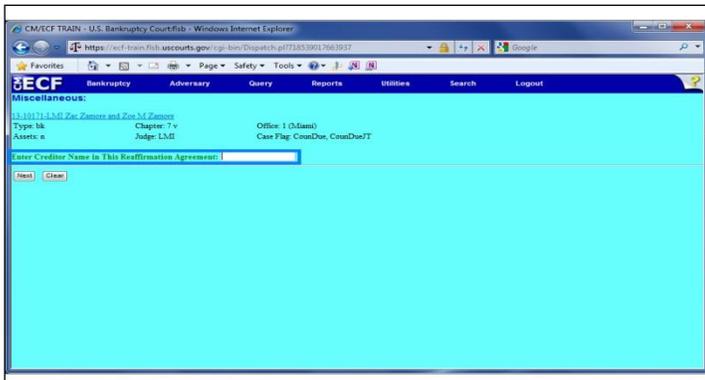
---

---

---

---

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 74

---

---

---

---

---

---

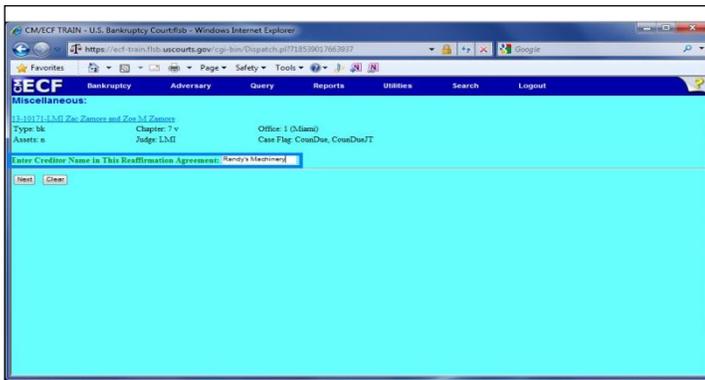
---

---

---

---

Notes: It is important that you respond to the requested information on the following default screens. Click in the text box.



Slide 75

---

---

---

---

---

---

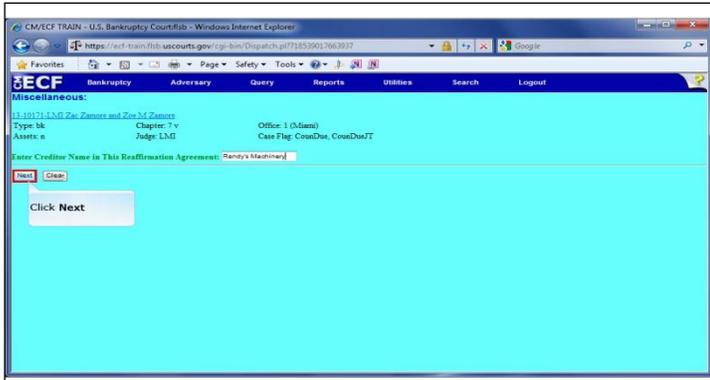
---

---

---

---

Notes: Enter the name of the Creditor with whom the Reaffirmation Agreement is being made: Randy's Machinery.



Slide 76

---

---

---

---

---

---

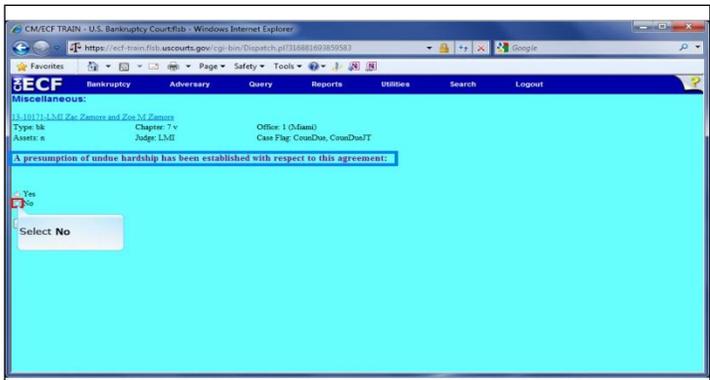
---

---

---

---

Notes: Click Next to continue.



Slide 77

---

---

---

---

---

---

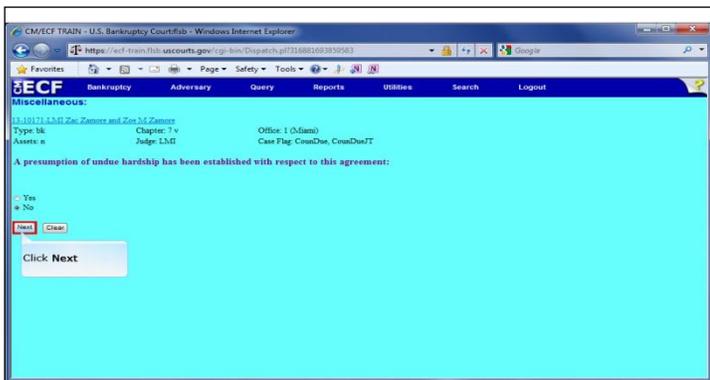
---

---

---

---

Notes: There is no presumption of undue hardship for the debtors. Select No at the prompt.



Slide 78

---

---

---

---

---

---

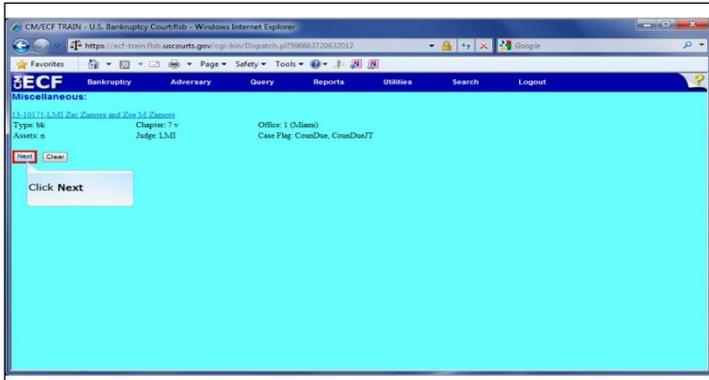
---

---

---

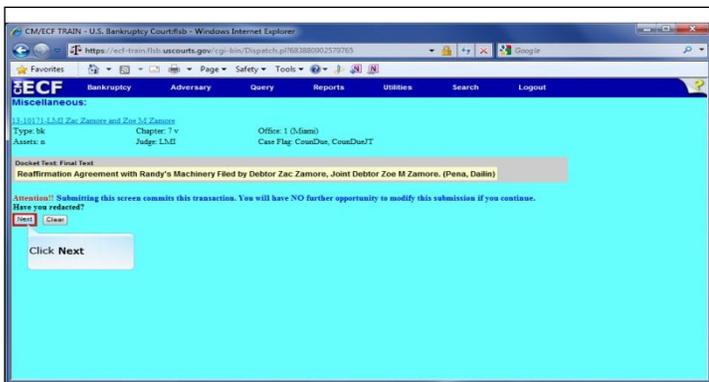
---

Notes: Click Next to continue.



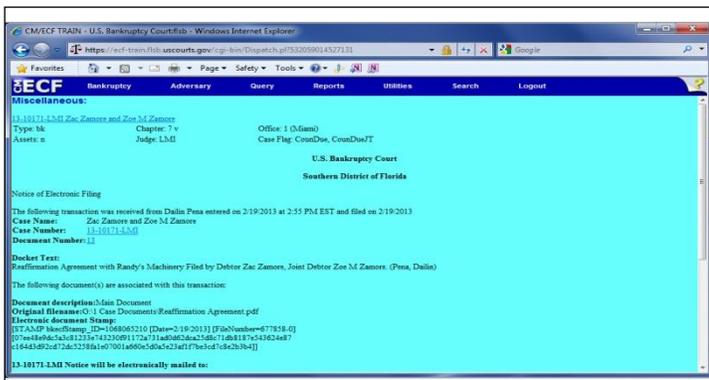
Slide 79

Notes: Click Next again at the default screen.



Slide 80

Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



Slide 81

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply.



Slide 82

---

---

---

---

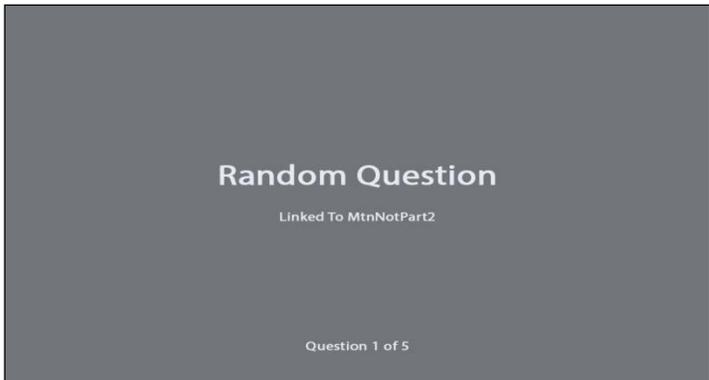
---

---

---

---

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.



Slide 83 - 88

---

---

---

---

---

---

---

---

Notes: Knowledge Check



Slide 89

---

---

---

---

---

---

---

---

Notes: Now that you have reviewed this learning module, you will be able to file a Certificate of No Response, a Multi-Part Motion, and a Reaffirmation Agreement. Click EXIT when you are finished.



Slide 90

---

---

---

---

---

---

---

---

Notes:

Question 1

 Knowledge Check	Question 1 of 5
<p><b>When filing a multi-part motion, select the events in the same order the relief types are included in the title of the pleading.</b></p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

---

---

---

---

---

---

---

---

Notes:

Question 2

 Knowledge Check	Question 2 of 5
<p><b>Verify the Reaffirmation Agreement contains the following per the terms of agreement (choose all that apply):</b></p> <p><input type="radio"/> A) creditor name <input type="radio"/> B) attorney(s) name, as applicable <input type="radio"/> C) debtor(s) name <input type="radio"/> D) amount reaffirmed <input type="radio"/> E) an indication of the presumption of undue hardship <input type="radio"/> F) payment terms <input type="radio"/> G) all of the above</p>	

---

---

---

---

---

---

---

---

Notes:

Question 3

 Knowledge Check	Question 3 of 5
<p><b>A hearing on a Reaffirmation Agreement must be held if:</b></p> <p><input type="radio"/> A) it is not signed by the debtor attorney. <input type="radio"/> B) it is filed subsequent to Entry of Discharge. <input type="radio"/> C) debtor is pro se. <input type="radio"/> D) all of the above <input type="radio"/> E) Both A and C</p>	

---

---

---

---

---

---

---

---

Notes:

Question 4

	Knowledge Check	Question 4 of 5
<p><b>For a multi-part motion, select the first relief type then while holding down the CTRL key click on the second relief type in the same order as they appear in the pleading.</b></p>		
<p><input type="radio"/> A) True <input type="radio"/> B) False</p>		

---

---

---

---

---

---

---

---

---

---

Notes:

Question 5

	Knowledge Check	Question 5 of 5
<p><b>Use Local Form Certificate of No Response and Request for Entry of Order when there is an objection to the motion.</b></p>		
<p><input type="radio"/> A) True <input type="radio"/> B) False</p>		

---

---

---

---

---

---

---

---

---

---

Notes: