

Slide 1

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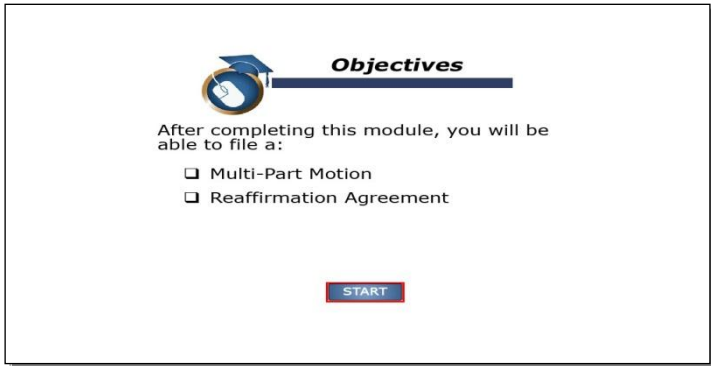
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Notes: Welcome to the Module on Filing Common Pleadings continued.



Slide 2

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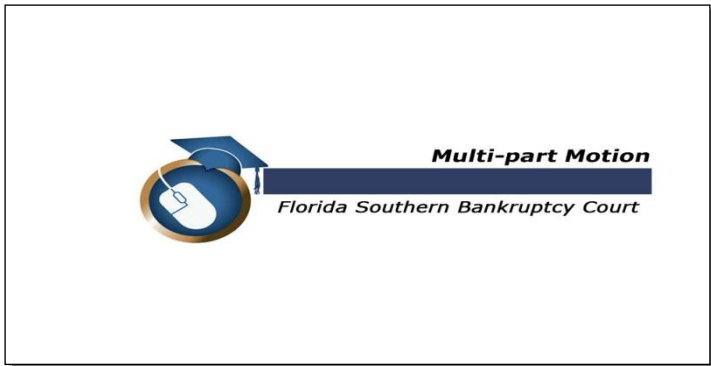
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Notes: After completing this module, you will be able to file a a Multi-part Motion and a Reaffirmation Agreement. When you are ready to begin, click START.



Slide 3

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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; Relief from Stay and/or Adequate Protection.



Slide 4

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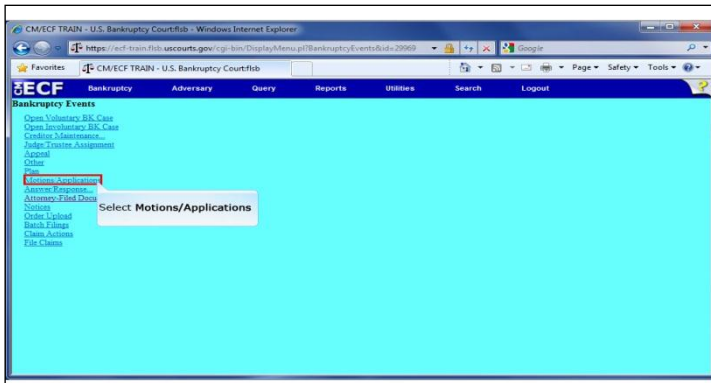
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Notes: From the Main Menu bar, click Bankruptcy.



Slide 5

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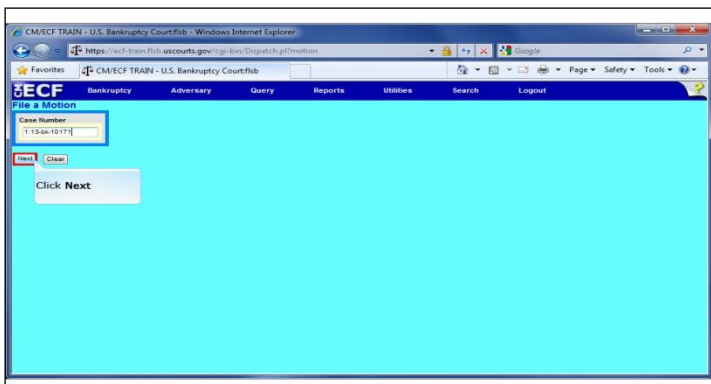
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Notes: The Bankruptcy Events list will appear. Select Motions/Applications from the list.



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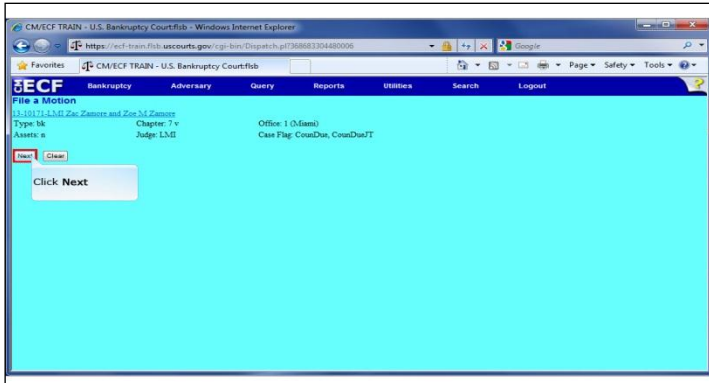
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Notes: The Case Number screen will appear. Verify the case number and click Next.



Slide 7

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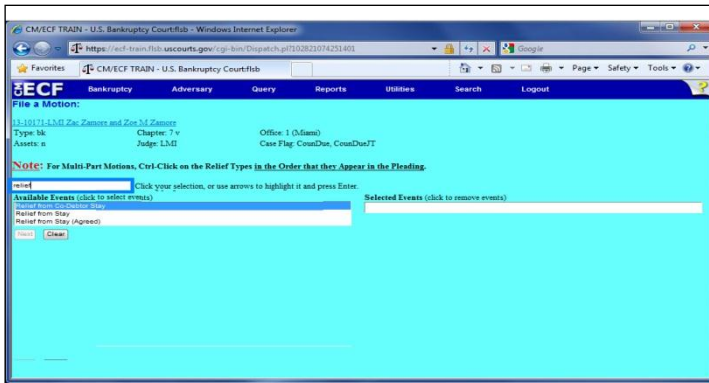
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Notes: At the default screen, verify the correct case name and number display and click Next.



Slide 8

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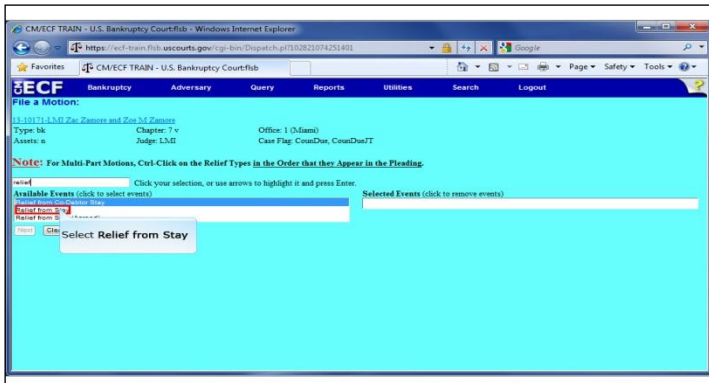
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Notes: The Available Events screen will appear. We will be filing a Multi-Part Motion. Select the events in the same order that they appear in the pleading. Click in the text box and type "relief" to narrow your search.



Slide 9

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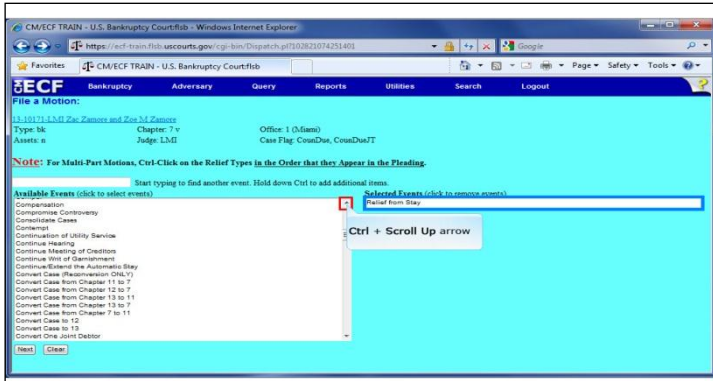
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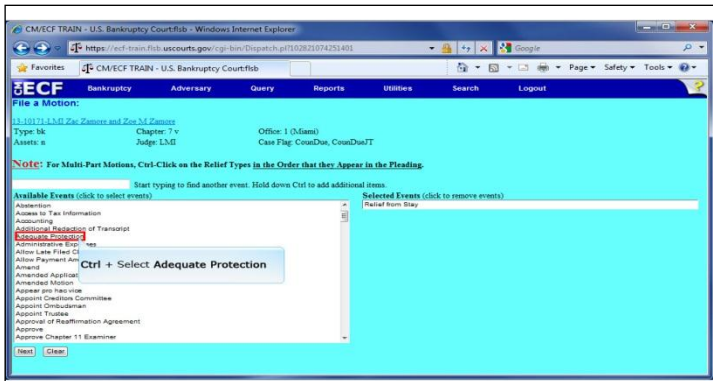
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Notes: Select Relief from Stay from the list.



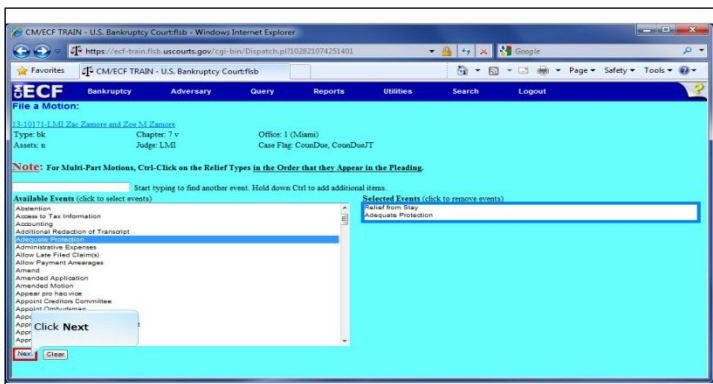
Slide 10

Notes: Confirm the first selection appears under Selected Events. Then, while holding down the CTRL key on your keyboard, scroll up the Available Events list to select the second event.



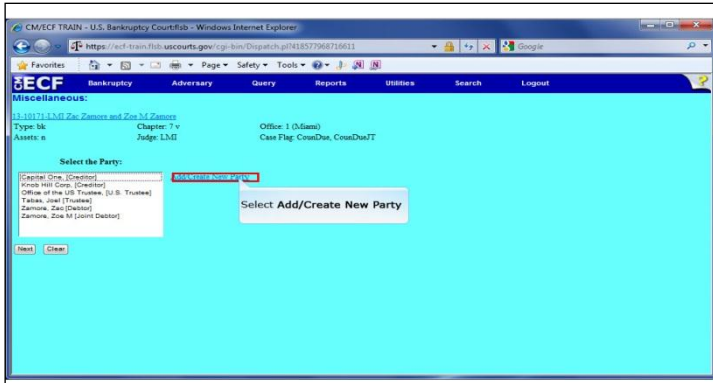
Slide 11

Notes: Select Adequate Protection.



Slide 12

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



Slide 13

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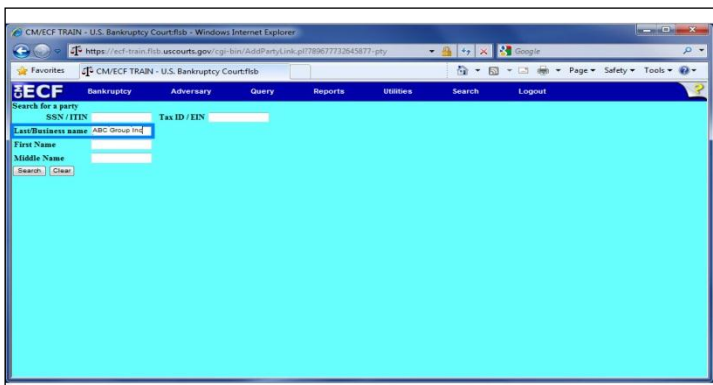
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Notes: The Select the Party screen will appear. Select the party for whom the document is being filed, In this case, the creditor ABC Group Inc. The party is not included in the list of case participants, so select Add/Create New Party.



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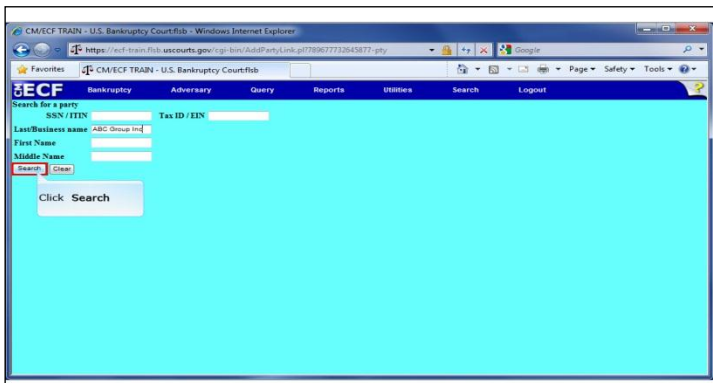
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Notes: The Search for a Party screen will appear. Parties must first be searched in the court's database. Click in the Last/Business Name field and type ABC Group Inc.



Slide 15

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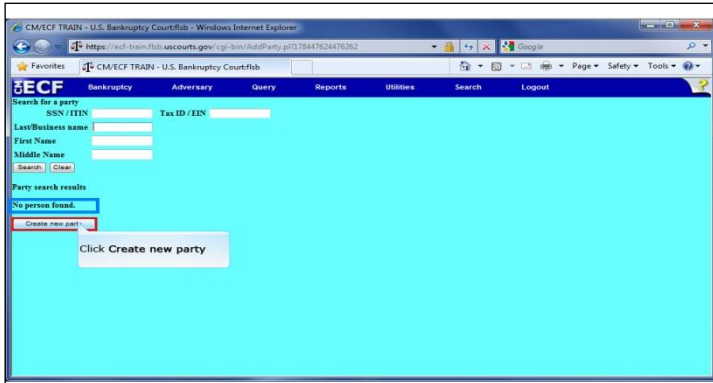
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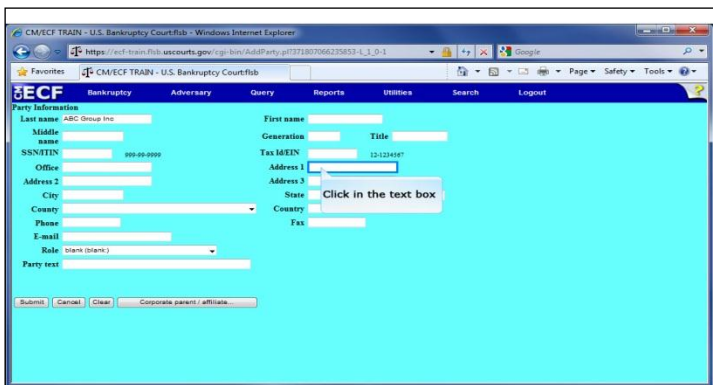
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Notes: Click Search.



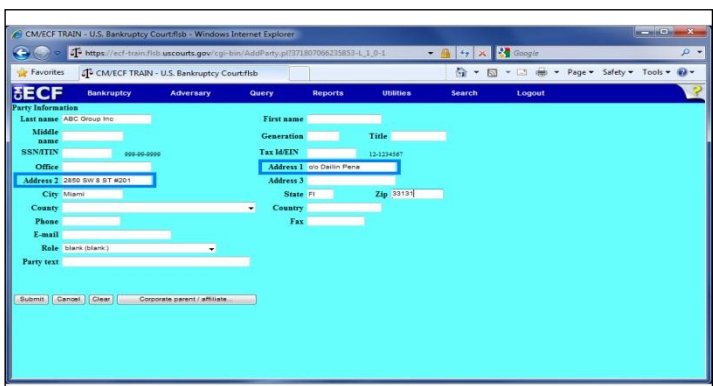
Slide 16

Notes: The Party Search Results came back with no person found. As a result, click Create new party to add our creditor information to the party database.



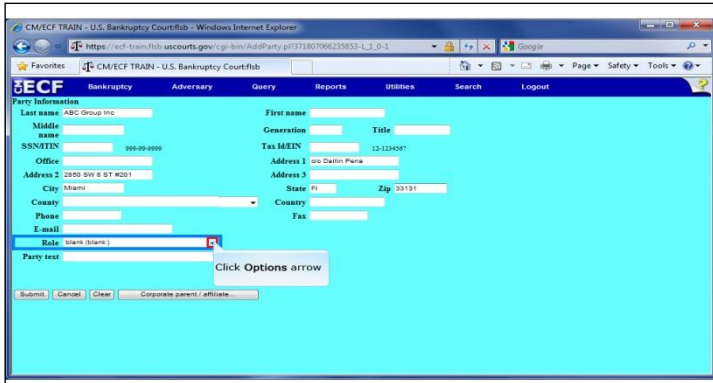
Slide 17

Notes: The Party Information screen will appear. Include the complete mailing address of the party. You will be receiving the notices on behalf of the creditor and will update the party information screen with the attorney name and address. For this tutorial, the information has been entered for you.



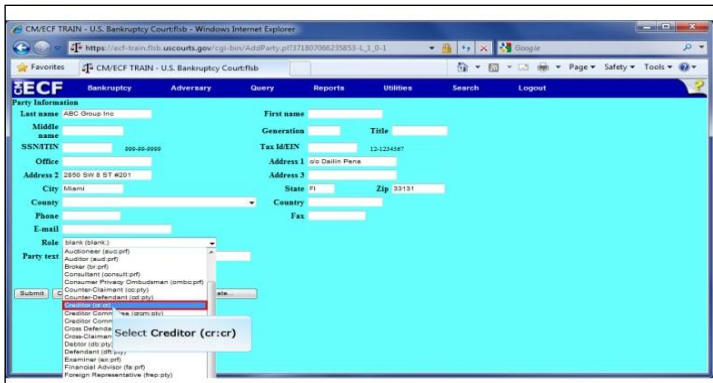
Slide 18

Notes: Refer to the court's Style Guide to ensure that all entered data is consistent with the court's requirements. For example, Address 1 should show c/o attorney name and apt/suite/room #s should be part of Address 2, as shown here.



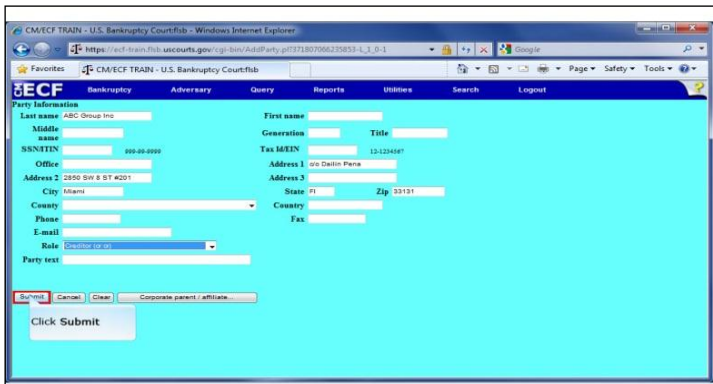
Slide 19

Notes: At Role, click the Options arrow.



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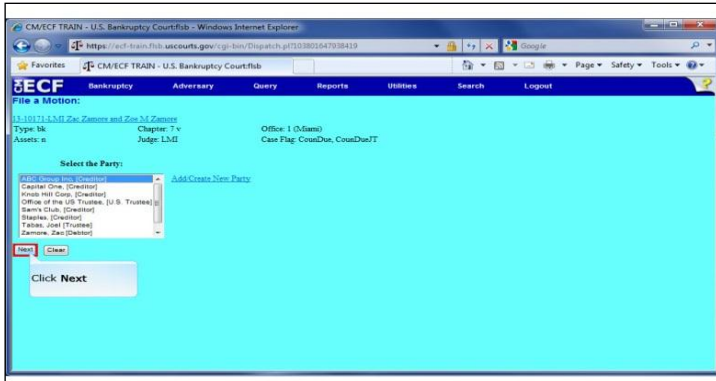
Notes: Select the role type to your party: creditor.



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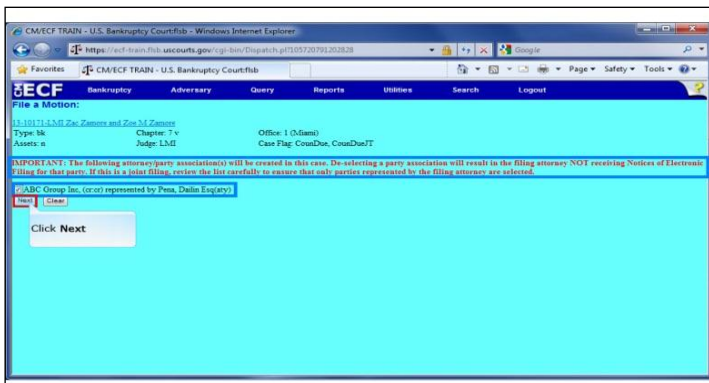
Notes: Verify the information for accuracy and click Submit.





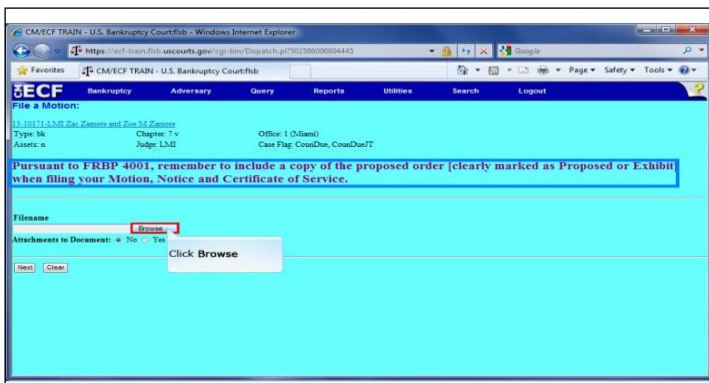
Slide 22

Notes: The Select the Party screen will appear again with the added party already highlighted. Click Next to continue.



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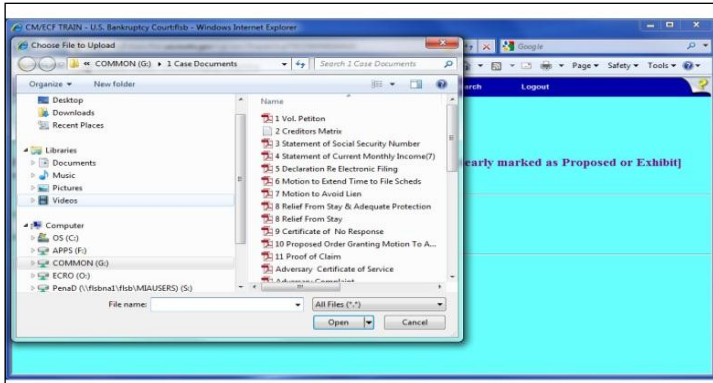
Notes: The Attorney/Party Association screen will appear. Read the Important Message provided and proceed accordingly. If this box is deselected, the attorney filer will NOT receive notices for this case. Confirm the association has been made and click Next to upload the Notice.



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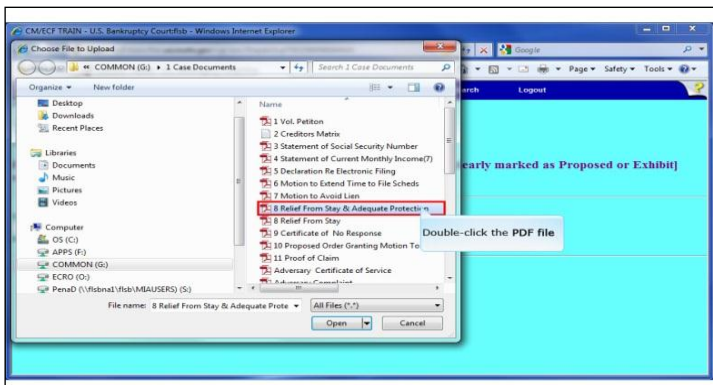
Notes: The PDF Selection screen will appear. As per the Reminder Message, include a copy of the proposed order as an attachment, clearly marked as Proposed or Exhibit, when filing this event. For this tutorial we will not cover the attachment of the Proposed Order or Exhibit. For information on how to upload a proposed order refer to the Order Upload lesson. Click the Browse button to locate the PDF file.





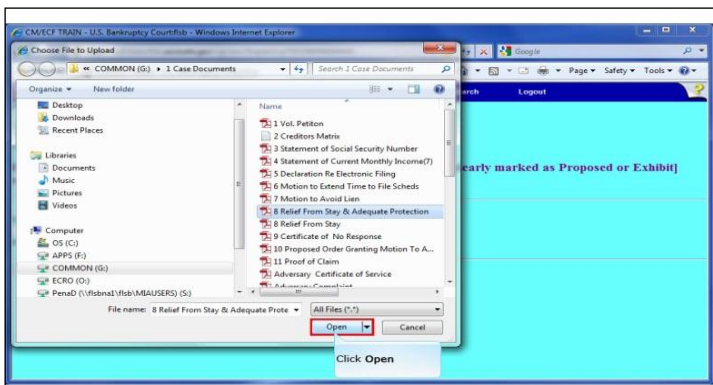
Slide 25

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



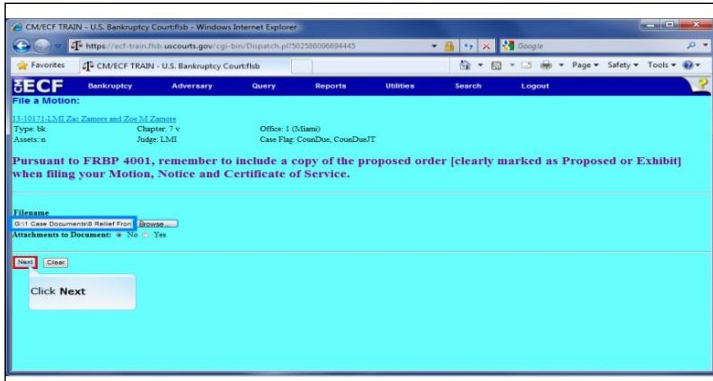
Slide 26

Notes: Before uploading, verify the correct PDF file is selected. Additionally, make sure it has the correct information, appropriate signatures, and has been redacted. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



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



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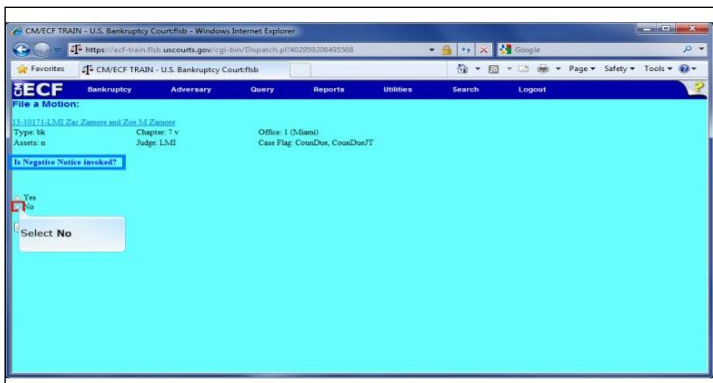
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Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



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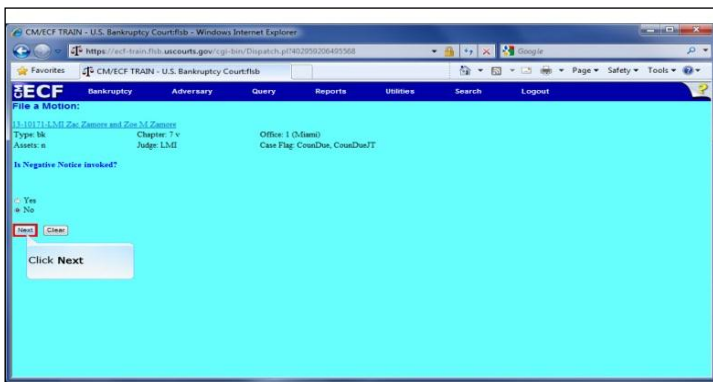
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Notes: The Negative Notice screen will appear. Negative Notice is not invoked for this event. Select No at the prompt.



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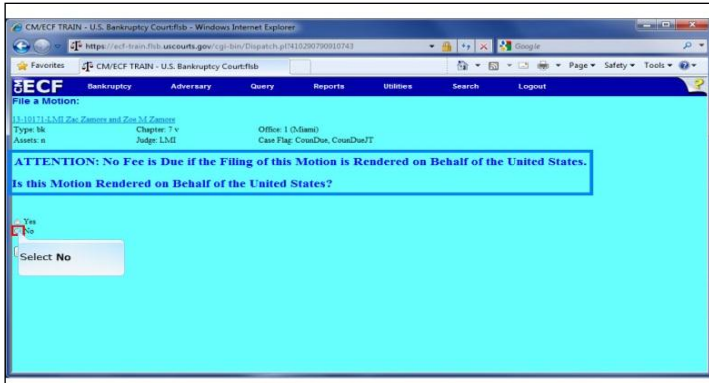
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Notes: Click Next to continue.



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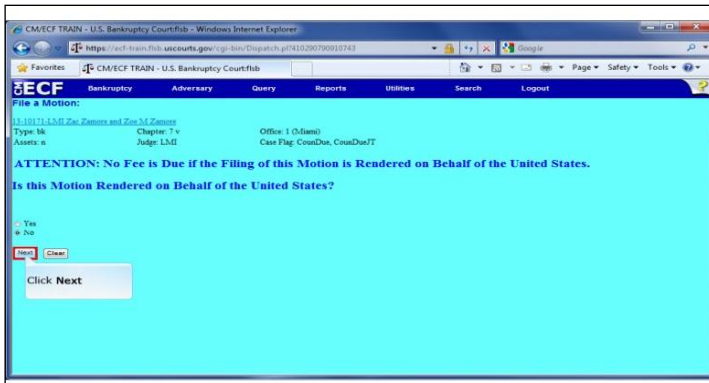
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Notes: At the prompt, answer NO since this motion is not filed on behalf of the United States.



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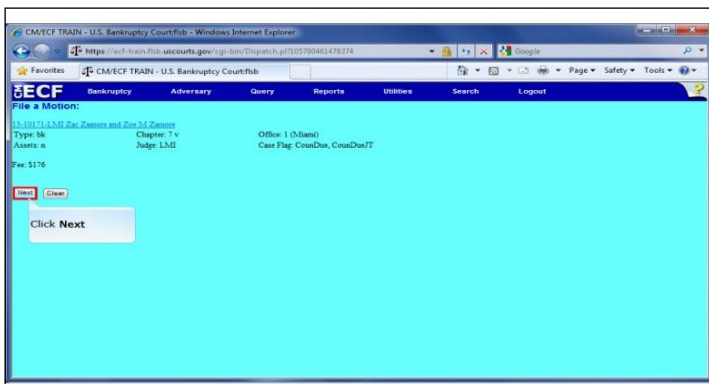
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Notes: Click Next to continue.



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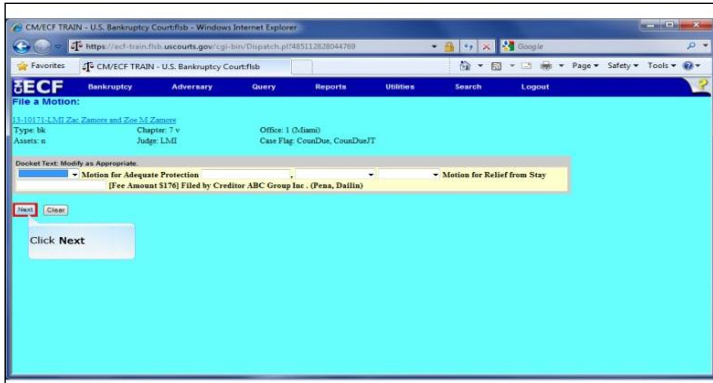
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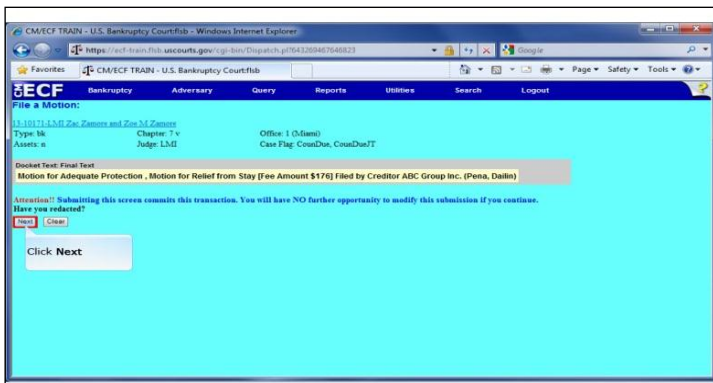
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Notes: The Fee screen will appear. This screen confirms the statutory fee that will be charged. Click Next to continue.



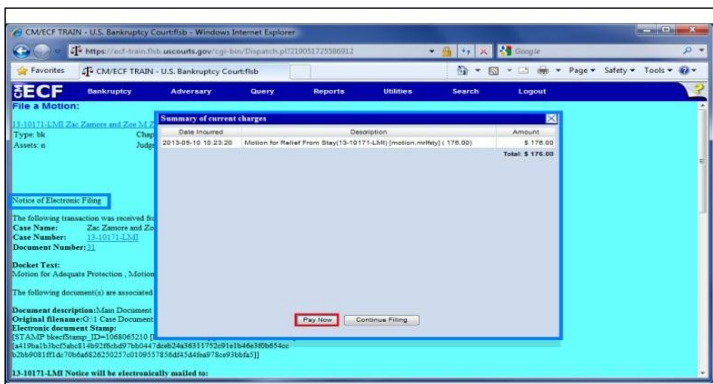
Slide 34

Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



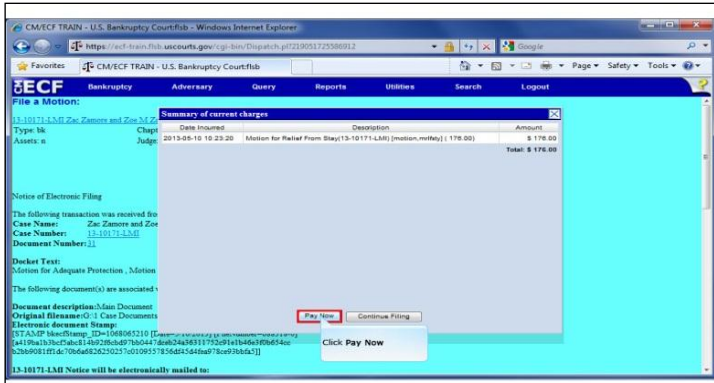
Slide 35

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



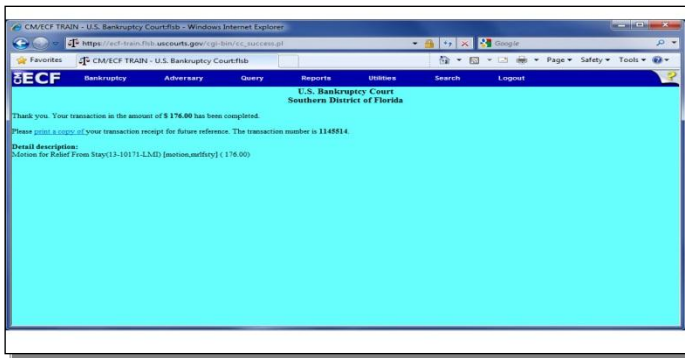
Slide 36

Notes: The NEF screen will appear along with the Summary of Current Charges dialog box. Clicking on any of the links on this page will require a PACER login and published fees will apply. We will not demonstrate paying this fee. Refer to the lesson on Paying Filing Fees in the last module for the steps.



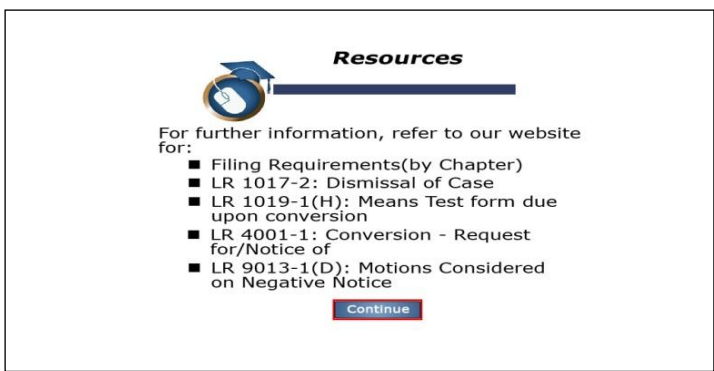
Slide 37

Notes: Select Pay Now.



Slide 38

Notes: The Pay Confirmation screen displays with the payment transaction number for reference.



Slide 39

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.

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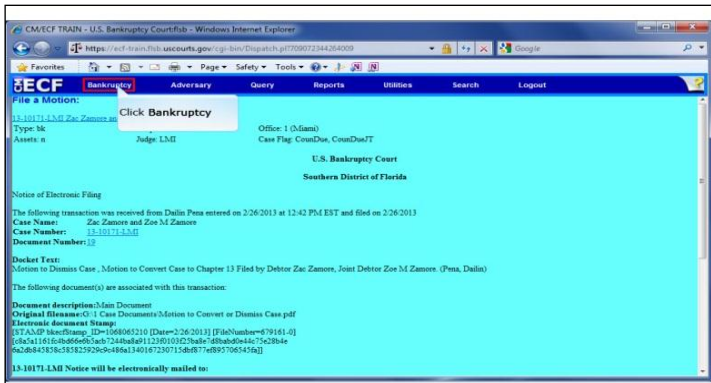
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Notes: Welcome to the lesson on Filing a Reaffirmation Agreement. Reaffirmation agreements may be filed by representatives of either the debtor or creditor.

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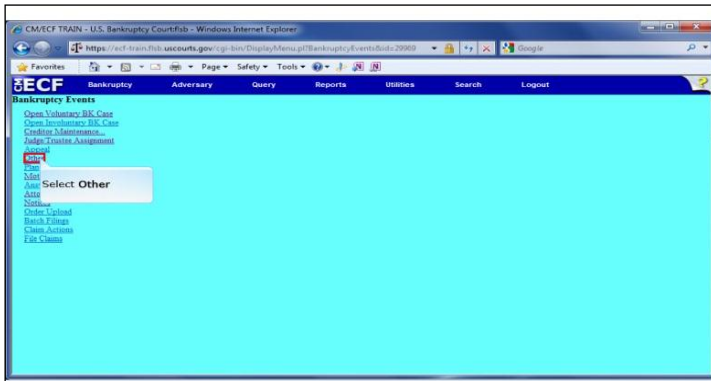
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Notes: From the Main Menu bar, click Bankruptcy to begin.

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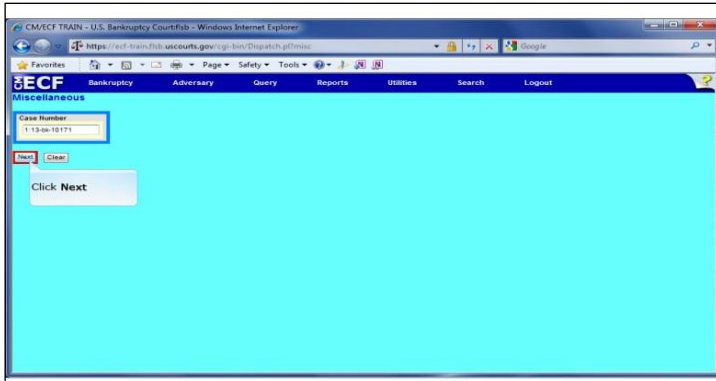


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Notes: The Bankruptcy Events list will appear. Select Other from the list.



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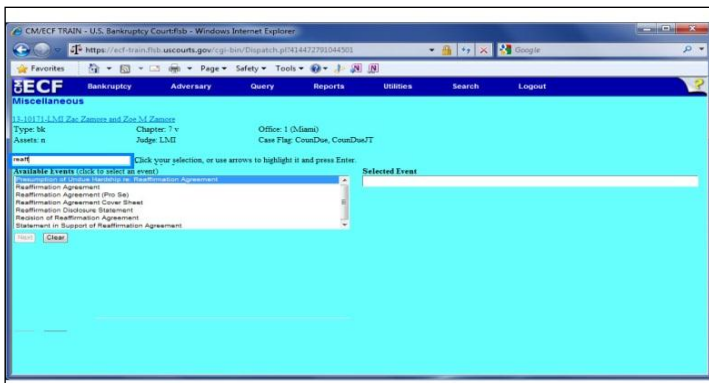
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Notes: The Case Number screen will appear. Verify the case number and click Next.



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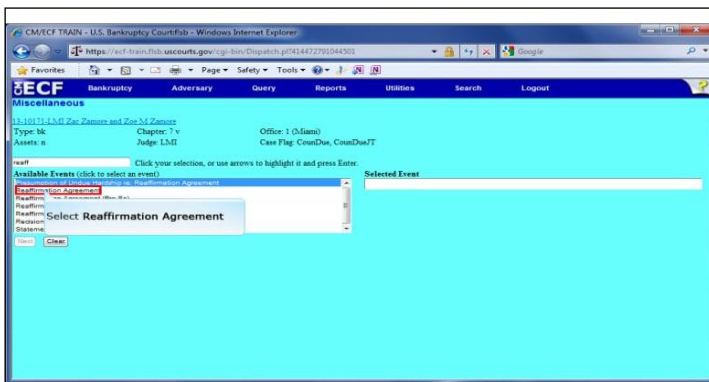
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Notes: The Available Events screen will appear. Click in the text box and type "reaff" to narrow your search.



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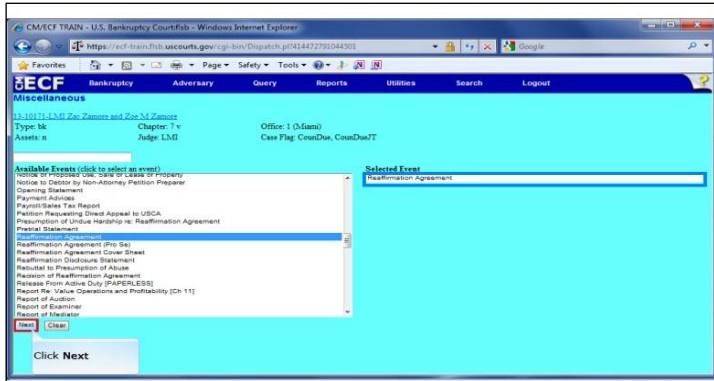
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Notes: For this tutorial, no hearing is needed because the required signatures of the debtor(s) and creditor are contained in the imaged document. Additionally, the reaffirmation agreement was entered into prior to court issuance of the Discharge of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





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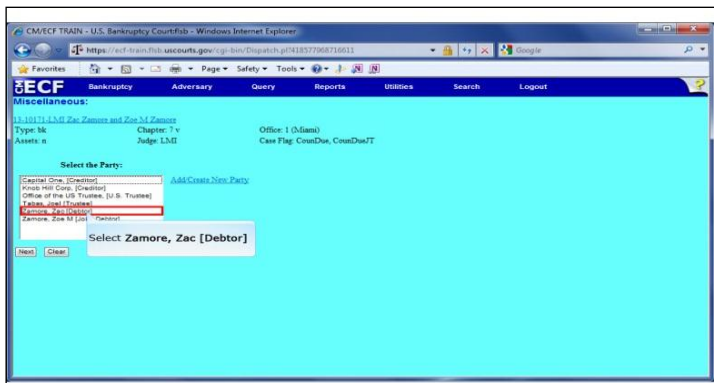
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Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



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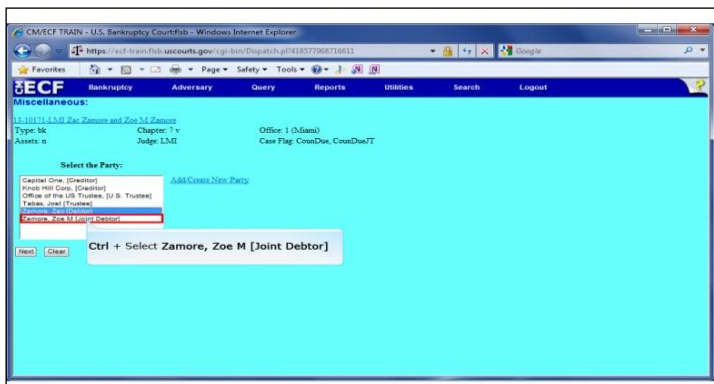
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Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



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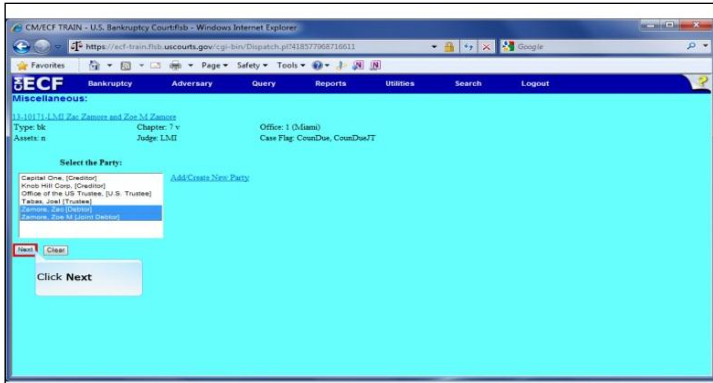
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Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



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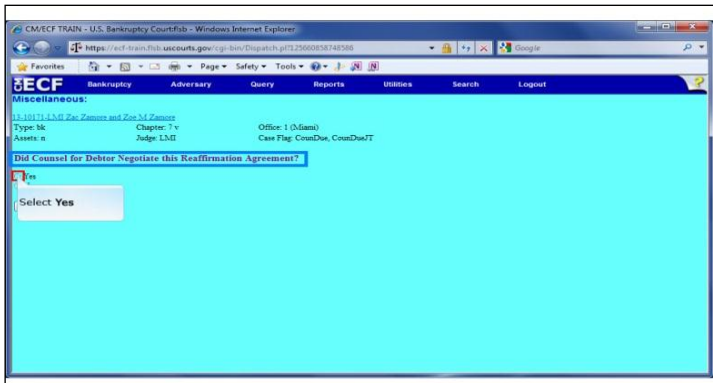
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Notes: Once both are highlighted, click Next.



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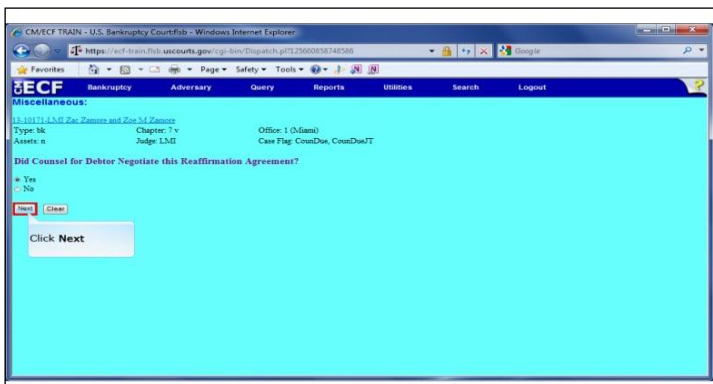
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Notes: At the prompt, select Yes to confirm counsel negotiated this reaffirmation agreement.



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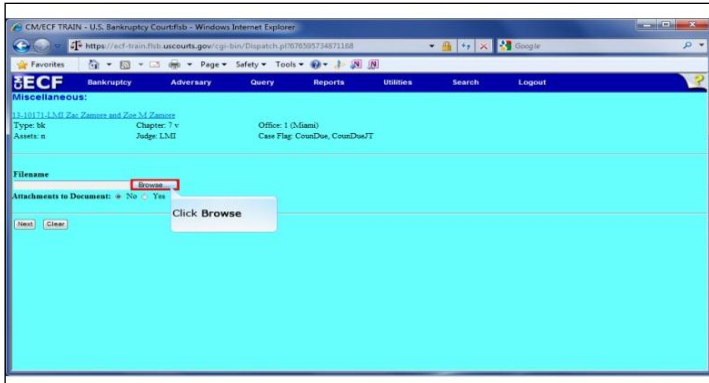
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Notes: Click Next to continue.



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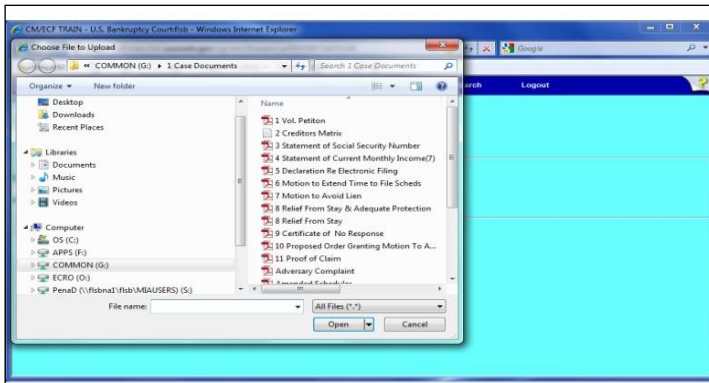
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Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



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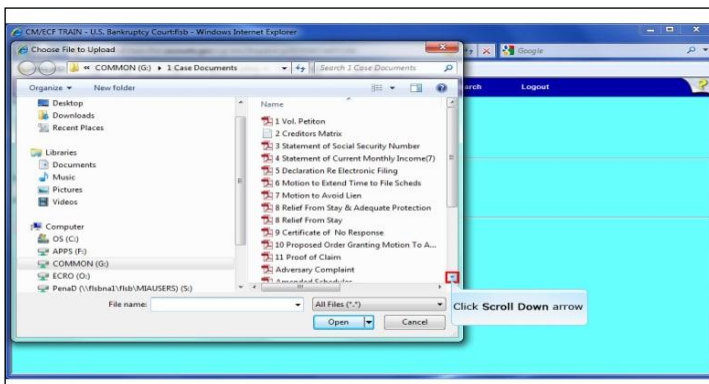
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Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



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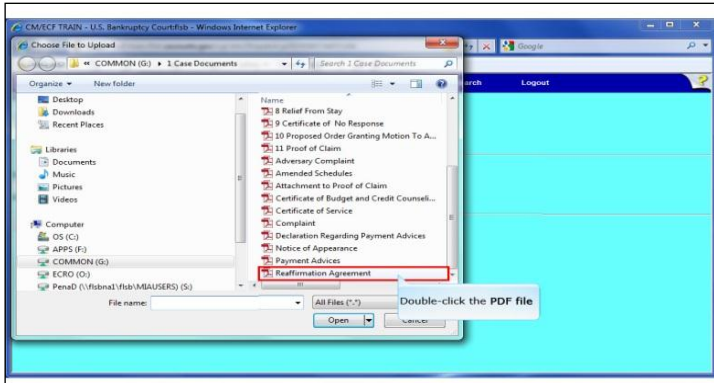
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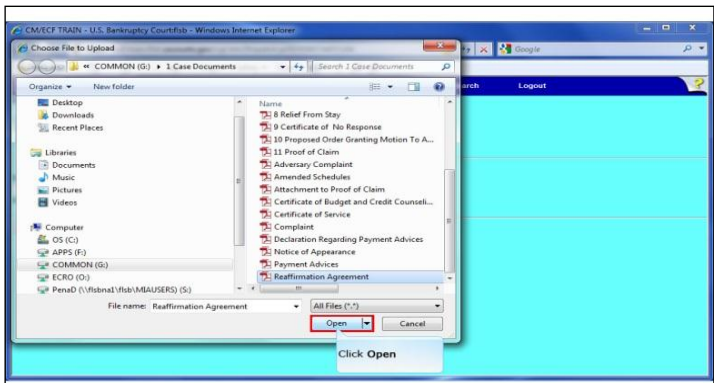
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Notes: Click on the Scroll Down arrow to locate the file.



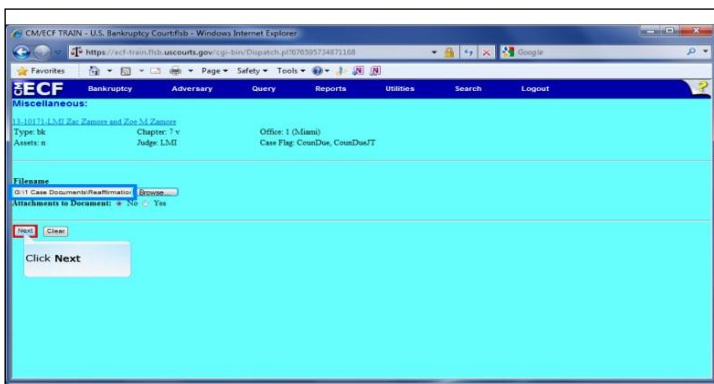
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Notes: Before uploading, verify the correct PDF file is selected and it is legible. Verify the PDF has the correct information (including the creditor name, total amount of indebtedness, and the proposed monthly payment, per the terms of the reaffirmation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



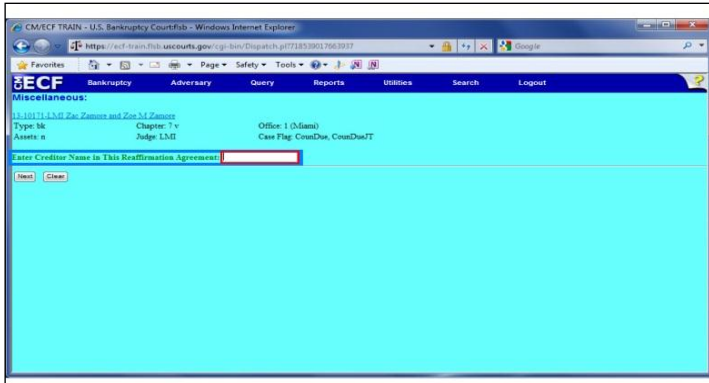
Slide 56

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



Slide 57

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



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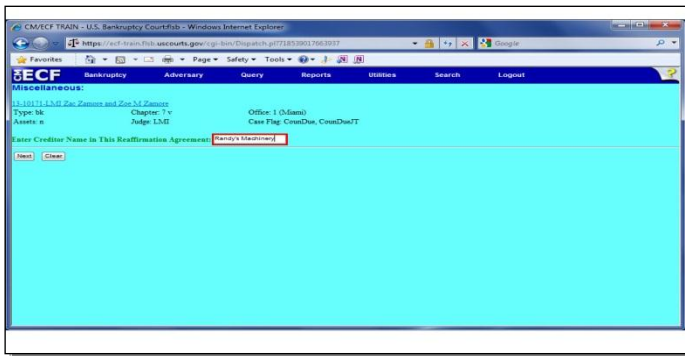
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Notes: It is important that you respond to the requested information on the following default screens. Click in the text box.



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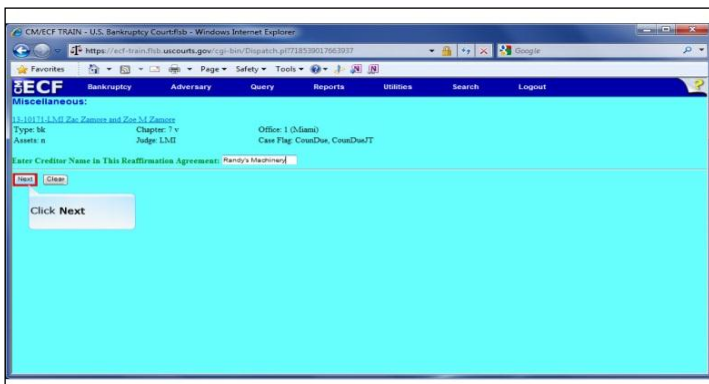
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Notes: Enter the name of the Creditor with whom the Reaffirmation Agreement is being made: Randy's Machinery.



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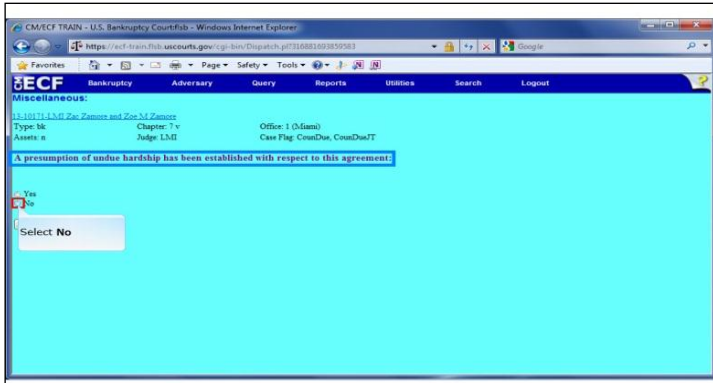
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Notes: Click Next to continue.



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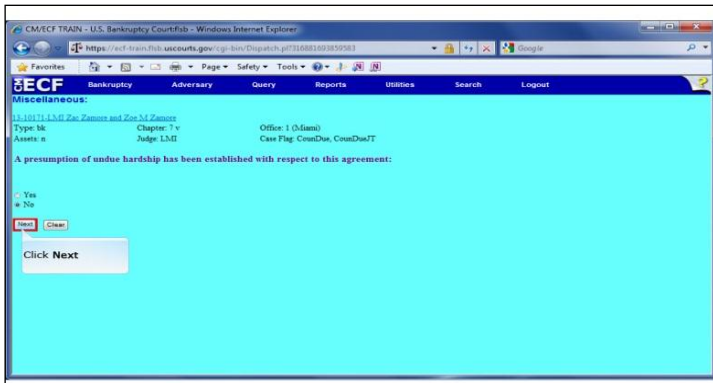
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Notes: There is no presumption of undue hardship for the debtors. Select No at the prompt.



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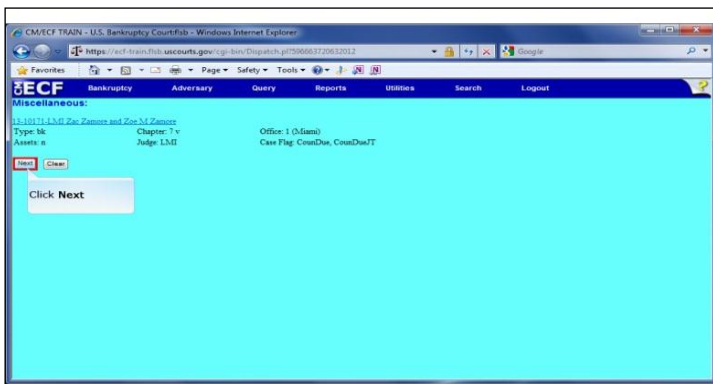
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Notes: Click Next to continue.



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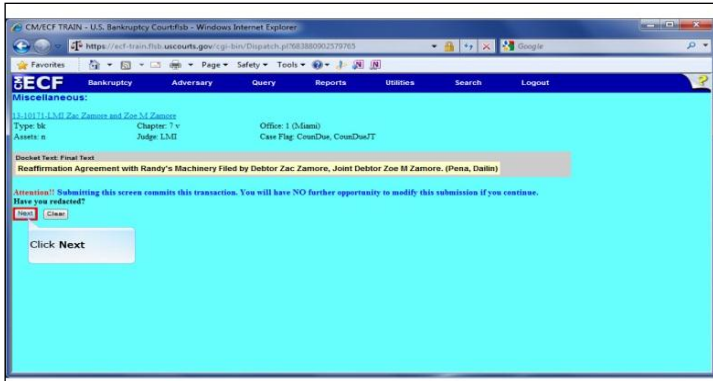
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Notes: Click Next again at the default screen.

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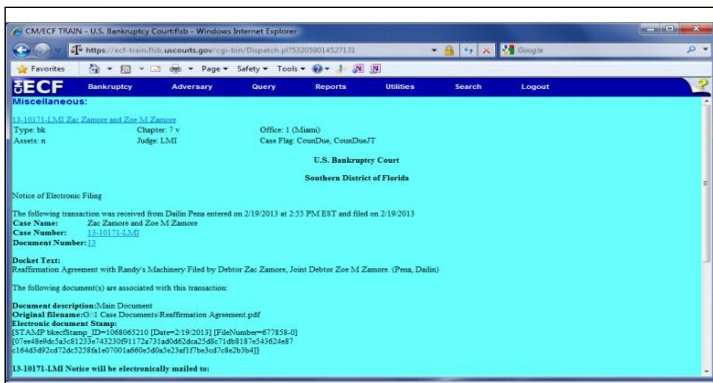
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Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.

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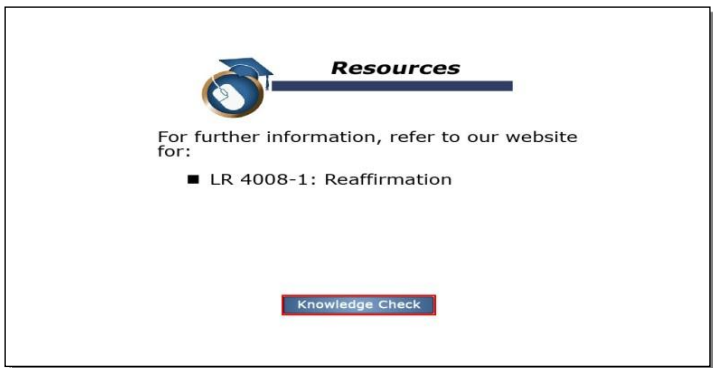
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Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply.

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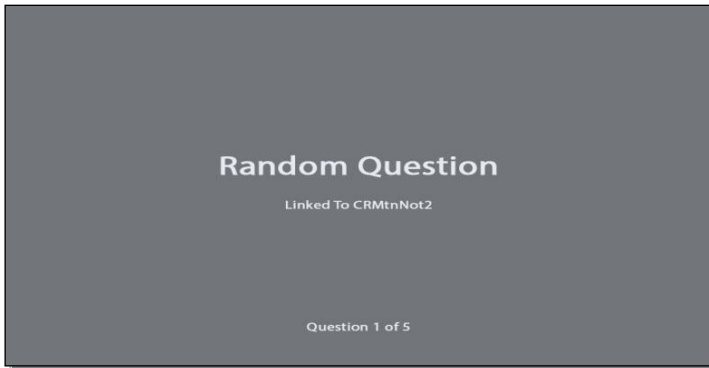
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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.





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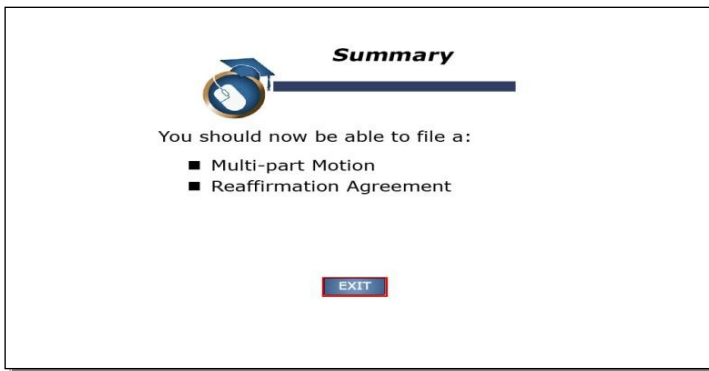
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Notes: Knowledge Check



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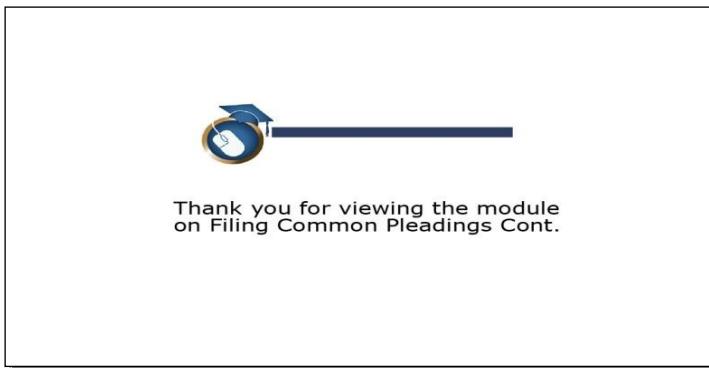
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Notes: Now that you have reviewed this learning module, you will be able to file a Multi-Part Motion and a Reaffirmation Agreement. Click EXIT when you are finished.



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Notes:

Question 1

 Knowledge Check	Question 1 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>	

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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>	

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Notes:

Question 3

 Knowledge Check	Question 3 of 5
<p><b>When filing a multi-part motion, verify the final docket text shows the relief types in the same sequence as in the title of the pleading.</b></p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

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Notes:

 Knowledge Check	Question 4 of 5
<p><b>A hearing on a Reaffirmation Agreement must be held if:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) it is not signed by the debtor attorney.</li><li><input type="radio"/> B) it is filed subsequent to Entry of Discharge.</li><li><input type="radio"/> C) debtor is pro se.</li><li><input type="radio"/> D) all of the above</li><li><input type="radio"/> E) Both A and C</li></ul>	

Question 4

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Notes:

 Knowledge Check	Question 5 of 5
<p><b>When adding a new party to a case in c/o attorney name, enter the apt/suite/room numbers as part of:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) Address 1</li><li><input type="radio"/> B) Address 2</li><li><input type="radio"/> C) Address 3</li><li><input type="radio"/> D) Office</li></ul>	

Question 5

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Notes: