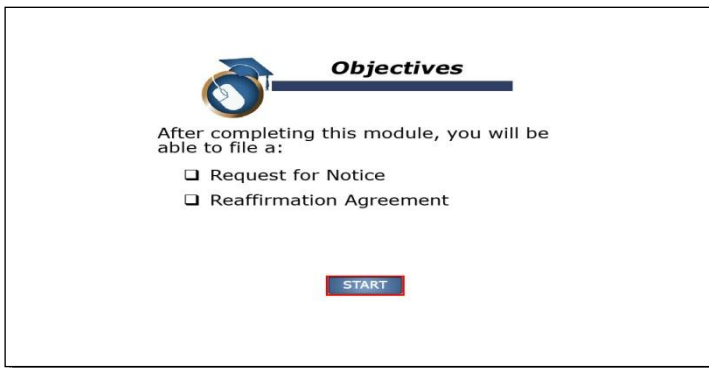


Slide 1

Notes: Welcome to the module on Filing Common Pleadings. This module guides you through the more commonly filed pleadings.



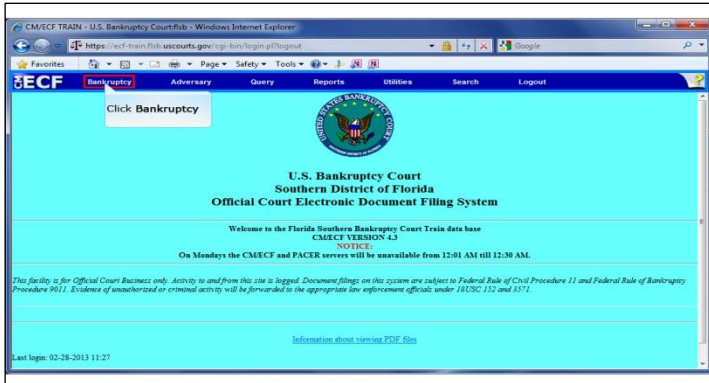
Slide 2

Notes: After completing this module, you should be able to file a Request for Notice and a Reaffirmation Agreement. We will continue with filing a Notice of Mortgage Payment Change along with the Certificate of Service and a Notice of Filing a Change of Address in our next lesson. When you are ready to begin, click START.



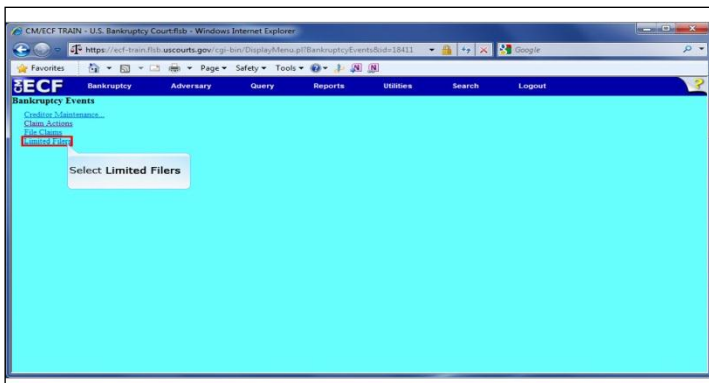
Slide 3

Notes: Our first lesson focuses on filing a Request for Notice. This is a request by a non-attorney to receive notice of all documents filed in a case.



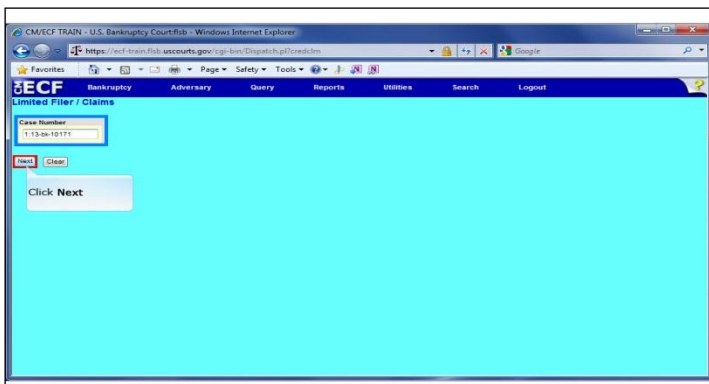
Slide 4

Notes: From the Main Menu bar, click Bankruptcy.



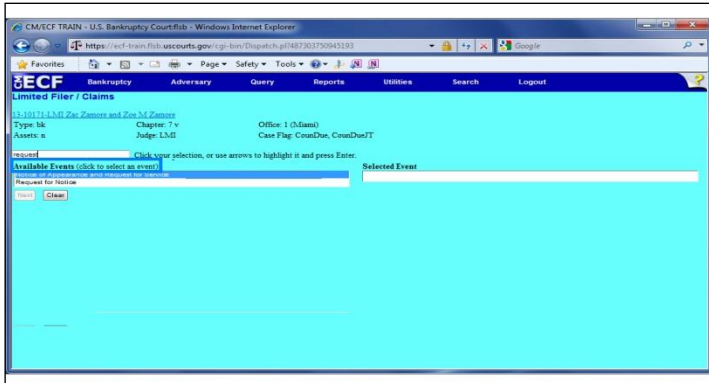
Slide 5

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



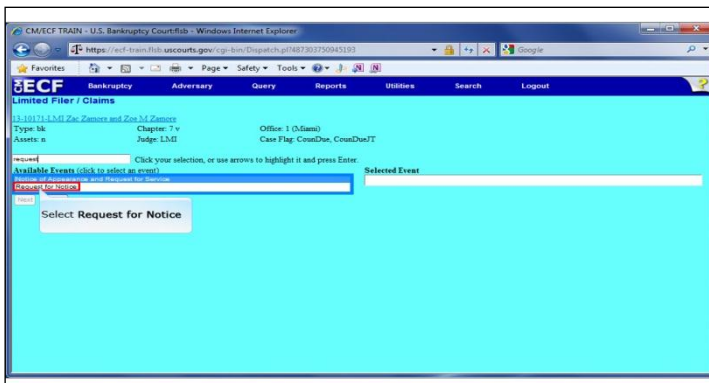
Slide 6

Notes: The Case Number screen will appear. This screen will default to the last case you worked on. Verify the case number and click Next.



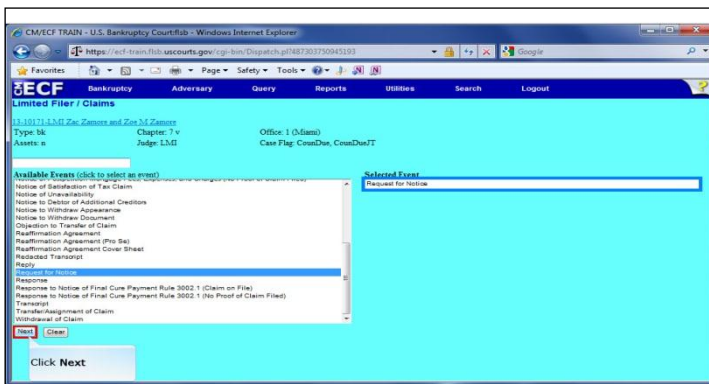
Slide 7

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



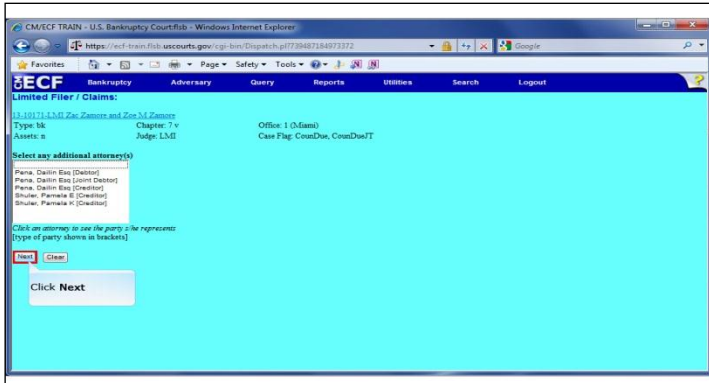
Slide 8

Notes: Two available events are listed. The event "Notice of Appearance and Request for Service" is ONLY used by ATTORNEYS filing on behalf of a creditor. As a limited filer, select Request for Notice instead.



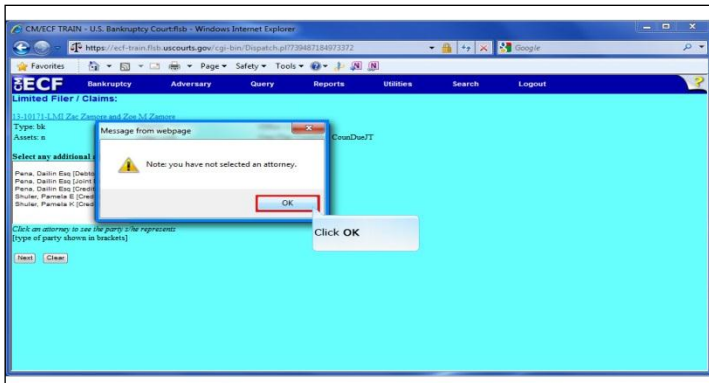
Slide 9

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



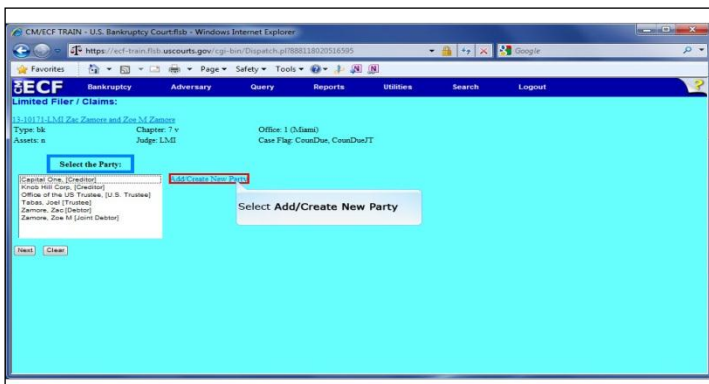
Slide 10

Notes: At the Select any additional attorney(s) screen click Next to bypass.



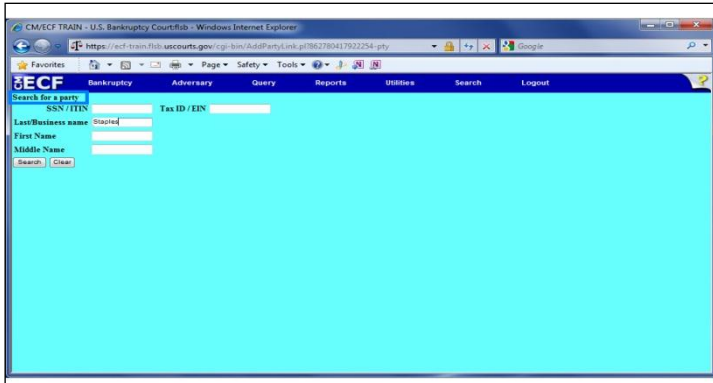
Slide 11

Notes: A warning dialog box will appear since a selection was not made. Click OK to continue.



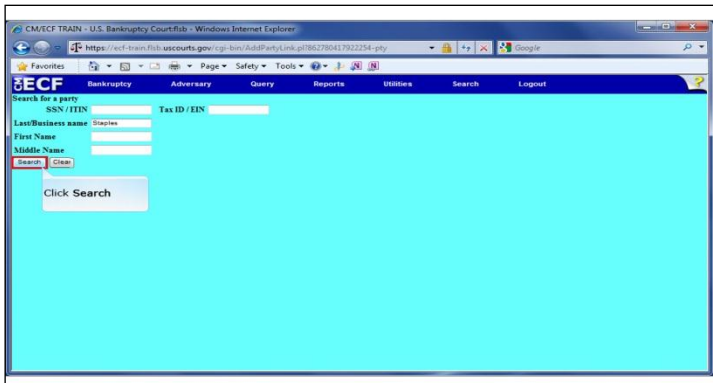
Slide 12

Notes: The Select the Party screen will appear. For this tutorial, we are filing a Request for Notice on behalf of Staples. The party is not included in the list of case participants, so select Add/Create New Party.



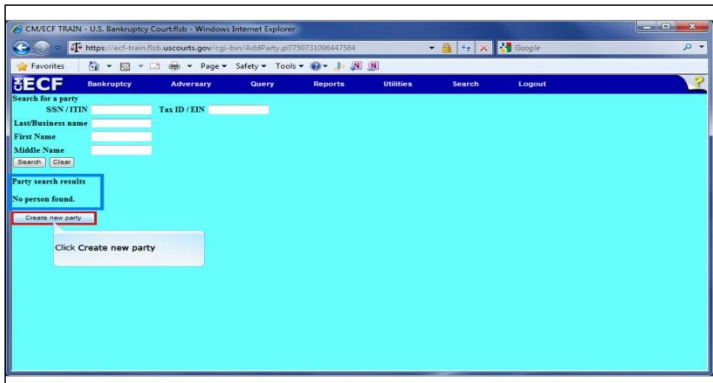
Slide 13

Notes: The Search for a Party screen will appear. Parties must first be searched in the court's database to verify if a record exists. Click in the Last/Business name text box and type Staples.



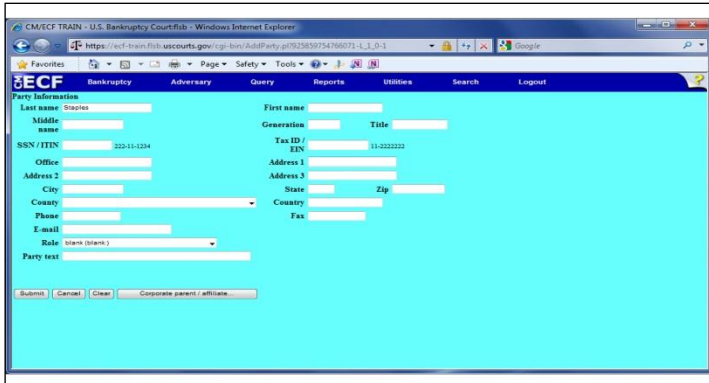
Slide 14

Notes: Click Search to continue.



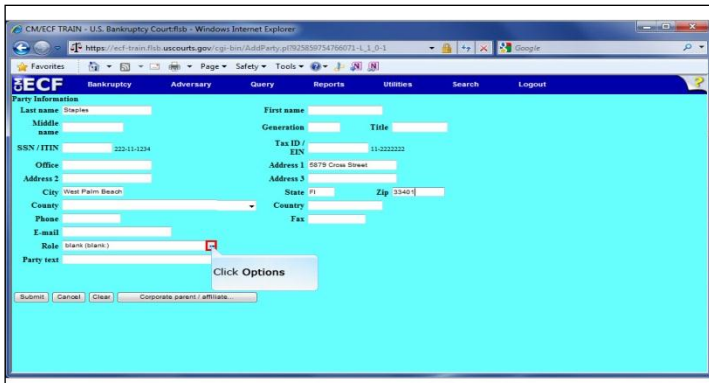
Slide 15

Notes: The party search results did not find a potential match. As a result, we will click on the Create new party button.



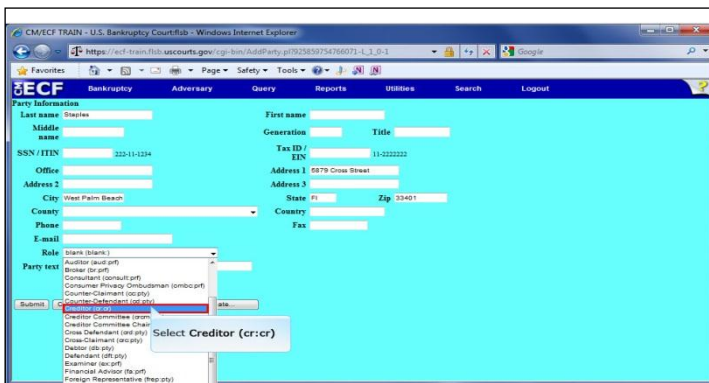
Slide 16

Notes: The Party Information screen will appear. Include the complete mailing address of the party. For this tutorial, the information has been entered for you.



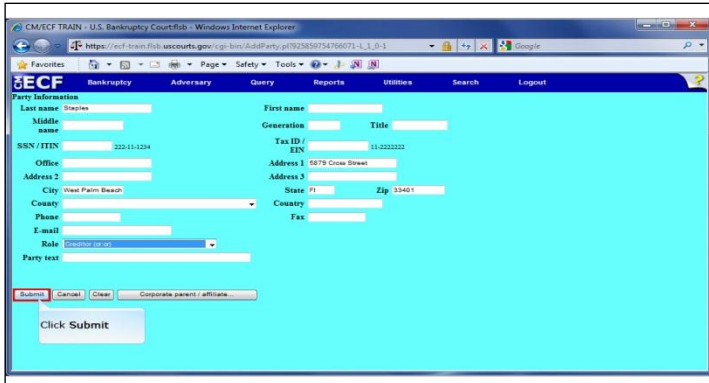
Slide 17

Notes: Refer to the court's Style Guide to ensure that all entered data is consistent with the court's requirements. For example, apt/suite/room #s should be part of Address 1, NOT as Address 2. At Role, click the Options arrow.



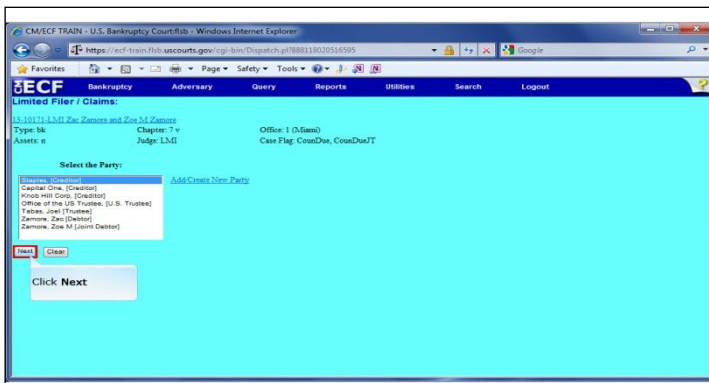
Slide 18

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



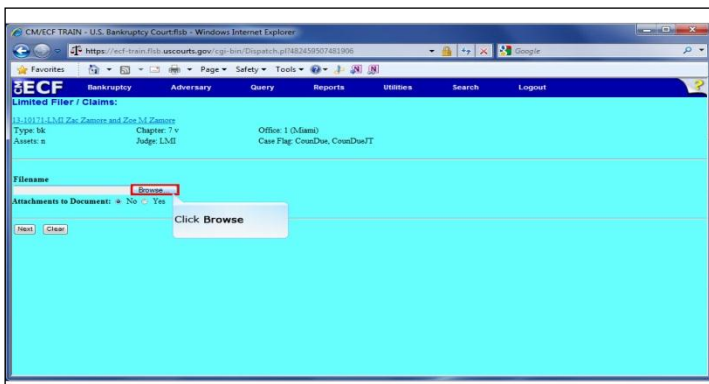
Slide 19

Notes: Verify the information for accuracy and click Submit.



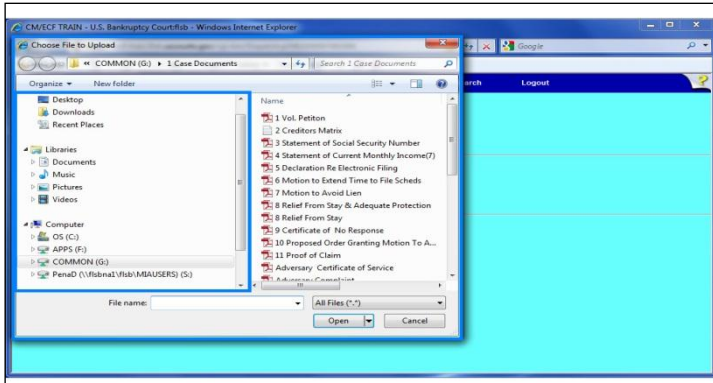
Slide 20

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



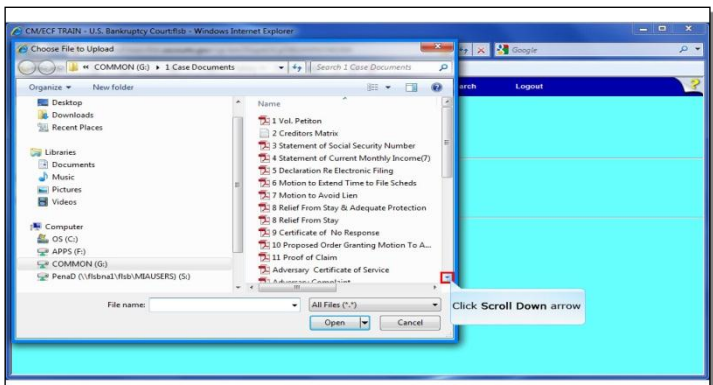
Slide 21

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



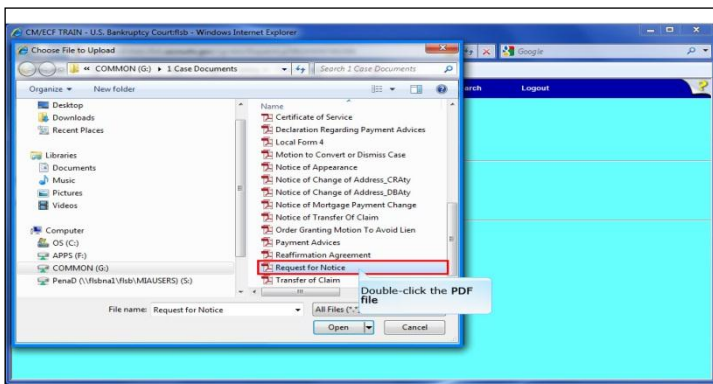
Slide 22

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



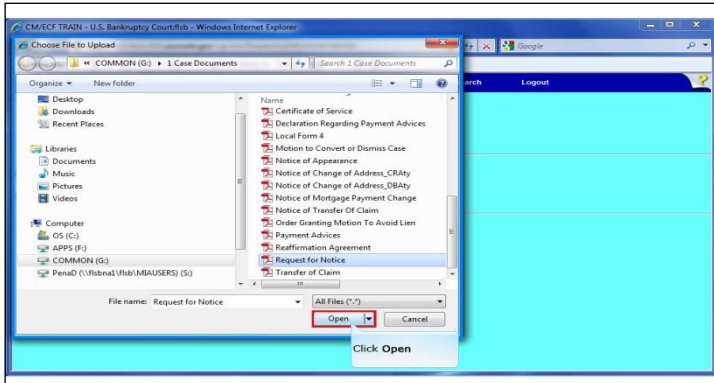
Slide 23

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



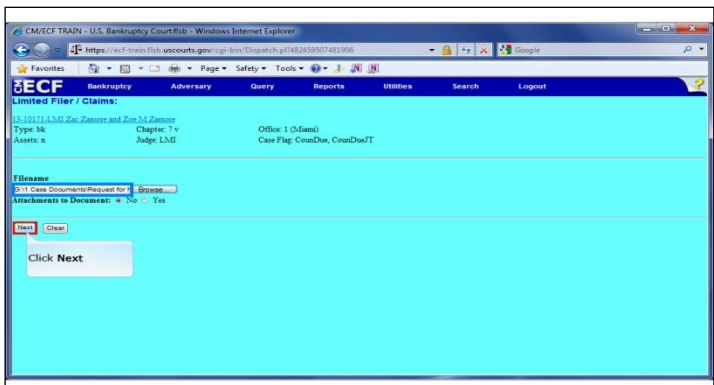
Slide 24

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



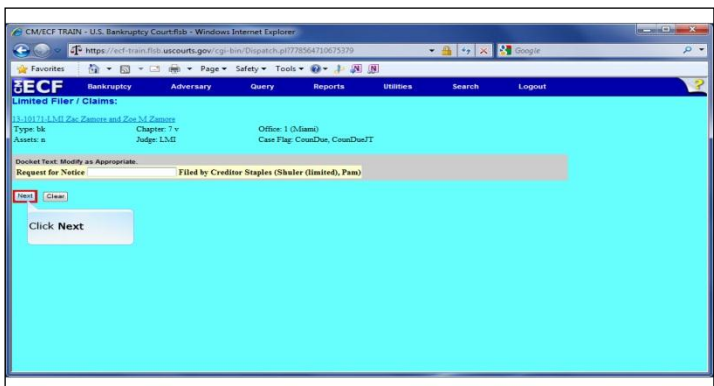
Slide 25

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



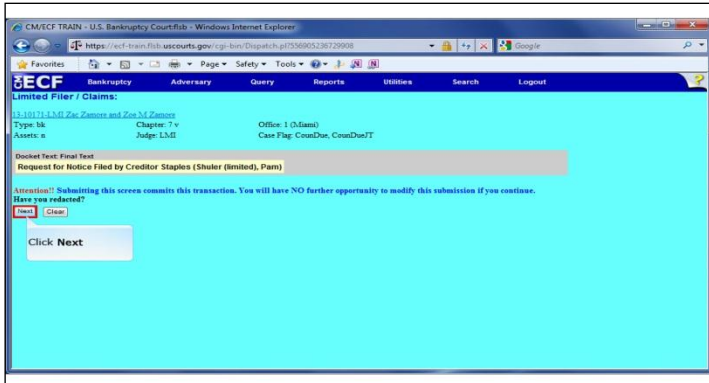
Slide 26

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



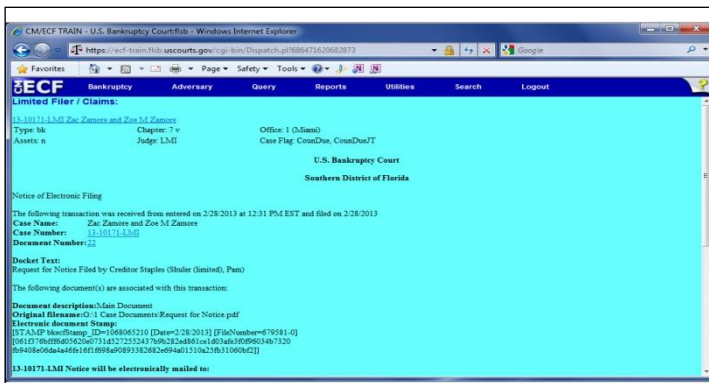
Slide 27

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



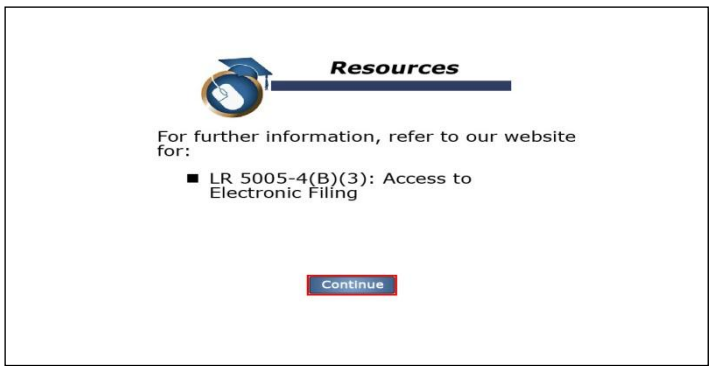
Slide 28

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



Slide 29

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.



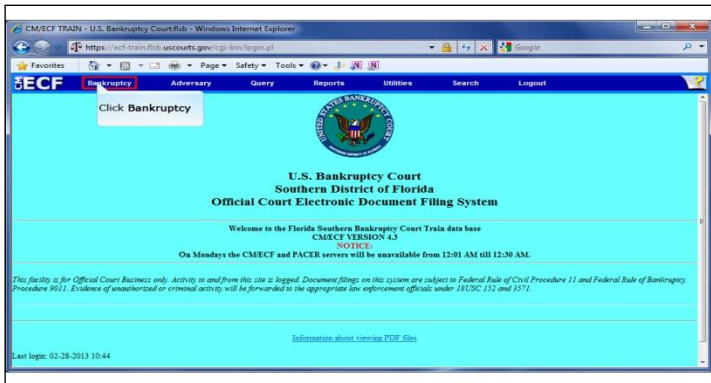
Slide 30

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.



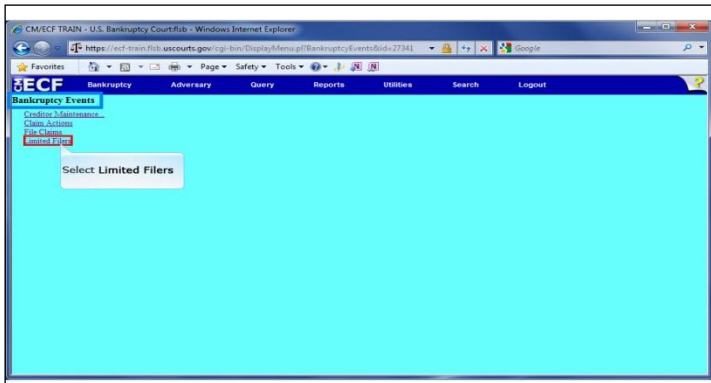
Slide 31

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



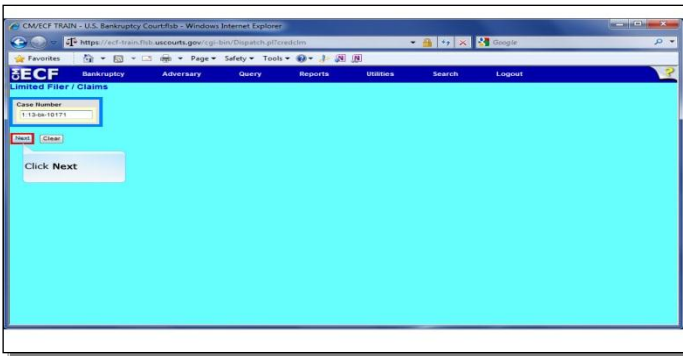
Slide 32

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



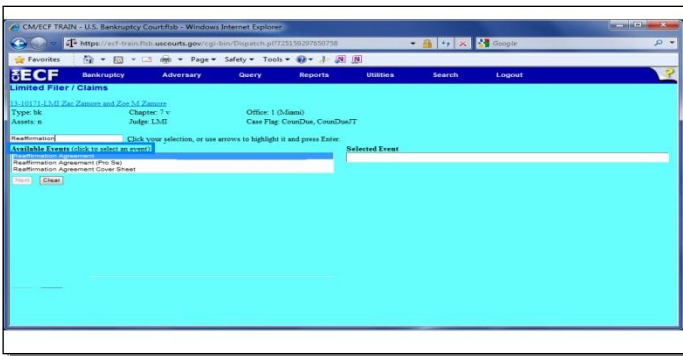
Slide 33

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



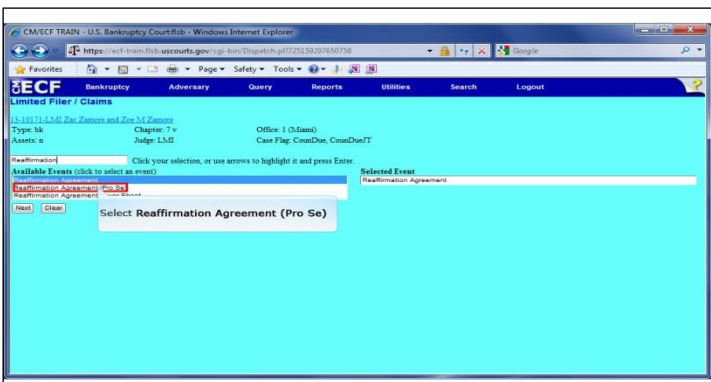
Slide 34

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



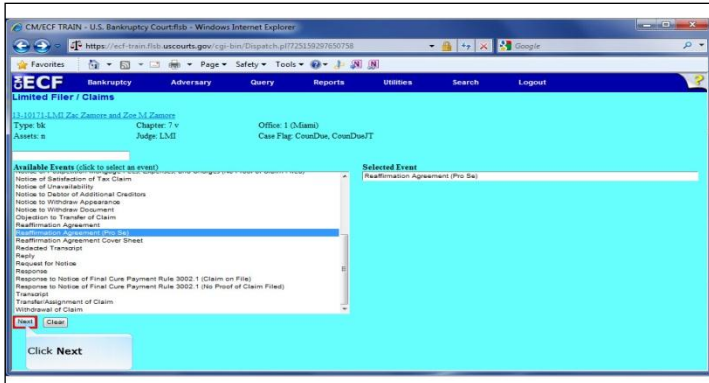
Slide 35

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



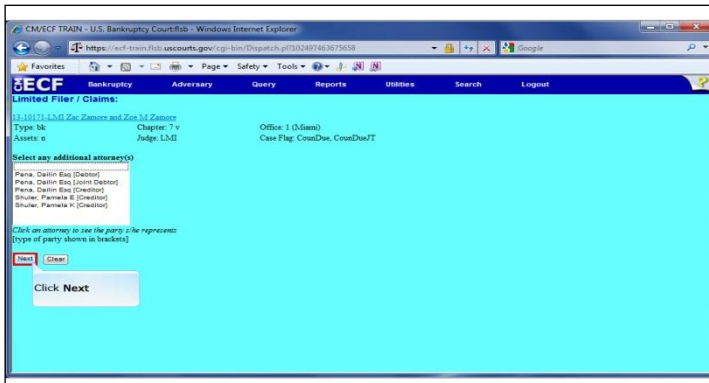
Slide 36

Notes: For this tutorial, the required signatures of the debtor(s) and creditor are contained in the imaged document. However, the debtor(s) are not represented by counsel. Additionally, the reaffirmation agreement was entered into prior to the court's issuance of the Discharge of Debtor(s). As a result, from the Available Events list, select Reaffirmation Agreement Pro Se.



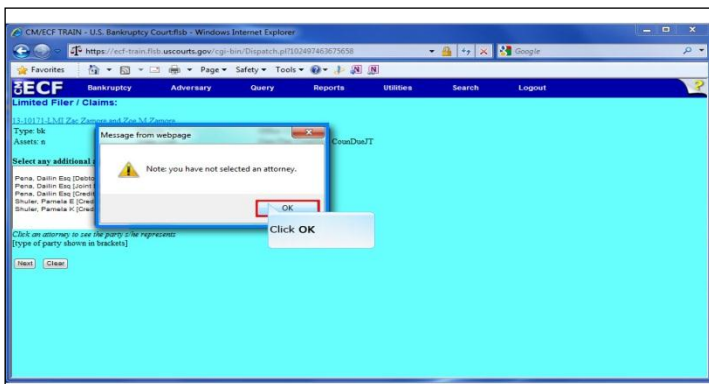
Slide 37

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



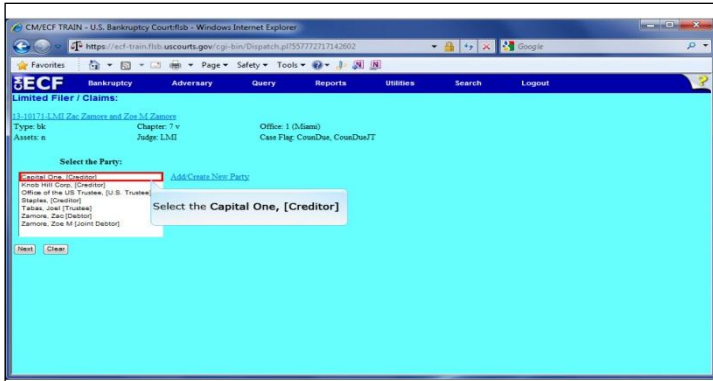
Slide 38

Notes: At the Select any additional attorney(s) screen, click Next to bypass.



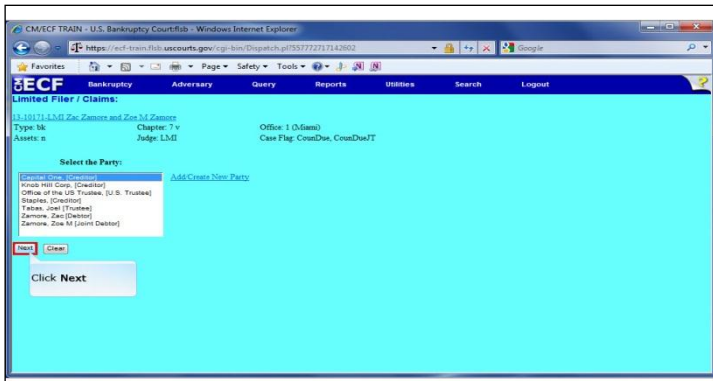
Slide 39

Notes: A warning dialog box will appear since a selection was not made. Click OK to continue.



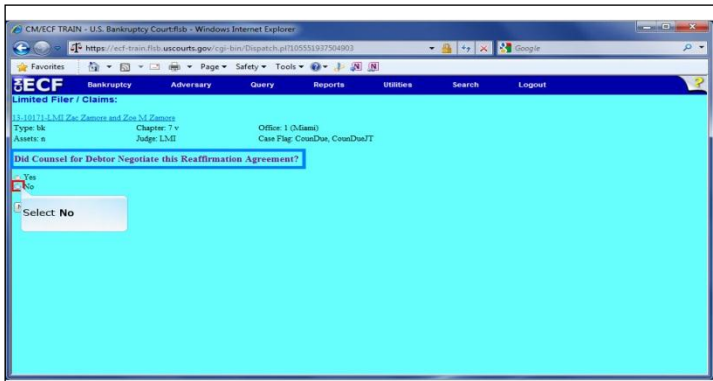
Slide 40

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the creditor. For the purpose of this tutorial, the party is an exact match. Select Capital One from the list.



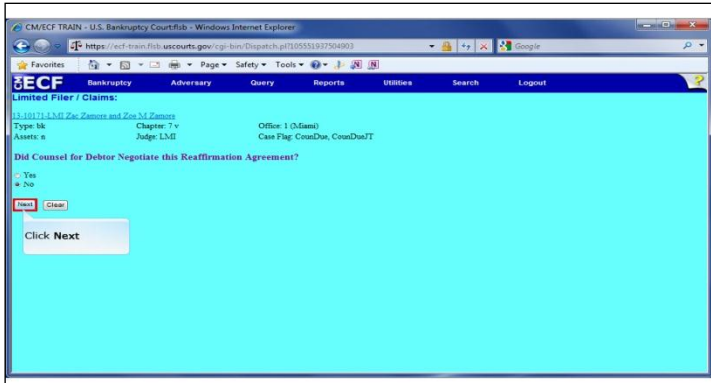
Slide 41

Notes: Once highlighted, click Next to continue.



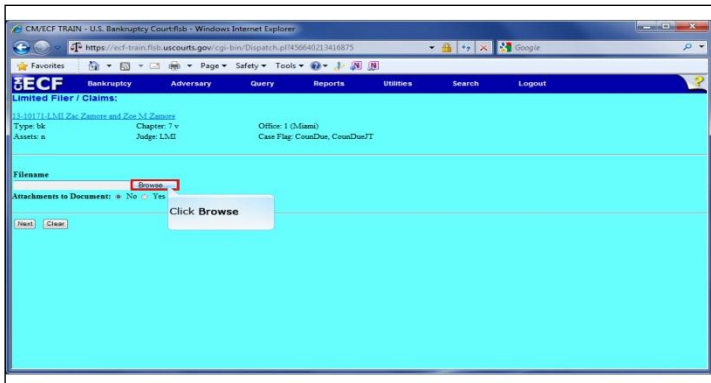
Slide 42

Notes: Counsel did not negotiate this reaffirmation agreement since the debtor was pro se. Note, a hearing on the Reaffirmation will be held as a result. At the prompt, select No.



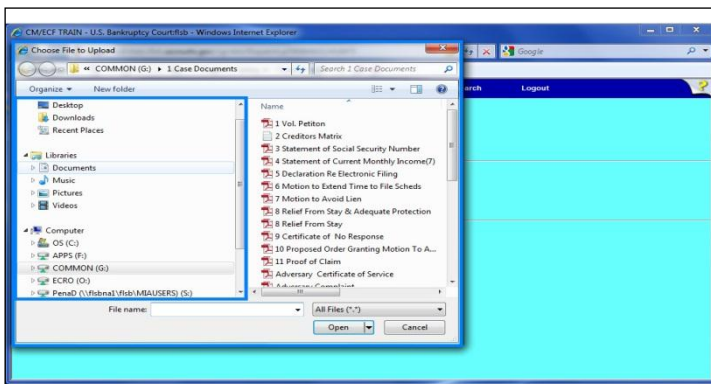
Slide 43

Slide notes: Click Next to continue.



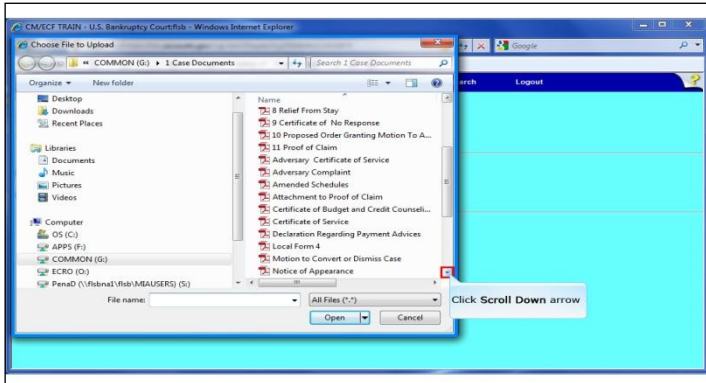
Slide 44

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



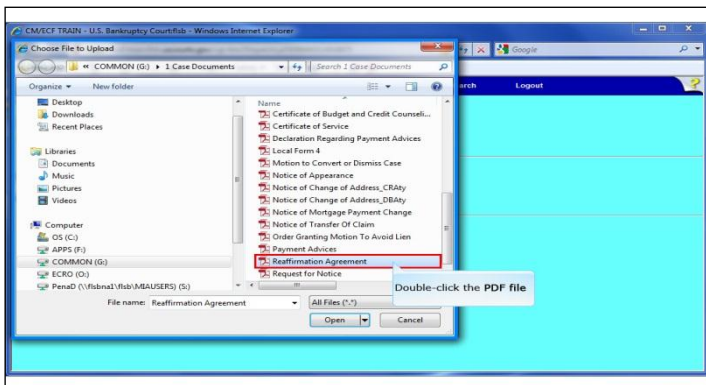
Slide 45

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



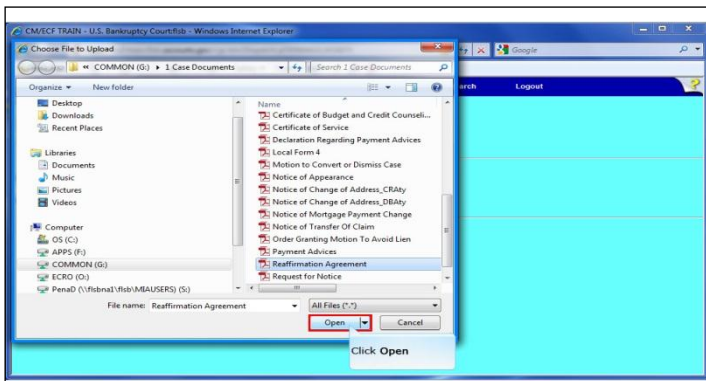
Slide 46

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



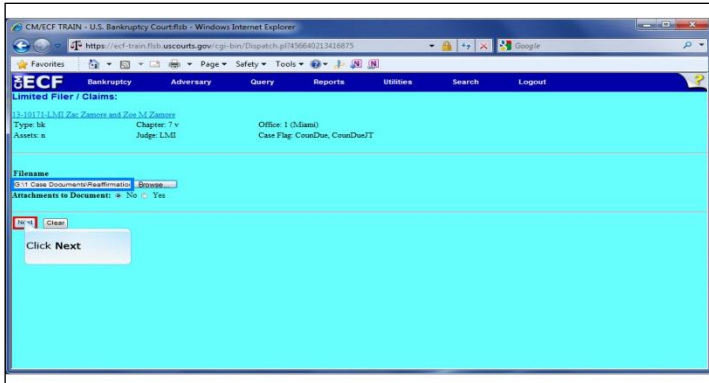
Slide 47

Notes: Before uploading, verify the correct PDF file is selected and has been redacted. It should contain the correct information including, but not limited to: the creditor, debtor(s), and attorney(s) names, total amount of indebtedness, amount reaffirmed and the proposed monthly payment, per the terms of the reaffirmation agreement), the appropriate signatures, and an indication of the presumption of undue hardship. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



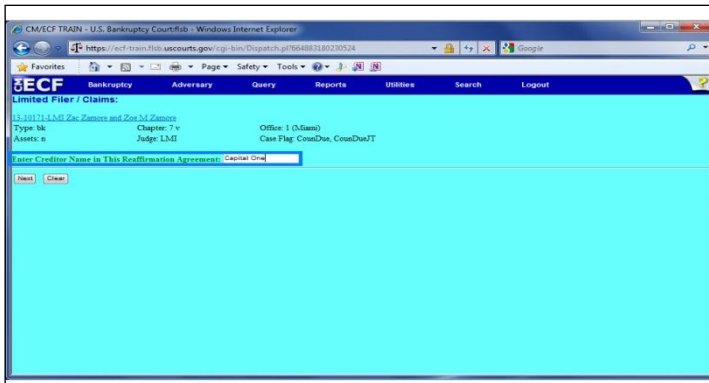
Slide 48

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



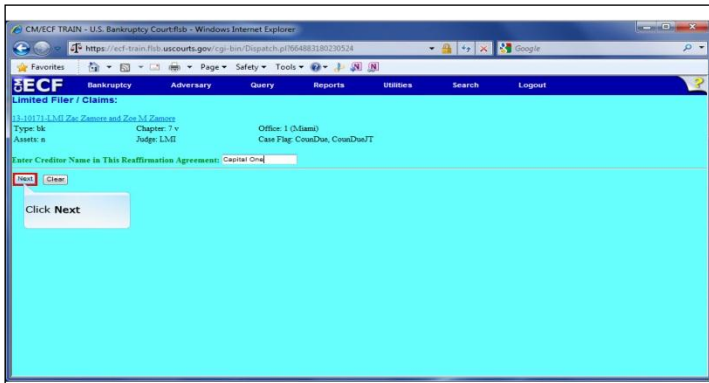
Slide 49

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



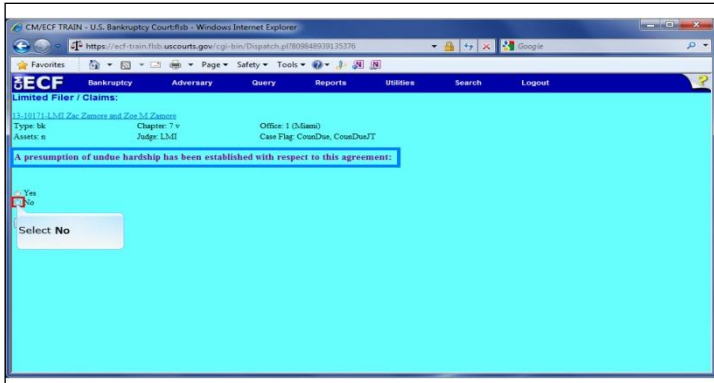
Slide 50

Notes: It is important that you respond to the requested information on the following default screens. Click in the text box and enter the name of the Creditor with whom the Reaffirmation Agreement is being made: Capital One.



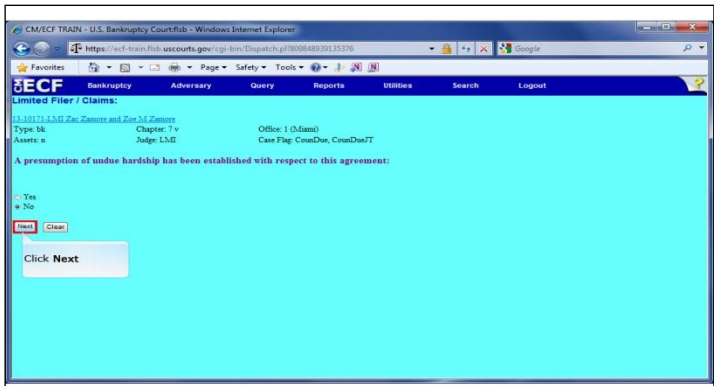
Slide 51

Notes: Click Next to continue.



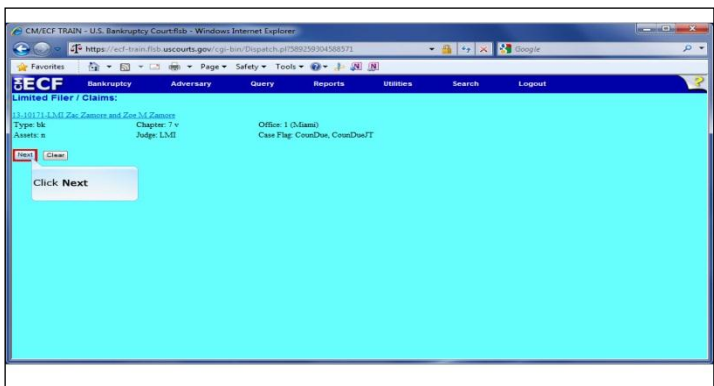
Slide 52

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



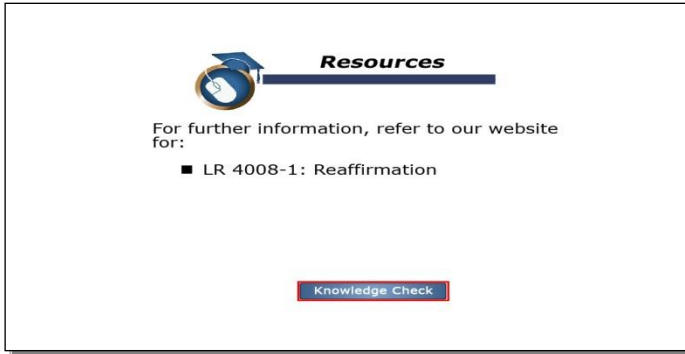
Slide 53

Notes: Click Next to continue.



Slide 54

Notes: Click Next again at the default screen.



Resources

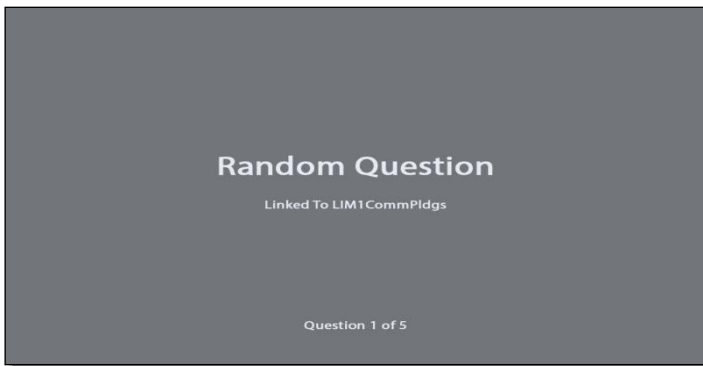
For further information, refer to our website for:

- LR 4008-1: Reaffirmation

Knowledge Check

Slide 57

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.



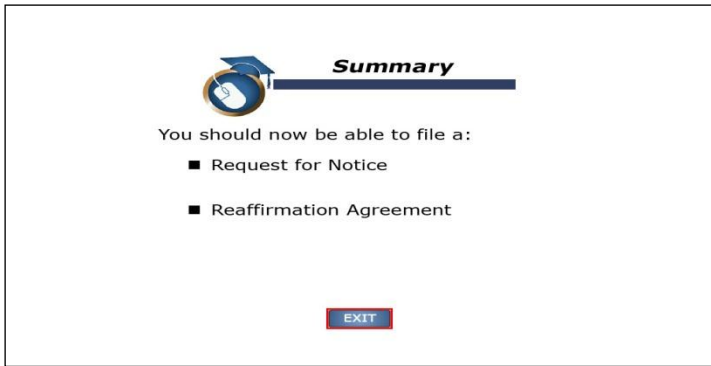
Random Question

Linked To LIM1CommPldgs

Question 1 of 5

Slide 58 - 63

Notes: Knowledge Check



Summary

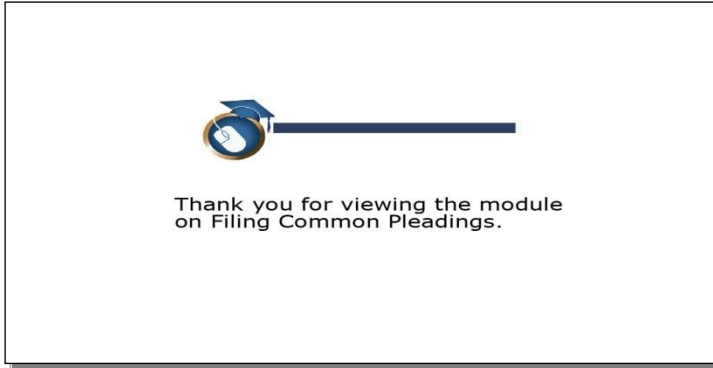
You should now be able to file a:

- Request for Notice
- Reaffirmation Agreement

EXIT


Slide 64

Notes: Now that you have reviewed this learning module, you will be able to file a Request for Notice and a Reaffirmation Agreement. Click EXIT when you are finished.




Slide 65

Notes:

 Knowledge Check	Question 1 of 5
A hearing on a Reaffirmation Agreement must be held if:	
<ul style="list-style-type: none"><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	


Question 1

Notes:

 Knowledge Check	Question 2 of 5
Before uploading, verify the correct PDF file is selected and contains the necessary information.	
<ul style="list-style-type: none"><input type="radio"/> A) True<input type="radio"/> B) False	


Question 2

Notes:

 Knowledge Check	Question 3 of 5
This is a request by a non-attorney to receive notice of all documents filed in a case:	
<ul style="list-style-type: none"><input type="radio"/> A) Notice of Appearance and Request for Service<input type="radio"/> B) Request for Notice<input type="radio"/> C) Notice of Appearance<input type="radio"/> D) Certificate of Service	


Question 3

Notes:

 Knowledge Check	Question 4 of 5
<p>Verify the Reaffirmation Agreement contains the following per the terms of agreement (choose all that apply):</p> <ul style="list-style-type: none"><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) indication of the presumption of undue hardship<input type="radio"/> F) payment terms<input type="radio"/> G) all of the above	

Question 4

Notes:

 Knowledge Check	Question 5 of 5
<p>When adding a party for a pleading, the Role type should be _____, unless otherwise prompted at the screen.</p> <ul style="list-style-type: none"><input type="radio"/> A) left at the default setting<input type="radio"/> B) selected to reflect the filer type<input type="radio"/> C) selected to reflect the party type<input type="radio"/> D) selected to other professional	

Question 5

Notes: