

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
SYSTEM
LIMITED USE/CLAIM REGISTRATION FORM**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing PROOFS OF CLAIM and related documents via the Internet component of the Case Management/Electronic Case Filing System (hereafter CM/ECF), in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Agency/Company: _____

Mailing Address: _____

Voice Phone Number: (____) _____

Fax Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. All filings with the court, including attachments, must comply with Federal Rule of Bankruptcy Procedure 9037: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may NOT appear except as allowed by the rule.
2. Signatures on proofs of claim shall be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal rules of Criminal Procedure and any applicable non bankruptcy law.

3. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees to whom I give authorization. All proofs of claim or other documents filed using my password will contain my signature as set forth in paragraph one.
4. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed as attachments or exhibits to proofs of claim I file using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
6. I agree to abide by all of the requirements set forth in Local Bankruptcy Rule 5005-2 and the ECF Administrative Procedures for Electronically Filed Cases currently in effect, and posted at www.azb.uscourts.gov, and any changes or additions that later may be made.

Applicant Signature

Date

- I file a high volume of Notices of Appearances and Requests for Notice and request access to the Batch Filing process and a copy of the Batch Filing Instructions.**

Please submit by fax or mail to: 602-682-4901

U.S. Bankruptcy Court
Attn: Data Quality Administrators
230 N. First Ave., #101
Phoenix, AZ 85003-1706

08/22/2006

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

CLAIMS FILING INSTRUCTIONS

- A. The Limited Use/Claims Filing Password may be used to electronically file proofs of claim, amended claims, withdrawals of claims, assignments or transfers of claims, requests for notice and reaffirmation agreements (with the signatures of the debtors). An attorney level ECF filing password also may be used by the attorney to file claims. **Assignments/transfers of claims, withdrawals of claims and requests for notice are not to be filed on the claims register as a claim. Those documents must be filed on the bankruptcy case docket. Your claims filing password will have access to do that. See the specific instructions below.** Your claims filing password has access to the following Bankruptcy Event Menu options. (To obtain access to Batch Filings you need to request that access when completing the registration form.)



- B. PROOF OF CLAIM OR AMENDED CLAIM. To file a proof of claim or amended claim, follow these instructions.
1. Select **File Claims** under **Bankruptcy Events**.
 2. Input Case Number, using all numbers and letters as shown.

A screenshot of a web form for entering case information. At the top, it says "Case Number Format: Office Code - Year - Case Type - Number (Example 2-03-bk-12345)". Below this, it lists "Office Code: 0=Yuma; 2=Phoenix; 4=Tucson" and "Case Type: bk=Bankruptcy; ap=Adversary; mp=Miscellaneous". There is a text input field containing "2-06-bk-00063". Below that is a "Name of creditor" text input field. Underneath is a "Type of creditor" dropdown menu with "Creditor" selected. At the bottom left are "Next" and "Clear" buttons.

Leave **Name of Creditor** field blank and leave **Type of Creditor** box on creditor, and click on **Next** (a creditors list box will be displayed), open that box and select your claimant from list. Open the box displayed by clicking on the name shown in the box. This will give you the beginning of the list of creditors. You may need to scroll down the list to find your creditor. If the scroll down bar on the right is off the screen, you may first need to use the left to right scroll at the bottom of the screen to scroll all the way to the right.

Select a Creditor for Claim

Case 2:06-bk-00063-GBN: CLAIRE ANNETTE and CORY ANNETTE

JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256

JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256

JUST ANOTHER CREDITOR - 111 JUST ANOTHER ADDRESS JUST ANOTHER AZ 87777 - 62257

THE MUSIC STORE - 456 SUGARLAND DR PHOENIX AZ 85023 - 62255

[Edit Creditor](#)

If the creditor list is quite long, you can enter the first three or four letters of your creditor's last name or business name to obtain a shorter list of creditors (in either lower or upper case, as the search is not case sensitive.)

2-06-bk-00063

Name of creditor JC

Type of creditor Creditor

Only those creditors with those first letters selected will be displayed.

Select a Creditor for Claim

Case 2:06-bk-00063-GBN: CLAIRE ANNETTE and CORY ANNETTE

JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256

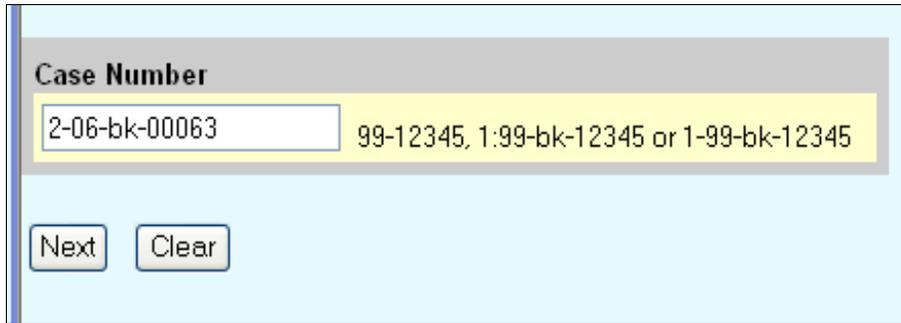
JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256

[Add Creditor](#)

[Edit Creditor](#)

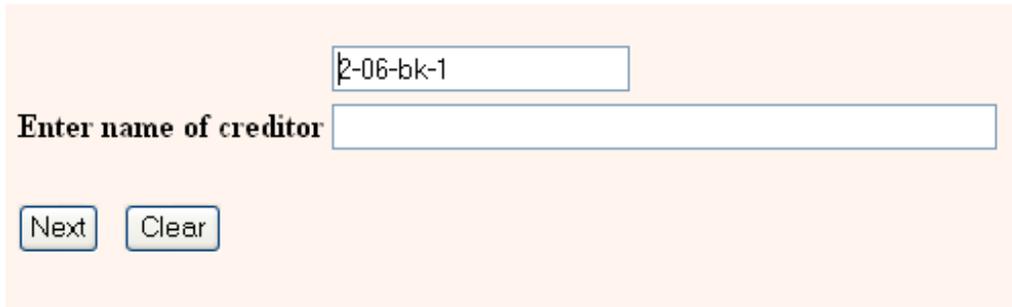
If you do not open the creditor box to display the list of creditors, and simply click on **Next**, your claim will be filed using the name highlighted on the displayed creditor list.

3. If your claimant is not on the creditor list, then select **Add Creditor**. If your claimant is on the list but at an address different from that on your claim or amended claim, select **Edit Creditor**. Click on Next.



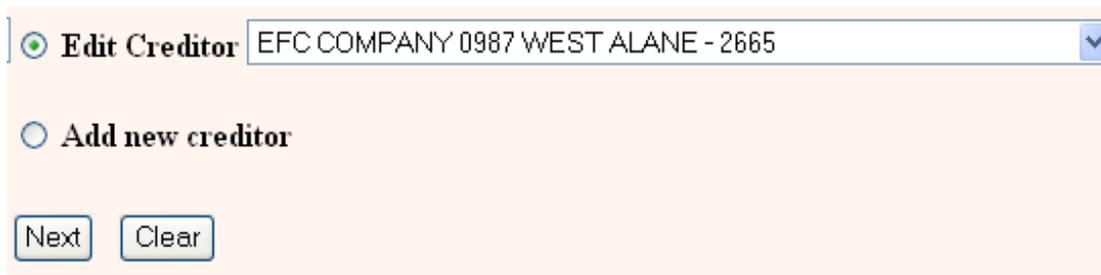
A screenshot of a web form with a light blue background. At the top, there is a grey header bar with the text "Case Number". Below this, there is a yellow highlighted area containing a text input field with the value "2-06-bk-00063" and a dropdown menu showing the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". At the bottom of the form, there are two buttons: "Next" and "Clear".

If Edit Creditor is selected, on the next screen click on Next, leaving the Enter name of creditor field blank.



A screenshot of a web form with a light orange background. At the top, there is a text input field containing the value "2-06-bk-1". Below this, there is a label "Enter name of creditor" followed by a large, empty text input field. At the bottom of the form, there are two buttons: "Next" and "Clear".

The following screen will then permit you to select the creditor whose address you are going to edit from the drop down list of creditors for the case.



A screenshot of a web form with a light orange background. At the top, there is a radio button labeled "Edit Creditor" which is selected, followed by a dropdown menu showing the text "EFC COMPANY 0987 WEST ALANE - 2665". Below this, there is another radio button labeled "Add new creditor" which is not selected. At the bottom of the form, there are two buttons: "Next" and "Clear".

A full text box is now displayed rather than separate fields for each line. At this point, you can either copy and paste the creditor information in the text box or simply type the creditor information in the text box. If Edit Creditor was selected, the address will be displayed in the text box and you can then delete that portion of the address that is to be changed and type in the new address. The name may be 50 characters; the address may be five (5) lines, 40 characters each. Enter in **ALL CAPS**. Leave type as **Creditor**. Leave dot in No for Creditor Committee. Click on **Next**. Click on **Submit**.

Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line

Name and Address

JUST ANOTHER CREDITOR
111 JUST ANOTHER ADDRESS
JUST ANOTHER AZ 87777

Creditor type Creditor

Creditor committee No Yes

A **Creditors Receipt** (if Address added) or **Modify Completed** (if Address edited) will be displayed. Select **File a Proof of Claim**.

Creditors Receipt

Case Number	2-06-bk-00063
Total Creditors Added to Database	1

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

Modify Completed!

[File A Proof Of Claim](#)

[Edit Creditor](#)

Repeat steps at paragraph 2 to include all steps for selecting the creditor. You will need to open the creditor list box to find the claimant you just added. The system does not automatically select the party just added.

- Select your claimant from list displayed and click on **Next**.

Select a Creditor for Claim

Case 2:06-bk-00063-GBN: CLAIRE ANNETTE and CORY ANNETTE

JUST ANOTHER CREDITOR - 111 JUST ANOTHER ADDRESS JUST ANOTHER AZ 87777 - 62257

JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256

JOLLY RANCHER CANDIES - 789 EAST MILWAUKEE AVE MILWAUKEE WI 53201 - 62306

JOYOUS FILINGS - 23 N WATER STREET MILWAUKEE WI 55321 - 62305

JUST ANOTHER CREDITOR - 111 JUST ANOTHER ADDRESS JUST ANOTHER AZ 87777 - 62257

[Edit Creditor](#)

- Input information and data on claims register screen. If filing an amended claim, input the original claim number in the **Amends Claim #** box. To file a withdrawal of claim or a assignment/transfer of claim see the instructions below as those must be filed on the bankruptcy case docket and not on the claims docket.

6. When inputting the amount claimed, if you input amounts in more than one of the boxes, the system will automatically total those amounts. When filing an amended claim, if it eliminates a type of claim (for example, the amended claim is for only unsecured debt, while the original claim had included secured debt), then you need to input 0.00 in the type of debt being eliminated.

Case Number: 4:06-bk-00001-JMM		Amends Claim #: 2		
Last Date To File: 06/26/2006		Date Filed: 08/11/2006		
Last Date To File(Govt): 06/26/2006				
Amount Claimed				
Unsecured 1500.00	Secured 0.00	Priority 	Unknown 	Total (Display Only) 1500.00

7. Any account number (because of the federal courts' privacy policy, do not input an entire SSN if that is the account number, only the last four digits of the SSN are to be input) should be input in the **Description Box** and the **Remarks Box** may be used for any other information you may want to input. Click on Next.

62257 - JUST ANOTHER CREDITOR 111 JUST ANOTHER ADDRESS JUST ANOTHER AZ 87777				
Case Number: 2:06-bk-00063-GBN		Amends Claim #: 		Filed By: Creditor
Last Date To File:		Date Filed: 08/09/2006		
Last Date To File(Govt):				
Amount Claimed				
Unsecured 10000.00	Secured 560.00	Priority 25.00	Unknown 	Total (Display Only) 10585.00
Amount Allowed				Total (Display Only)
Description:	Account Number			
Remarks:	Other Remarks			
Next		Clear		

8. Load the proof of claim or amended claim in pdf format. You are given the opportunity to add one or more attachments. If the file size of scanned exhibits exceed 3 megabytes, they should be broken up into sections under 3 megabytes. Do not file only the proof of claim and then send the paper exhibits to the court. You must e-file all exhibits or other attachments. If you have no attachments, click on Next

Case 2:06-bk-00063-GBN

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

If you are filing exhibits to the claim, upload your claim in pdf format and select Attachment to Document: Yes. Then upload the attachment(s) (be sure to complete the type and description) and click on Add to List. Repeat if more than one attachment. After loading and describing the attachments, click on Next.

Select one or more attachments.

Case 2:06-bk-00063-GBN

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

F:\USER\C\Fouche\WP\Proof of Claim (

2) Select a document type, and/or enter a description.

Type	Description
Exhibit	A through F

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

9. No paper copy of the proof of claim or amended claim should be sent to the court. Pursuant to Local Bankruptcy Rule 2083-10, in a Chapter 13 case, a copy of a secured or priority claim is to be served on the trustee and the debtor.
10. The ECF system will display a Notice of Electronic Claims Filing which is evidence that the filing was completed. This is also your proof of filing. You should print this notice or save it in electronic format.

Notice of Electronic Claims Filing

The following transaction was received from fouché, cindy on 8/9/2006 at 10:35 AM AZ

Case Name: CLAIRE ANNETTE and CORY ANNETTE
Case Number: [2-06-bk-00063-GBN](#)
Creditor Name: JUST ANOTHER CREDITOR
 111 JUST ANOTHER ADDRESS
 JUST ANOTHER AZ 87777
Claim Number: [4](#) [Claims Register](#)
Total Amount Claimed: \$123.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: F:\USER\Fouché\WP\Proof of Claim (B10) October 2005 - Fillable.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=875559564 [Date=8/9/2006] [FileNumber=46375-0] [59fa33a396d01edd71d3d25258a0c027f0e52fd0095e080c184d1243e51755ccc5a507229c4743971a711ca28ee87db863e9899d330ac578a96a22bc94990fbd]]
Document description: Exhibit A through F
Original filename: F:\USER\Fouché\WP\Proof of Claim (B10) October 2005 - Fillable.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=875559564 [Date=8/9/2006] [FileNumber=46375-1] [8873918dc89426115eff62c96b99cde99fb7c2a8ab17c41e6ad2f69c674303ea62bb06de5cd4cea7859621673f23d3c077395e812ee3a1ec7df02024693e2a04]]

[File another claim](#)

- C. **REQUEST FOR NOTICE.** To file a Request for Notice, select Claim Actions from the Bankruptcy Events Menu. If you file a number of these and want to be able to file them in a batch process without having to file a document, then please call the help desk at 602-682-4900 and request batch filing access be added to your password and request a set of the batch filing instructions.

Bankruptcy Events

[Claim Actions](#)
[Creditor Maintenance...](#)
[File Claims](#)

Enter the Case Number.

File a Claim Action

Case Number Format: *Office Code - Year - Case Type - Number* (Example *2-03-bk-12345*)

Office Code: 0=Yuma; 2=Phoenix; 4=Tucson

Case Type: bk=Bankruptcy; ap=Adversary; mp=Miscellaneous

Case Number

99-12345, 1-99-bk-12345 or 1-99-bk-12345

From the Drop Down Menu, select Request for Notice.

File a Claim Action

2:06-bk-00063-GBN CLAIRE ANNETTE and CORY ANNETTE

Type: bk Chapter: 7 v Office: 2 (Phoenix)
Assets: n Judge: GBN

Objection to Claim(s)
Objection to Transfer
Reaffirmation Agreement - Pro Se Debtor
Reaffirmation Agreement/Declaration of Attorney
Request for Notice
Withdrawal of Claim
Withdrawal of Objection to Claim
Withdrawal of Request for Notice Filed in Incorrect Case

Next Clear

If your company is on the list displayed, you should select it from the list only if you have previously filed a document in this case and added your company at that time since then you will know that the address is correct. Otherwise, Select Add/Create New Party.

File a Claim Action:

2:06-bk-00063-GBN CLAIRE ANNETTE and CORY ANNETTE

Type: bk Chapter: 7 v Office: 2 (Phoenix)
Assets: n Judge: GBN

Please select the filer.

Select the Party:

ANNETTE, CLAIRE [Debtor]
ANNETTE, CORY [Debtor]
TRUSTEE, TEST 2 [Trustee]
U.S. Trustee's Office, [U.S. Trustee]
WELLS FARGO BANK, [Creditor]

[Add/Create New Party](#)

Next Clear

If adding your company as a new party, type the first three or so letters of the company name in Last/Business name field and click on next.

Search for a party

SSN Tax Id

Last/Business name

First Name

Middle Name

If your company's name is displayed now, you may select that name from the list, a pop-up window will display the address, if incorrect, you will have the opportunity to change the address on the next screen. If not displayed, click on Create new party.

Party search results

JUST JACK,
JUST KIDDING,
Just Do It,
Just For Fun, Inc., c/o Jon Sillyman
JustForPractice, Inc.,
Justforpractice, Inc.,

Input your company name and the address to which you want notices mailed. Effective 10/17/2005, the address you input will be used for mailings to you, in this case, over any other address you may have previously provided. Please be sure to select Creditor for the Role type. Click on Submit.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Role

Party text

Your company name will now be on the Party list for the case and will be highlighted, you only need to Click on Next.

Please select the filer.

Select the Party:

JUST ANOTHER CREDITOR. [Creditor]	Add/Create New Party
ANNETTE, CLAIRE [Debtor]	
ANNETTE, CORY [Debtor]	
TRUSTEE, TEST 2 [Trustee]	
U.S. Trustee's Office. [U.S. Trustee]	
WELLS FARGO BANK. [Creditor]	

You will next be prompted to upload your Request for Notice document which must be in Adobe Acrobat pdf format. Select Next.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

The next screen will direct you to start over, if the address you input is **NOT** the address to which you want notices sent.

When adding your company to the list of filing parties, you should have input the address to which you want notices sent. If you did not, you should cancel this filing and start over by clicking on Bankruptcy in the bar at the top of the screen. Your company will be added to the mailing list generated by the creditor mailing matrix report. This mailing list is used by the court for mailing notices that the court mails to all creditors in the case. This mailing list is also to be used by any party or attorney who is mailing a notice to all creditors.

The entry will show that the Request for Notice was made by the person with the claims filing password on behalf of your company. Select Next.

Docket Text: Final Text

Request for Notice filed by cindy fouche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy)

Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

After making the final submission you will receive the following filing receipt, which you may want to print or otherwise save as proof of your request.

U.S. Bankruptcy Court District of Arizona
Notice of Electronic Filing
The following transaction was received from fouché, cindy entered on 8/9/2006 at 11:53 AM AZ and filed on 8/9/2006
Case Name: CLAIRe ANNETTE and CORY ANNETTE
Case Number: 2:06-bk-00063-GBN
Document Number: 16
Docket Text: Request for Notice filed by cindy fouché on behalf of JUST ANOTHER CREDITOR. (fouché, cindy)

D.

ASSIGNMENT/TRANSFER OF CLAIM. If you already have a claims filing password, you may have been filing these as a claim using the File Claims option. Assignments/transfers of claims or notices of them are not to be filed on the claims register as a claim. Instead, they are to be filed on the bankruptcy case docket using the **Claim Actions** option on the Bankruptcy Events Menu. If the assignor/transferor has not filed a proof of claim, the assignee/transferee should not be making this filing and instead should file a proof of claim.

Bankruptcy Events Claim Actions Creditor Maintenance... File Claims

The process of filing is the same as outlined above except a different entry is to be selected.

Select one of the two Assignment/Transfer entries. If the Notice of Assignment/Transfer is a joint one with the assignor/transferor who waives notice under Bankruptcy Rule 3001, then please select the second entry that includes “with Waiver of Notice.” One of these two entries are to be used whether filing the actual assignment/transfer or filing a notice of the assignment/transfer that has occurred.

Assignment/Transfer of Claim (or Notice of) Assignment/Transfer of Claim with Waiver of Notice (or Notice of)
--

Follow the steps outlined above to select, add or create your company (the assignee/transferee) to the party list.

Upload the document you are filing (the assignment/transfer of notice of) in pdf format as outlined above. Any attachments may be uploaded as outlined in claims filing above.

You will be prompted to select the transferee and transferor. (See attached Version 3 Instructions.)

Docket Text: Final Text
Assignment/Transfer of Claim with Waiver of Notice Transferor: THE MUSIC STORE (Claim No. 2) To JUST ANOTHER CREDITOR filed by cindy fouche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy)

Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

There is no longer the option to add additional text to your entry.

After the final submission, you will receive a filing receipt, which is your proof of filing. You may want to print or otherwise save it in electronic format.

Notice of Electronic Filing

The following transaction was received from fouche, cindy entered on 8/9/2006 at 12:12 PM AZ and filed on 8/9/2006

Case Name: CLAIRE ANNETTE and CORY ANNETTE
Case Number: [2-06-bk-00063-GBN](#)
Document Number: [17](#)

Docket Text:
Assignment/Transfer of Claim with Waiver of Notice Transferor: THE MUSIC STORE (Claim No. 2) To JUST ANOTHER CREDITOR filed by cindy fouche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy)

- E. **WITHDRAWAL OF CLAIM.** Withdrawals of claims must be filed on the bankruptcy case docket and are not to be filed as a claim on the claims register.

To file a Withdrawal of Claim, select Claim Actions from the Bankruptcy Events Menu.

Bankruptcy Events

[Claim Actions](#)
[Creditor Maintenance...](#)
[File Claims](#)

The process of filing is the same as outlined above except a different entry is to be selected. Select the Withdrawal of Claim entry from the list.

A screenshot of a web-based dropdown menu. The menu is open, showing a list of options. The option 'Withdrawal of Claim' is highlighted in blue. Other options include 'Objection to Claim(s)', 'Objection to Transfer', 'Reaffirmation Agreement - Pro Se Debtor', 'Reaffirmation Agreement/Declaration of Attorney', 'Request for Notice', 'Withdrawal of Objection to Claim', and 'Withdrawal of Request for Notice Filed in Incorrect Case'. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Follow the steps outline above to select, add or create your company (the assignee/transferee) to the party list.

Upload the withdrawal of claim document in pdf format as outlined above. Any attachments may be uploaded as outlined in claims filing above.

When prompted, please input the claim number or numbers in the document being filed. If the claim number is not input, no cross reference will be made on the claims register.

EXAMPLE - Claims Register:

<i>Creditor:</i> JUST ANOTHER CREDITOR 111 JUST ANOTHER ADDRESS JUST ANOTHER AZ 87777	Claim No: 2 <i>Filed:</i> 08/07/2006 <i>Entered:</i> 08/07/2006	<i>Status:</i> <i>Filed by:</i> CR <i>Entered by:</i> touche, cindy <i>Modified:</i>
Unsecured claimed: \$120.00 Secured claimed: \$563.58 Priority claimed: \$45.00 Total claimed: \$728.58		
<i>History:</i>		
18 08/09/2006 Withdrawal of Claim 2 filed by cindy touche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy) 17 08/09/2006 Assignment/Transfer of Claim with Waiver of Notice Transferor: THE MUSIC STORE (Claim No. 2) To JUST ANOTHER CREDITOR filed by cindy touche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy) 2-1 08/07/2006 Claim #2 filed by THE MUSIC STORE, total amount claimed: \$728.58 (fouche, cindy)		
<i>Description:</i> (2-1) JustAnother Claim		

If you do not know the claim number, then you will need to view the claims register (which can be done by clicking on the hyperlink to the case name and number, though this will require the input of your PACER login and id.) and obtain that number. The claims register entry for that claim number will show a docket status as Withdrawn.

Enter Claim Number(s):

After the filing process is complete you will receive a Filing Receipt as your proof of filing. You may want to print it or otherwise save it in electronic format.

U.S. Bankruptcy Court
District of Arizona

Notice of Electronic Filing

The following transaction was received from fouché, cindy entered on 8/9/2006 at 12:32 PM AZ and filed on 8/9/2006

Case Name: CLAIRe ANNETTE and CORY ANNETTE
Case Number: [2:06-bk-00063-GBN](#)
Document Number: [18](#)

Docket Text:
Withdrawal of Claim 2 filed by cindy fouché on behalf of JUST ANOTHER CREDITOR. (fouché, cindy)

- F. **REAFFIRMATION AGREEMENTS.** You can also electronically file a reaffirmation agreement. The agreement should only be imaged/scanned (in pdf format) after it contains your company representative's signature, the debtor(s)' signature(s) and the attorney's signature if the debtor(s) are represented by an attorney and the attorney is making the declaration pursuant to Section 524© and, for cases subject to the Bankruptcy Act of 2005, the attorney also has certified that the agreement does not impose an undue hardship on the debtor. If the debtor(s) do not have an attorney or their attorney has not signed the required declaration or certification, then the reaffirmation agreement should have your company's representative's signature and the debtor(s)' signature(s).

Since the reaffirmation agreement filed must show the signatures required above, the agreement will need to be imaged or scanned into pdf format for filing. Your company is required to retain the original agreement with the original signatures.

To electronically file a reaffirmation agreement, select the appropriate one of the two following entries under Claim Actions. Use the Reaffirmation Agreement/Declaration of Attorney entry only if the agreement contains or has an attachment that includes the attorney's signed declaration or affidavit that the debtor(s) were advised pursuant to the requirements of Section 524© and for cases subject to the Bankruptcy Act of 2005 also contain the attorney's certification that it does not impose an undue hardship on the debtor.

[Reaffirmation Agreement - Pro Se Debtor](#)
[Reaffirmation Agreement/Declaration of Attorney](#)

The balance of the filing process is the same as described above except that when selecting the filing party, **you should select both your company and the debtor(s) since the agreement is being filed on behalf of both your company and the debtors.** You may need to first add your company to the list of filers as outlined above. To select more than one filer, after clicking on the first one, click on the additional debtor(s) (if a joint debtor case and both debtors have entered into the agreement, select both debtors) by holding down the Ctrl key when clicking. Select Next.

Please select the filer.

Select the Party:

ANNETTE, CLAIRE [Debtor]	Add/Create New Party
ANNETTE, CORY [Debtor]	
JUST ANOTHER CREDITOR, [Creditor]	
TRUSTEE, TEST 2 [Trustee]	
U.S. Trustee's Office, [U.S. Trustee]	
WELLS FARGO BANK, [Creditor]	

You will next be prompted to upload your Reaffirmation Agreement document which must be in Adobe Acrobat pdf format. Select Next.

The next screen will allow you to modify the text as appropriate.

Docket Text: Modify as Appropriate.

Reaffirmation Agreement/Declaration of Attorney filed by CLAIRE ANNETTE , CORY ANNETTE , WELLS FARGO BANK . (Fouche, Cindy)

After the filing process is complete you will receive a Filing Receipt as your proof of filing. You may want to print it or otherwise save it in electronic format.

Notice of Electronic Filing

The following transaction was received from entered on 8/9/2006 at 1:10 PM AZ and filed on 8/9/2006

Case Name: CLAI RE ANNETTE and CORY ANNETTE

Case Number: [2:06-bk-00063-GBN](#)

Document Number: 19

Docket Text:
Reaffirmation Agreement/Declaration of Attorney filed by CLAIRE ANNETTE, CORY ANNETTE, WELLS FARGO BANK. (Fouche, Cindy)

- G. UTILITIES MENU. Under the Utilities Menu you may Maintain your Password Filing Account (update your address or other information) and also View a Transaction Log of all your filings for the time period specified.



VERSION 3 TRANSFER/ASSIGNMENT OF CLAIMS PROCESS – ATTORNEY/CLAIMS
 FILER INSTRUCTIONS
 8/14/2006

1. When filing an Assignment/Transfer of Claim (with or without a waiver of notice), Version 3 of CM/ECF has a new transfer of claim process that will result in the assignment/transfer both being filed and docketed in the BK case and also being cross-referenced on the claims register in a new claims history section.

Creditor: BECKET-LEE PO BOX 1234 ANYWHERE NY 10001	Claim No: 4 <i>Filed:</i> 06/30/2006 <i>Entered:</i> 06/30/2006	Status: <i>Filed by:</i> CR <i>Entered by:</i> Temple, Michael <i>Modified:</i>
Unsecured claimed: \$999.00 Total claimed: \$999.00		
History:		
5 07/05/2006 Objection to Claims 4 filed by BECKET-LEE(Temple, Michael)		
4 06/30/2006 Assignment/Transfer of Claim. To BECKET-LEEPO BOX 1234ANYWHERE NY 10001. filed by BECKET-LEE(Temple, Michael)		
4-1 06/30/2006 Claim #4 filed by ARROW FINANCIAL SERVICES LLC, total amount claimed: \$999 (Temple, Michael)		
Description:		
Remarks:		

2. While you may select a Transfer type, it is not required. The Transfer types are:

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

3001(e)1 – Transfer, other than for security, before Proof of Claim filed

3001(e) 2 – Transfer, other than for security, after Proof of Claim filed

3001(e) 3 – Transfer, for security, before Proof of Claim filed

3001(e) 4 – Transfer, for security, after Proof of Claim filed

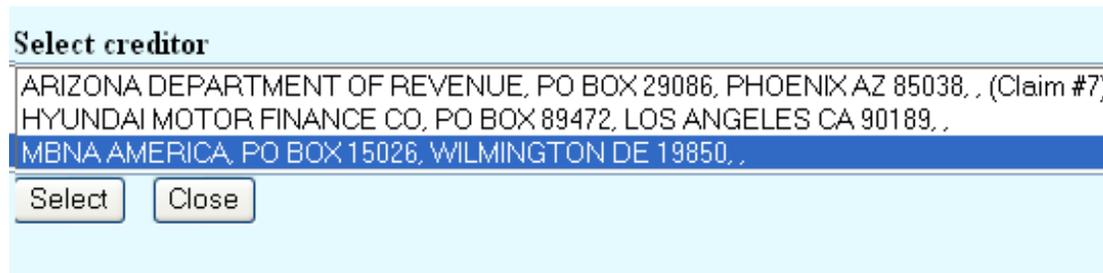
3. The transferee (assignee), the person or entity to whom the claim was transferred or assigned, is to be selected from the creditor list. First click on Search Creditors, if the transferee is not on the creditor list, which is likely, then the transferee is to be added using the Add New Creditor button.

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

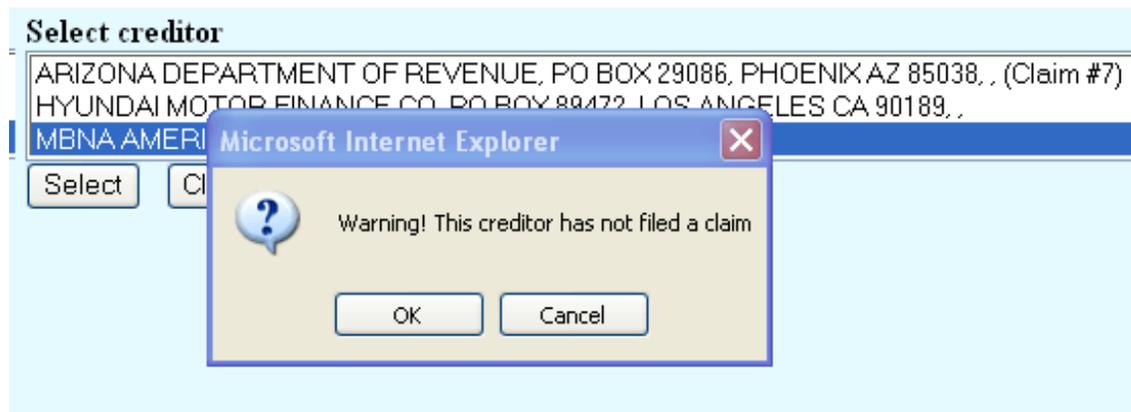
Search for transferee

Transferee selected

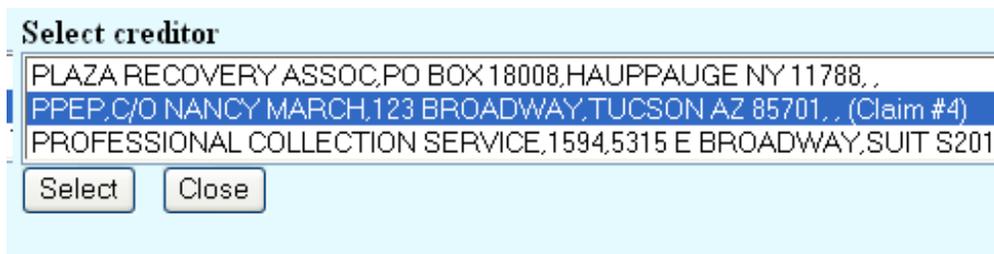
4. The transferor (assignor), the person or entity that is transferring/assigning its claim, is to be selected from the creditor list. If the transferor is not on the creditor list, there is no option to add the transferor to the list. If the transferor is not on the creditor list, then the transferor has neither filed a proof of claim in the case nor been listed as a creditor by the debtor. In such a case, the transfer of claim will not be able to be filed using this process. Instead, the transferee/assignee must file its own proof of claim and you may attach a copy of the transfer or assignment to the claim.



If the transferor is listed on the creditor list but has not filed a proof of claim, the following warning will be displayed. While you may proceed to file the transfer using this process, you also need to file a proof of claim or you may cancel this filing and the transferee then file a proof of claim in its name, attaching a copy of the transfer.



You can tell if the transferor has filed a claim or not as the claim number is referenced on the creditor list.



If as transferee, you have had more than one claim in the case transferred to you, you may file more than one using this entry (be sure that when you uploaded the pdf document that you uploaded the transfer documents for all the transfers being done in this entry.)

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Search for transferee

Transferee selected

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

5. While the transferee normally files the transfer/assignment, the transferor can file it for the transferee. The docket text simply states that the transfer was filed and states the transferee and transferor without stating who filed it.

Assignment/Transfer of Claim with Waiver of Notice Transferor: ABC BANK (Claim No. 1) To EFC COMPANY (Christensen, Toni) (Entered: 07/17/2006)

The person who did the filing is identified in the docket entry in parenthesis at the end of the entry.

6. The claims register will substitute the transferee as the creditor for claim number 4.

Creditor: ABC RECOVERY SERVICES PO BOX 1234 TEMPE AZ 85252	Claim No: 4 Filed: 06/17/2004 Entered: 06/17/2004	Status: Filed by: CR Entered by: ATTORNEY, TEST Modified:
Unsecured claimed: \$100.00 Total claimed: \$100.00		
History: 120 07/17/2006 Assignment/Transfer of Claim with Waiver of Notice Transferor: MENA AMERICA; Transferor: PPEP (Claim No. 4), To ABC RECOVERY SERVICES 41 06/17/2004 Claim #4 filed by PPEP, total amount claimed: \$100 (ATTORNEY, TEST)		