

## LOAN MODIFICATION DOCUMENTS

Updated 4/20/2023

Description: This process shows the steps required to file loan modification documents on the docket. This is a text-entry only event, but the debtor is required to upload loan modification documents and documentation of creditor's consent. Do not attach a motion or proposed order. The information submitted will be populated into the final docket text. No action is taken by the court in response to loan modification documents being filed, unless the debtor's attorney also files a request for order directing chapter 13 trustee to cease payments.

**STEP 1** – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** – The BANKRUPTCY EVENTS screen displays.

- Select the **Other** hyperlink.
- Enter the case number for the appropriate case.
- Click the [**Next**] button.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

**STEP 3** – The AVAILABLE EVENTS screen displays.

- Scroll to select **Loan Modification Documents** from the events list or start by typing “Loan Modification” in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.

**NOTE:** By using the Search feature, CM/ECF will display where the Bankruptcy Event can be found (i.e., Motions/Applications, Other, etc.) and a list of the events with the searched word highlighted (i.e., Loan Modification), along with a hyperlink.

- Click the [**Next**] button.

**STEP 4** – The JOINT FILING screen displays.

- Click in the box to select any additional attorneys if applicable.
- Click the [**Next**] button.

**STEP 5** – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click the **Add/Create New Party** and complete the information.
- Click the **[Next]** button.
- Click in the box to associate the filing attorney with the filing party, if applicable.
- Click the **[Next]** button.

**STEP 6** – Browse to upload document.

- Select yes/no to attachments as appropriate.
- Click the **[Next]** button.
- If yes is selected, browse to upload the attachment, either choose a category or add a description of the attachment. Select add to list.
- Click the **[Next]** button.

**STEP 7** – The CREDITOR CONSENT screen displays.

- Is the creditors consent included? Answer yes/no as appropriate.
- Click the **[Next]** button.

**NOTE:** If no is selected, the following message displays: **“You have not included creditor consent. Creditor consent must be attached.”**

**STEP 8** – Enter the name of the creditor. Enter the related claim number (if applicable). Click the **[Next]** button.

**STEP 9** – Read and certify the statement. Click the **[Next]** button.

**STEP 10** – Verify Final docket text. Read the reminder about redaction and if it is redacted select, Next.

**STEP 11** – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court’s database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number and document number.