

NOTIFICATION OF PERMANENT LOAN MODIFICATION

Updated 03/31/2016

Description: This process shows the steps required for the debtor(s) attorney to request an order regarding loan modification. This is a text entry only but the filer is required to upload loan documents and documentation of creditors consent. Do not attach a motion or proposed order. The information submitted will be populated in to the final docket text.

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 yellow help (?) icon in the upper right hand corner.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Notification of Permanent Loan Modification** 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.

The screenshot shows the CM/ECF search interface. At the top, there is a navigation bar with the following tabs: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the navigation bar, the search results for 'loan modification' are displayed, showing 3 events found. The results are categorized into 'Bankruptcy Events → Motions/Applications' and 'Bankruptcy Events → Other'. In the 'Motions/Applications' category, there is a link for 'Appl for Suppl Ch 13 Atty Fees Loss Mitigation/Loan Modification'. In the 'Other' category, there are two links: 'Mortgage Loan Modification Report' and 'Notification of Permanent Loan Modification'. A search box is overlaid on the page, showing the search term 'loan modification' and a search icon.

- 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.

IMPORTANT: The following attorney/party association(s) will be created in this case. Deselecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

STEP 6 – The SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event. **Note: Upload loan documents and documentation of creditor consent only. Do not attach a motion or proposed order.**
- Click the **[Next]** button.

STEP 7 – The CREDITOR CONSENT screen displays.

- Select **Yes** or **No** from the radio buttons.
- Click the **[Next]** button.

STEP 8 – The VERIFICATION screen with the debtor name and case number appear.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 9 – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.

SAMPLE DOCKET TEXT: Final Text

Notification of Permanent Loan Modification. Filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Bill)

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

Have you redacted?

- Click the **[Next]** button if docket text is correct.

STEP 10 – 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.