

# Instructions for Completing the Reaffirmation Agreement Package Initiated by Pro Se Debtors

[Click here](#) to download the latest version of Adobe Reader (Adobe Reader Version 7 or later is needed).

## COMPLETING THE QUESTIONNAIRE

Using the Tips below, enter data into the fields of the Questionnaire.

- TIPS:**
- You can go from field to field by pressing the [TAB] key or you can use your cursor to click on a field.
  - To go back to a field, press the [TAB] key and the [SHIFT] key simultaneously.
  - To check a box, press the [ENTER] key, [SPACE BAR], or use the cursor to click inside the box.
  - Hover your cursor over a field to see an explanation, or example, of the information needed in that field. See Figure 1 below.

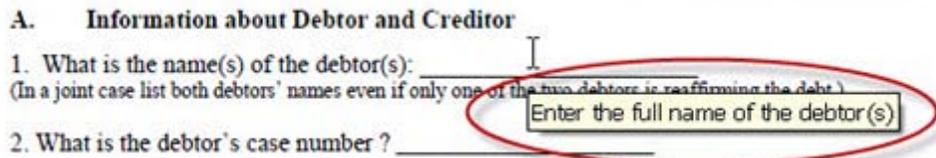


Figure 1 – Pop Up Explanation

Completing the fields on the Questionnaire will populate all the fields and check boxes in the rest of the document. When all the questions on pages one through four are answered, review the questions on the remaining pages to ensure all the fields are completed.

**IMPORTANT: Be sure the correct Presumption of Undue Hardship box is checked on page 1 of the Reaffirmation Documents.**

Upon completing your portion of the Package using Adobe Reader and verifying the information is correct, email the PDF file and mail the signed hard copy to the creditor's attorney.

## TIPS FOR EFILING A PACKAGE THAT WAS COMPLETED USING ADOBE READER

Upon receipt of the emailed Reaffirmation Package and the signed hard copy of the agreement, the creditor's attorney will open the PDF file and save it by clicking the **File** pull-down menu, and clicking **Save**. Only the *Reaffirmation Agreement Cover Sheet* and the *Reaffirmation*

*Documents* are filed. The Questionnaire must be removed prior to filing. To delete the Questionnaire from the Package, take the following steps:

**STEP 1** Click the **Document** pull-down menu in Adobe Acrobat and select **Delete Pages** as shown in Figure 2.

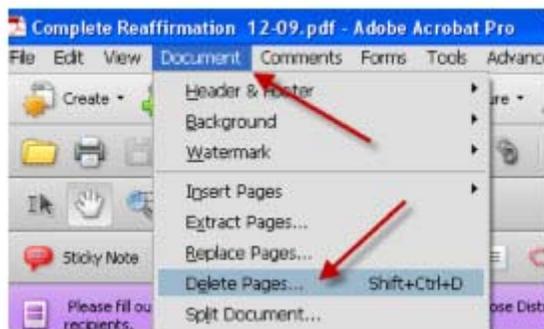


Figure 2 – Document > Delete Pages

**STEP 2** Enter 1 and 4 in the **From** and **To** fields of the **Delete Pages** window, as shown in Figure 3. Click **OK** to delete.



Figure 3 – Delete Pages Window

**STEP 3** Confirm that page 1 of the Package is now the Reaffirmation Agreement Cover Sheet.

Prior to electronically filing the Reaffirmation Documents and Cover Sheet, the file must be flattened so it is no longer fillable. To do so, click the **File** pull-down menu and select **Print**. Select **Adobe PDF** as the printer and click **OK**. Save the document to your computer.