

Request To Appear At Reaffirmation Hearing By Telephone

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous** under the **Bankruptcy** heading.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number by using the YY-NNNNN format for bankruptcy cases.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Request to Appear at Reaffirmation Hearing by Telephone** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** Criteria regarding telephone appearance is listed. If any of the criteria is not met, continue filing the request **and** contact the courtroom deputy immediately.
- Click **Next**.
- STEP 7.** Unless otherwise notified, the request is granted. Please use the information in the docket text to call into the hearing
- Click **Next**.
- STEP 8.** The reaffirmation hearing information displays.
- Confirm the box next to the hearing is selected.
 - Click **Next**.

STEP 9. Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 10. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
- Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- The docket text contains the telephone number and the Access Code required to join the hearing by telephone. You will not be called by the clerk's office unless there is a question regarding your request.
- Click **Next**.

STEP 12. The **Notice of Electronic Filing** screen displays.