

APPROVE LOAN MODIFICATION

See [Amended General Order Regarding Negotiations Between Debtor\(s\) and Mortgage Servicer\(s\) to Consider Loan Modifications dated 7/27/09](#).

This motion does not require a hearing. A 14 day objection deadline is set. If an objection is filed, the court will schedule a hearing and provide notice.

- STEP 1** Click on **Bankruptcy**
- STEP 2** Click on **Motions/Applications**
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Approve Loan Modification** from drop down menu; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.
- STEP 6** **Select the Party** or click **Add/Create New Party**
- ☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role Type from the drop down menu on the Party Information screen.*
 - ☛ *TIP - If this is the first time you are appearing on behalf of this party, you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*
- STEP 7** Upload the .pdf; click [NEXT]
- ☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*

STEP 8 Enter the name of the Creditor. Note the 14 day objection deadline; click [NEXT]

STEP 9 Confirm case information; click [NEXT]

STEP 10 Docket text displays. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

Motion to Approve Loan Modification with [creditor]. Filed by Test Attorney on behalf of Test Client. Objection deadline is [date calculates]

STEP 11 *Notice of Electronic Filing* displays