

File Proofs of Claim Including Amendments

NOTE: To file an Assignment of Claim or a Transfer of Claim, see the Assignment or Transfer of Claims procedure.

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **File Claims**.
- STEP 3.** The **Search for Creditor** screen displays.
- Enter the case number in YY-NNNNN format.
 - Enter the name of the creditor in the **Name of creditor** field. When searching for a creditor, the more characters entered will narrow the search.
 - The **Type of creditor** field defaults to **Creditor**.
 - Click **Next**.
- STEP 4.** The **Select a Creditor for Claim** screen displays.
- If the creditor **is** listed and the name and address are an **exact** match, select the creditor from the drop-down list and continue with **STEP 11**.
 - If the creditor **is not** listed or **not an exact match** and not a common creditor, click on **Add Creditor** and continue with **STEP 5**.
 - If the creditor **is not** listed or **not an exact match AND** a common creditor; click on **Add Common Creditor**.
 - The **Add Common Creditor(s)** screen displays, click **Next**.
 - If the creditor is listed on the common creditor(s) list, highlight the name, click **Next**.
 - The **Common creditors selected** screen displays.
 - The address for the creditor selected can be modified but the modification will be just for the current case. The **Creditor type** defaults to **Creditor**. Click **Next**.
 - The **Add Creditor(s)** screen displays; click **Submit**.

- The **Creditors Receipt** screen displays, click on **File A Proof of Claim** and continue with **STEP 9**.
- If the creditor is **not** listed on the common creditor(s) list, click on **Bankruptcy** and begin with **STEP 1** above.

STEP 5. The **Creditor Processing** screen displays.

- Confirm the case number is correct.
- Click **Next**.

STEP 6. The **Add Creditor(s)** screen displays.

- Enter the name and address of the creditor. If there are two addresses, one for notices and one for payments; enter the address for notices. Note the instructions for formatting on the screen.
- The **Creditor type** field defaults to Creditor.
- Click **Next**.

STEP 7. The **Total Creditors Entered** screen displays.

- Confirm the number of creditors entered is correct.
- Click **Submit**.

STEP 8. The **Creditors Receipt** screen displays.

- Confirm the number of creditors added to database is correct.
- Click **File a Proof of Claim**.

STEP 9. The **Search for Creditor** screen displays.

- Confirm the case number is correct or enter the correct case number.
- Enter the name of the creditor in the **Name of creditor** field.
- The **Type of creditor** field defaults to Creditor.
- Click **Next**.

STEP 10. The **Select a Creditor for Claim** screen displays.

- Select the creditor from the drop-down list.

- Click **Next**.

STEP 11. The **Proof of Claim Information For** screen displays.

- Confirm the correct creditor and address are listed.
- If the claim amends a previously filed claim, enter the claim number of the original claim in the **Amends Claim #:** field.
- Select the appropriate party from the drop-down list in the **Filed By:** field. The default is Creditor. If the claim is filed by the debtor's attorney or trustee on behalf of a creditor, select either Debtor or Trustee, whichever applies.
- Enter the amount of the claim in the appropriate fields under **Amount Claimed**.

NOTE: If the amended claim changes status, (i.e. from secured to unsecured) or the amount for a certain status changes to \$0.00, enter 0.00 in that status field. This will clear the previous amount listed on the claims register..

- Do **NOT** enter any information in the **Description** and **Remarks** fields.
- Click **Next**.

STEP 12. Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 13. The **Notice of Electronic Claims Filing** screen displays.

- The trustee does receive e-mail notification of the filing of the claim even though it is not indicated on the Notice of Electronic Claims Filing.