

# Claims

- 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.
- Select the creditor from the drop down list and continue with **STEP 11**.
  - If the creditor is not listed, click on **Add Creditor** to add the creditor and continue with **STEP 5**.
- STEP 5.** Confirm the debtor(s) name and case number are correct.
- Click **Next**.
- STEP 6.** The **Add Creditor(s)** screen displays.
- Enter the name and address of the creditor.
  - The **Type** field defaults to Creditor.
  - If adding more than one creditor, click **Continue To Enter**. If adding only one creditor, click **Last Entry**.
  - 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.
- Skip the **Duplicates Claim #:** field.
- Select Trustee from the drop down list in the **Filed By:** field.
- Skip the **Late:** field.
- Select **Filed by Debtor/Trustee** from the drop down list in the **Status:** field.

- Enter the amount of the claim in the appropriate fields under **Amount Claimed**
- Skip **Amount Allowed, 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 Filing** screen displays.