

# Assignment or Transfer of Claims

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Claim Actions**
- Enter the Case Number in the **YY-NNNNN** format.
  - Click **Next**.
- STEP 3.** The File a Claim action screen displays.
- Verify the case number and name are correct.
  - Click on **Transfer of Claim**.
  - Click **Next**.
- STEP 4.** The **Select the Party:** screen displays.
- If the party is listed, select the New Creditor for the claim and continue with **STEP 7**. If not listed, continue with **STEP 5**.
  - Click **Next**.
- STEP 5.** If the creditor is not listed, click on **Add/Create New Party** and add the creditor. Refer to the Style Guide or ECF Basics before adding/creating a new party. Be sure to change the (default) role type of debtor to creditor.
- Click **Submit**.
- STEP 6.** The **Select the Party:** screen displays.
- The creditor added is highlighted.
  - Click **Next**.
- STEP 7.** If this transfer of claim is filed by an attorney on behalf of the creditor and is the transfer of claim is the first document filed by the attorney for this party, the attorney/party association screen displays.
- Check the box to create the association between the attorney and the creditor.

- Click **Next**.

**STEP 8.** The **PDF** screen displays.

- Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.

**STEP 9.** The Transfer of Claim information screen displays.

- Click on the correct **Transfer Type**.
- Search for transferee.** (The creditor filing the transfer) Enter the transferee's name and/or click on **Search Creditors**. If found, highlight the creditor and click **Select**. If not found, click on **Add New Creditor** and add the creditors name and address.
- Search for transferor** (The creditor who filed the original claim) Enter the transferor's name or click on **Search Creditors**. Highlight the creditors name and click **Select**. The creditors name and claim number will appear in the box.
- If the transferee is transferring more than one claim in the case, multiple claims may be chosen.
- Click **Next**.

**STEP 10.** The **Enter the claim number(s)** screen displays.

- Enter the claim numbers for the claims being transferred. The claims number should be the same the claim numbers displayed on the previous screen.
- Click **Next**.

**STEP 11.** The **Status** screen displays.

- Click on **Transfer** from the drop-down list.
- Click **Next**.

**STEP 12.** The **Docket Text: Modify as Appropriate** screen displays.

- Verify the docket text.
- Click **Next**.

**STEP 13.** The **Docket Text: Final Text** screen displays

- Click **Next**.

**STEP 14.** The **Notice of Electronic Filing** screen displays.