

File Proofs of Claim Including Amendments

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

Supplemental Final Fee Application for Professional Compensation - Supplemental final fee applications are submitted on **LBF 345** *Application for Interim/Final Professional Compensation* (or **345.7** *Application for Interim/Final Accountant's Compensation* for accountants). The supplemental final fee applications are filed as claims by either, amending the original claim; or filed as a subsequent claim for the supplemental amount.

Non-Professional Administrative Expense - Proofs of claim for non-professional administrative expenses may be filed on **LBF B10A**. See LBR 2016-1(a) for more information.

- 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 no longer defaults to Creditor to provide a search for all possible filers.
 - A reminder message displays: *Do NOT file an Amended Claim in order to change an address. Use the Change of Address event found in the Miscellaneous or Creditor Claimant Entries category.* Reminder: To file a Claims Transfer, use the Transfer of Claim event found in the Claim Actions or Creditor Claimant Entries category. *Also: You must file your Proof of claim on Official Form B410. You may create and file the form using the electronic Proof of Claim program at US Bankruptcy Court, District of Oregon website.*
 - 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, then 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** is a common creditor; click on **Add Common Creditor**.
- A case verification screen displays, click **Next**.
- The **Add Common Creditor(s)** screen displays. Select the creditor 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 **Total Creditors Entered** screen displays. Confirm the number of creditors entered is correct and click **Submit**.
- The **Creditors Receipt** screen displays. Confirm the number of creditors added to database is correct. 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. Do Not use all caps while adding the name and address (though common name abbreviations like “FMCC” or “ECMC” are fine). 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 no longer defaults to Creditor to provide a search for all possible filers.
 - Click **Next**.
- STEP 10.** The **Select a Creditor for Claim** screen displays.
- Select the creditor from the drop-down list.
- STEP 11.** A dialogue box displays with the creditor's name/address and indicates whether the creditor has previously filed any claims in the case.
- If the creditor is the correct creditor, click on **Yes**. If the creditor is not the correct creditor, click on **No** and begin with **STEP 4** above.
- STEP 12.** 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 then click on **Find**. If the claim number of the original claim is not known, click on **Find**.
 - An information box will display with either the original claimant's name or, all claims filed; the claim number(s) and filed date(s) of the claim(s).
 - Select the claim that is being amended.
 - If the amended claim is filed by a creditor other than the original claimant, a confirmation message warning displays regarding changing the creditor information. If the claim is not being transferred or assigned, click **Continue**.

IF ASSIGNING OR TRANSFERRING A CLAIM, CLICK CANCEL AND SEE THE PROCEDURES TO ASSIGN/TRANSFER A CLAIM.

→ The amounts from the original claim will display in the Claimed fields.

NOTE: Pursuant to LBR 3001-1(a)(3)(A)(i), if amending a claim in a Chapter 12 or Chapter 13 AND the debtor is NOT represented by an attorney, LBF 302 is required.

- 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.
- The Proof of Claim entry screen text and formatting have been modified to match the Official B410 Claim Form. The total amount of the claim should be entered into the **Amount Claimed** field. If indicated on the claim, the amount of the claim that is secured and the amount of the claim that is priority can be entered for informational purposes. The unsecured or unknown amounts can no longer be entered into separate fields.

NOTE: If the amended claim changes status, (i.e. from secured to unsecured) or the amount for a certain status changes to \$0.00, clear all amounts by clicking on the radio button marked "**Clear all Amounts**" and enter the amount of the amended claim in the appropriate fields under **Claimed**.

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

STEP 13. Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 14. Have you redacted?

- Click **Next**.

STEP 15. **Notice of Electronic Claims Filing** screen displays.

- E-filers do receive e-mail notification of the filing of the claim even though it is not indicated on the Notice of Electronic Claims Filing.