

Amended Proof of Claim

For Limited Use/Creditor Filers

****The following instructions pertain to filing amended proofs of claim. For instructions pertaining to filing original claims that are not amended, see separate instructions titled **“Proof of Claim.”******

When an amended proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant and be linked to the originally filed claim.

Step 1 Click the [Bankruptcy](#) hyperlink on the ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

- ◆ Click the [File Claims](#) link.

Step 3 The **Search for Creditor** screen displays. (See Figure 3)

Figure 3

- ◆ Click in the **Case Number** box and enter the case number in *yy-nnnnn* format.

NOTE: Do not change the default of **Creditor** in the **Type of Creditor** box unless the claim is for one of the 20 Largest Unsecured Creditors. In that case, select **20 Largest Unsecured Creditors** from the scroll box.

NOTE: If the **Name of creditor** field is left blank, a list of all creditors in the case is presented for selection.

- ◆ Click **Next** to search the creditor database for the creditor filing the claim.

Step 4 The **Select a Creditor for Claim** screen will display the creditor choices based on your search criteria. (See Figure 4a)

Figure 4a

NOTE: Click on the drop-down arrow ▼ to display creditors.

- Highlight the creditor name and click **Next**.
 - An information box appears asking to confirm that the creditor chosen is the correct creditor. Select the appropriate answer.

Step 5 The **Proof of Claim Information For** screen displays. (See Figure 5)

| Amount Claimed | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Unsecured | Secured | Priority | Unknown | Total (Display Only) |
| <input type="text"/> |

Description:

Remarks:

Amend options: Clear all Amounts

Figure 5

- ◆ Verify the creditor and case number.
- ◆ The **Amends Claim #** field and the **Find** button will be utilized in the filing of an amended claim. (If you are filing an original claim, see appropriate instructions titled **Proof of Claim**.)
 - Click the **Find** button.
 - A separate window will open showing a list of claims already filed in the case.
 - Hovering the mouse over each creditor will display certain claim information.
 - Select the claim that is being amended.
 - The **Proof of Claim Information For** screen will return.
 - The **Amends Claim #** field will now be filled with the claim number of the originally filed claim.

- ◆ The **Filed By** drop down box defaults to *Creditor*, but offers the additional choices of *Attorney*, *Debtor* and *Trustee*.
- ◆ Enter data in the appropriate **Amount Claimed** fields. Do not enter "\$" or commas in these fields.

NOTE: Claim information from the originally filed claim will carry over to the amount claimed fields of the amended claim. Either click the radio button at the bottom of the screen for **Clear Amounts, Description, and Remarks**; **Clear Description/Remarks**; or **Clear All Amounts** or edit each field as appropriate.

- ◆ The **Total (Display Only)** field totals the values of *Unsecured*, *Secured*, *Priority* and *Unknown*.
- ◆ The **Description** and **Remarks** fields may be used to add detail.
- ◆ Verify information entered and click **Next** to continue.

Step 7 The **PDF Document Selection** screen will then display. (See Figure 7a)



Figure 7a

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

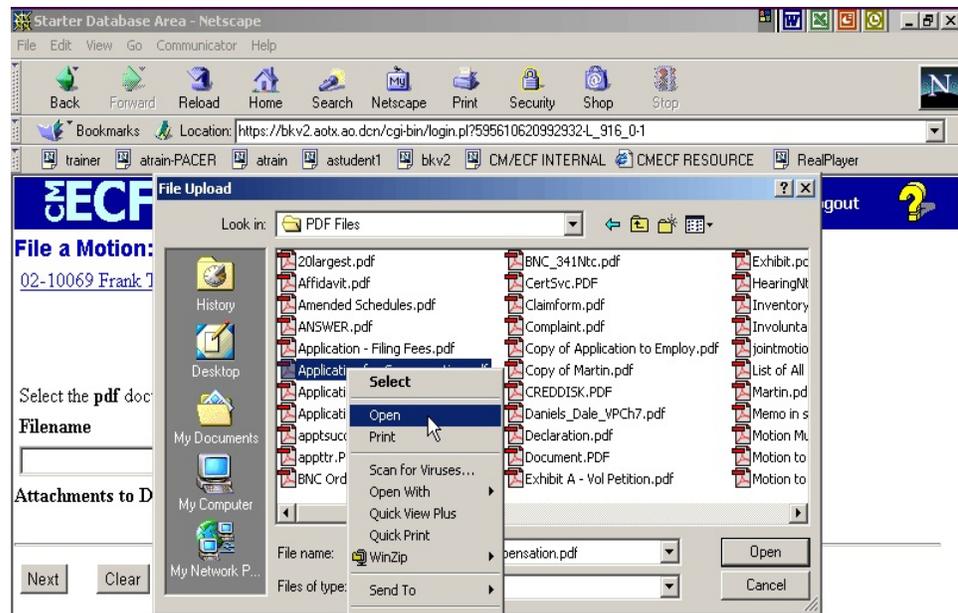


Figure 7b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 7c)

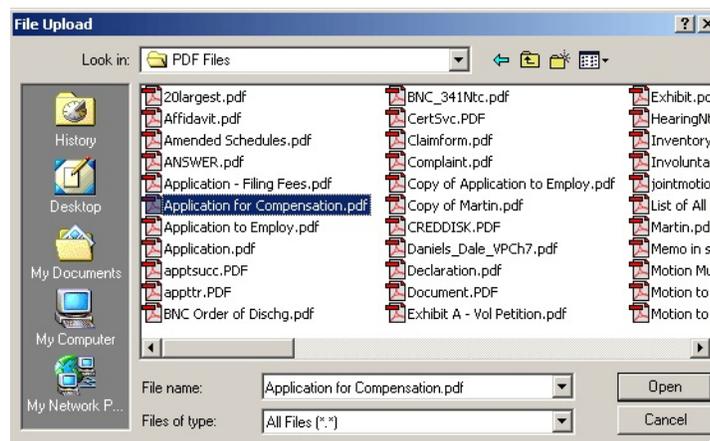


Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file.
- Click **Next** to continue.

NOTE: **Attachments** (contracts, invoices, or other supporting documentation) can be linked to this claim. To attach supporting documents, refer to separate instructions titled "*Attachments to Documents.*"

STEP 8 The **Notice of Electronic Claims Filing** is then displayed. The claim is now part of the official court record.

- ◆ Clicking the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.
- ◆ Clicking on the document number hyperlink displays the PDF image of the claim. If the claim includes attachments, they will be accessible also through a separate hyperlink.
- ◆ Clicking on the **Claims Register** hyperlink displays the claims register for this case.
- ◆ To print a copy of this notice, click the browser **Print** icon.
- ◆ To save a copy of this notice, click **File** on the browser menu bar and select **Save Frame As**.
- ◆ To continue claims processing, click **File another claim** at the bottom of this screen.