

Claims Register

The **Claims Register** report can be generated from the Reports hyperlink on the ECF Main Menu Bar.

STEP 1 Click Reports from the ECF main menu bar. (See Figure 1)



Figure 1

STEP 2 The **Reports** screen will then be displayed. (See Figure 2)



Reports

[Cases](#)

[Claims Register](#)

[Docket Report](#)

[Calendar Events](#)

[Claims Activity](#)

[Creditor Mailing Matrix](#)

[Docket Activity](#)

[Written Opinions](#)

Figure 2

◆ Select the **Claims Register** hyperlink.

STEP 3 The PACER login screen will then be displayed (See Figure 3)

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PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of **\$.08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Figure 3

- ◆ This screen will appear each time you request a report or query within PACER.
- ◆ After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

STEP 4 The **Claims Register** information screen displays next. (See Figure 4)

Figure 4

- ◆ Claim Register information can be requested by and limited by:
 - Case Number (required)
 - Creditor Type
 - Creditor Number
 - Creditor Name
 - Claim Number or Number Range
 - Filed or Entered Date or Date Range
- ◆ To view all claims activity for a case, enter only the case number.
- ◆ Claims can be sorted by
 - Claim Number
 - Creditor Name
 - Filed Date
- ◆ After entering or selecting the desired criteria, click **[Run Report]**.

STEP 5 The **Claims Register** screen is displayed. (See Figure 5)

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Northern District of Indiana (Test Database) Claims Register

[05-10032-reg Rhonda Stanley](#)

Judge: Robert E. Grant **Chapter:** 7
Office: Fort Wayne **Last Date to file claims:**
Trustee: R. David Boyer **Last Date to file (Govt):**

<i>Creditor:</i> First National Bank 445 South St. Fort Wayne, IN 46802	Claim No: 1 <i>Filed:</i> 01/13/2006 <i>Entered:</i> 01/13/2006	<i>Status:</i> <i>Filed by:</i> CR <i>Entered by:</i> bnc <i>Modified:</i>
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Unsecured claimed: \$64.00	Unsecured allowed: \$0.00
Secured claimed: \$3000.00	Secured allowed: \$0.00
Priority claimed: \$0.00	Priority allowed: \$0.00
Unknown claimed: \$0.00	Unknown allowed: \$0.00
Total claimed: \$3064.00	allowed: \$0.00

History:
[1-1](#) 01/13/2006 Claim #1 filed by First National Bank , total amount claimed: \$3064 (bnc)

Description:

Remarks:

Figure 5

- ◆ Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- ◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
- ◆ At the end of the report is a **Claims Register Summary**, which provides a summary of all claims filed in this case. (See Figure 6)

Claims Register Summary

Case Name: Rhonda Stanley

Case Number: 05-10032-reg

Chapter: 7

Date Filed: 10/03/2005

Total Number Of Claims: 17

	Total Amount Claimed	Total Amount Allowed
Unsecured	\$17831.32	\$0.00
Secured	\$18113.00	\$0.00
Priority	\$1100.00	\$0.00
Unknown	\$0.00	\$0.00
Administrative		
Total	\$37044.32	\$0.00

Figure 6

- STEP 6** To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.