

# Proof of Claim

**\*\*\*The following instructions do not pertain to filing an amended proof of claim. For filing amended claims, see separate instructions titled "Amended Proof of Claim."\*\*\***

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database.

Most often the creditor filing the claim already resides in the creditor database. If the creditor cannot be located on the case, it should first be added and then the claim can be associated to the new creditor record.

**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.
- If the creditor for which the claim is being filed is listed with the exact

address as that of the proof of claim being filed, 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.
  - Proceed to **Step 5**.
- If the creditor for which the claim is being filed is not listed and/or if the name and/or address does not match that of the proof of claim being filed:
- Click the **Add Creditor** hyper link.
  - Verify that the case number is correct. If it is not, enter the case number in yy-nnnnn format and click **Next**.
  - The **Add Creditor(s)** screen displays. (See Figure 4b)

**Figure 4b**

- Enter the name and address of the creditor in the box provided in the format shown above.
- The **Creditor Type** defaults to *Creditor*. Accept the default unless the claim is for one of the 20 Largest Unsecured Creditors. In that situation, change the **Creditor Type** to *20 Largest Unsecured Creditors*.
- **Creditor Committee** defaults to **No**. Accept the default unless the claimant is a member of the Creditor Committee. In that situation change the **Creditor Committee** radio button to **Yes** and click **Next** to continue.

- The **Total Creditors Entered** screen displays. (See Figure 4c)

**Figure 4c**

- Verify the total number of creditors and click **Submit** to continue.
- The **Creditors Receipt** screen will then display. (See Figure 4d)

**Figure 4d**

- Click the **File a Proof Of Claim** link and return to **Step 3**.

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

**Figure 5**

- ◆ Verify the creditor and case number.
  - ◆ The **Amends Claim #** field should not be utilized in the filing of an original claim. (If you are filing an amended proof of claim, see appropriate instructions titled **Amended Proof of 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 **Claimed** fields. Do not enter “\$” or commas in these fields.
  - ◆ 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)

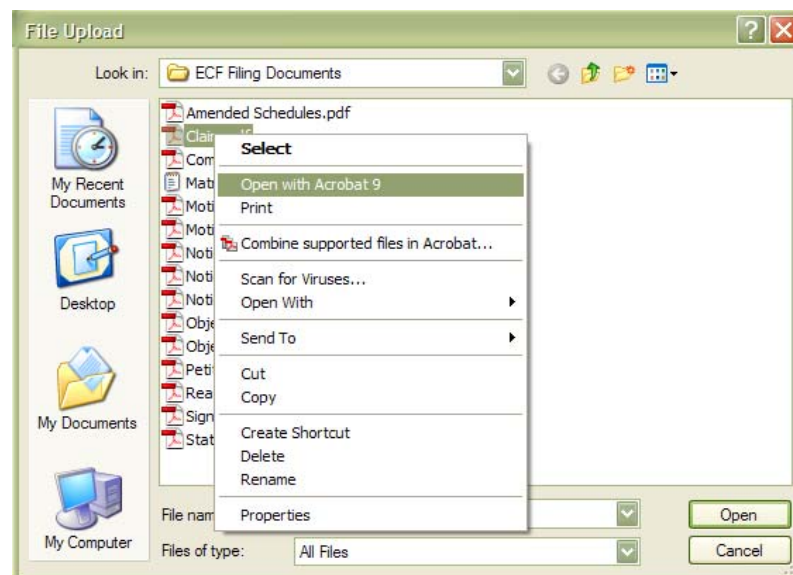


Figure 7b

- 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)

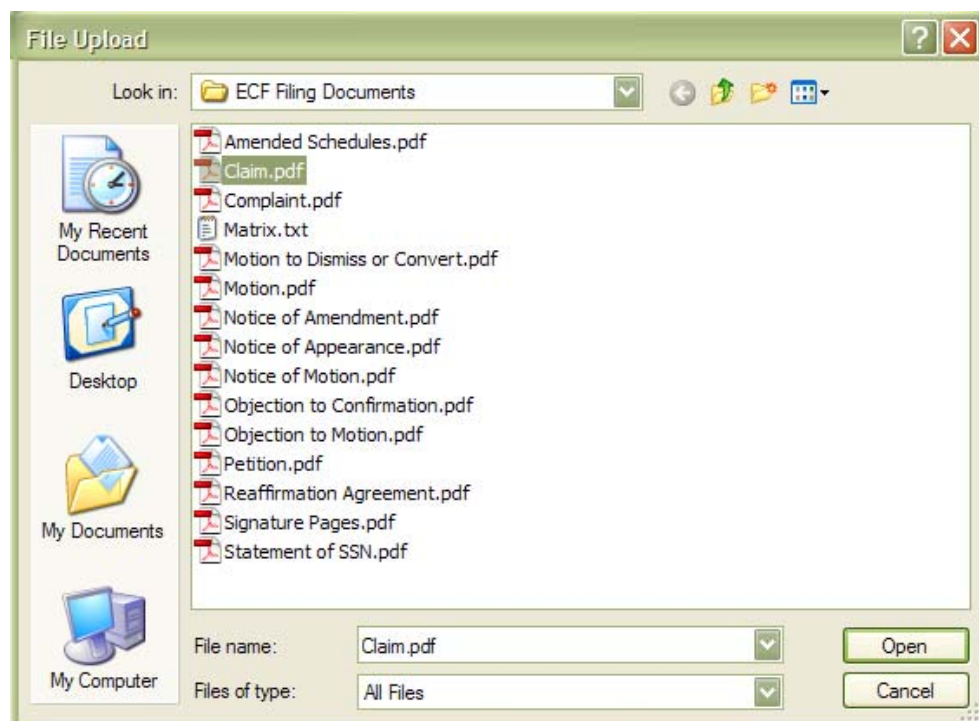



Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)



**Figure 7d**

- 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.