Proofs of Claim

When a proof of claim is filed through CM/ECF, the claim will be linked to the record of the creditor in that case. The Filer must first locate the creditor by searching the creditor database and then attach the claim file already prepared and saved in a PDF format.

Most often the creditor filing the claim already exists in the creditor database for that case. If the creditor cannot be located in the case, they should first be added and then the claim added to the new creditor record.

In the following example, the creditor is already on the case. Other lessons show how to add creditors to the creditor database by uploading the matrix or adding each record separately.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)**

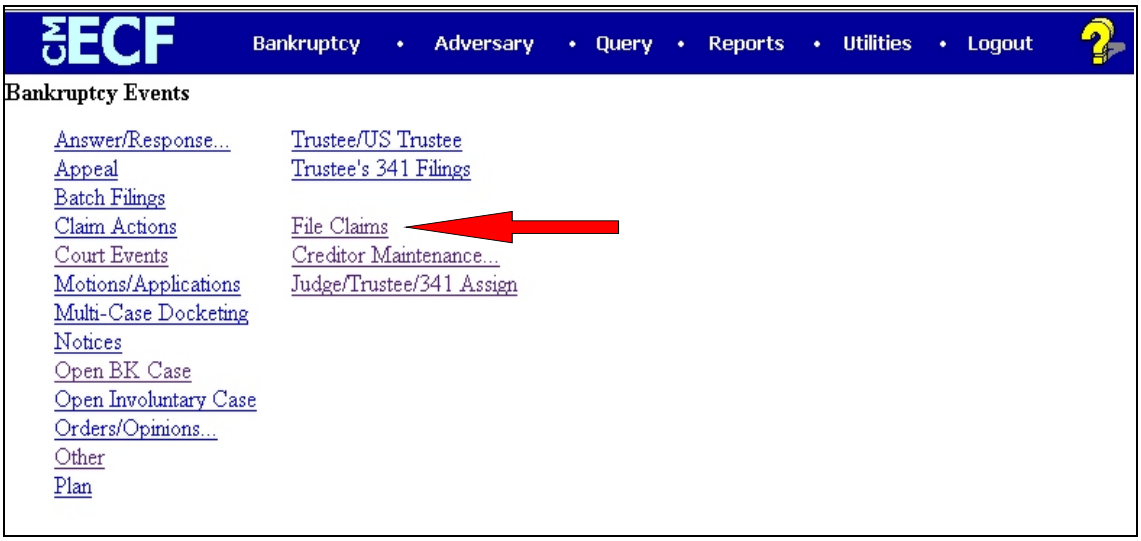

Figure 2

- Click on the File Claims hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display. **(See Figure 3.)**

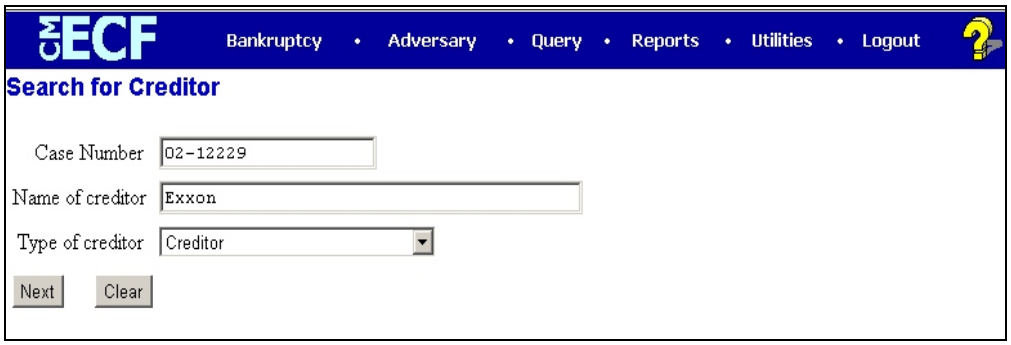

Figure 3

- Click in the **Case Number** box and enter the correct case number in **yy-nnnnn** format.
- Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

- Searching is case sensitive. (Smith not smith)
- Include punctuation. (Garcia-Barrera)
- Partial names can be entered. (Smi)
- Significant words or names are effective. (Radio for Radio Shack)
- Try alternate search clues if your first search is not successful.
- Wild cards are not required but may be used.

Do not change the default of **"Creditor"** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor.**

The **Creditor Type** must match the creditor information. If creditors are entered in the database as a different **Creditor Type** the filer would have to search by that Type.

A creditor with a **Creditor Type** of **Notice of Appearance** will not be found unless the **Creditor Type** field has been changed to **Notice of Appearance**.

- Click **[Next]** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. **(See Figure 4a.)**

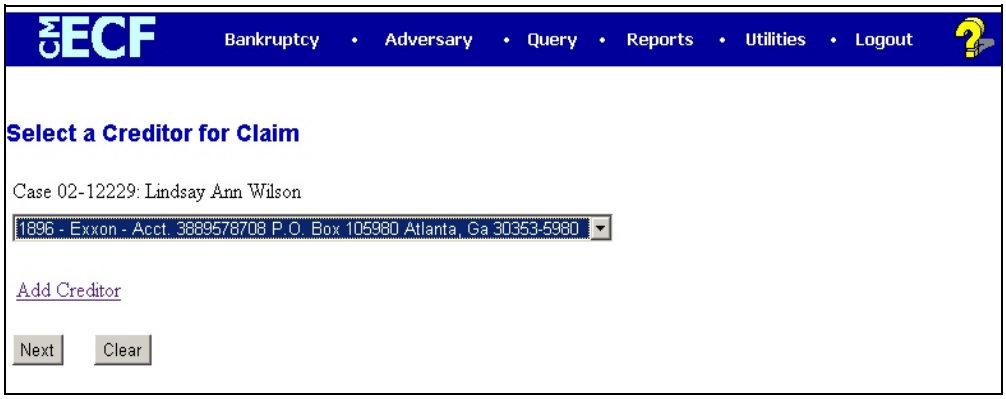

Figure 4a

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors **(See Figure 4b.)**

Figure 4b

- Select the correct creditor by clicking on it with your mouse if using the drop-down select window.

  If you are unable to find a creditor after using different search criteria, the Add Creditor hyperlink allows you to add a creditor to the case (refer to the "Adding Individual Creditor" section for instructions on how to add a creditor).

- Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. **(See Figure 5.)**

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Proof Of Claim Information For

1896 - Exxon
Acct. 3889578708
P.O. Box 105980
Atlanta, Ga 30353-5980

Case Number: 02-12229	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Debtor
Last Date To File:	Last Date To File(Govt):	Date Filed: 06/07/2002	Late: No	Status:
Amount Claimed				
Unsecured	Secured	Priority	Unknown 750.25	Total (Display Only) 750.25
Amount Allowed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)

Description:	gasoline purchases
Remarks:	

Next Clear

Figure 5

- If necessary, change the date filed and enter the data in the appropriate fields for the claim:

> Do not enter the "$" or commas in the dollar amount fields.
> Values default to whole dollars.
> Decimals are accepted but not required.

- There is an **"Amount Claimed"** and "Amount Allowed" section. Only place information in the **Amount Claimed** section.
- The **"Filed by"** field offers the options of attorney, creditor, debtor, or trustee.
- The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court.

- The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are **255 characters** long.

- The **Total Amount Claimed** field totals the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.

  NOTE: The **Total Amount Claimed** and **Total Amount Allowed** Fields are **Display Only**. Users **may not manually** enter an amount in these fields.

- When you have completed this screen, click **[Next]**.

STEP 6 The **PDF Document** screen displays. **(See Figure 6a.)**

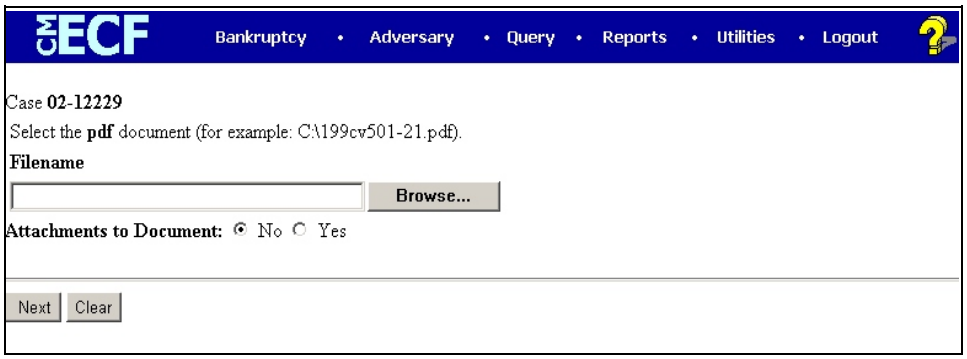


Figure 6a

- Click **[Browse]**, then navigate to the directory where the appropriate **PDF** file is located and select it by highlighting it with your mouse.

  - To make certain you are about to associate the correct claim for this entry, right click on the filename with your mouse and select **Open** from the drop down menu. **(See Figure 6b.)**

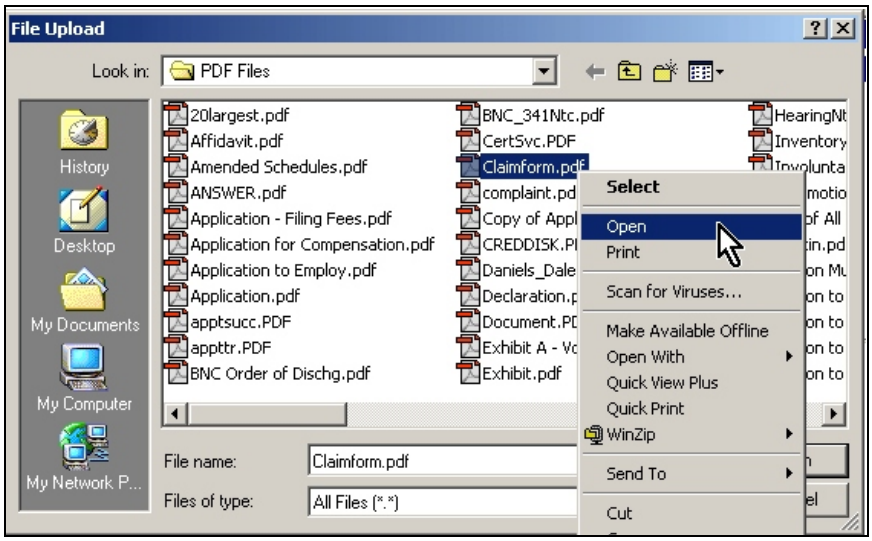


Figure 6b

  - This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.

  - Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. **(See Figure 6c.)**

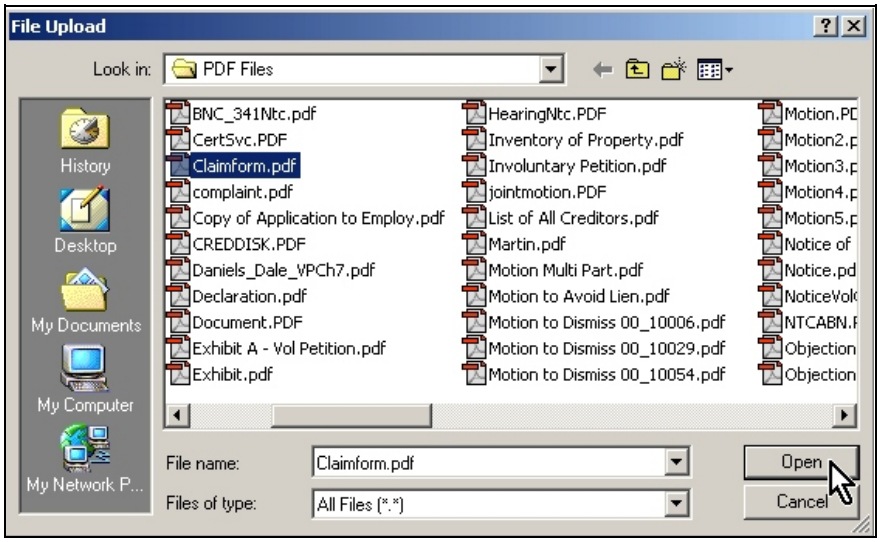


Figure 6c

- The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. **(See Figure 6d.)**

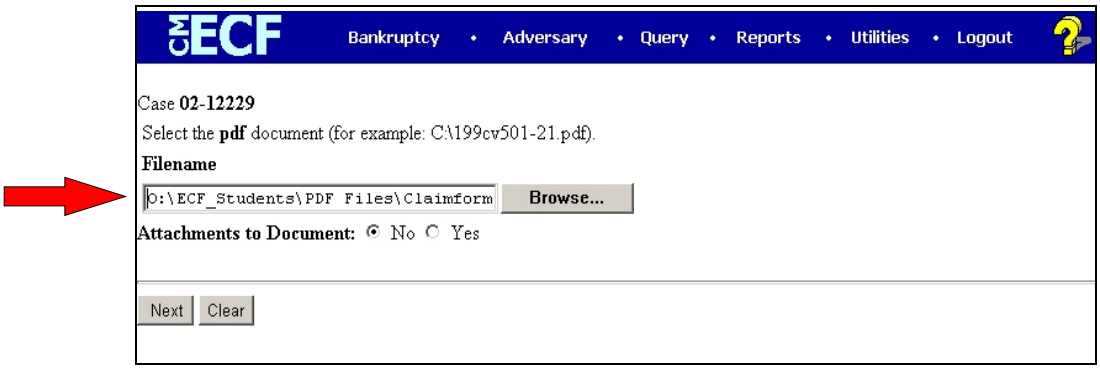


Figure 6d

- PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

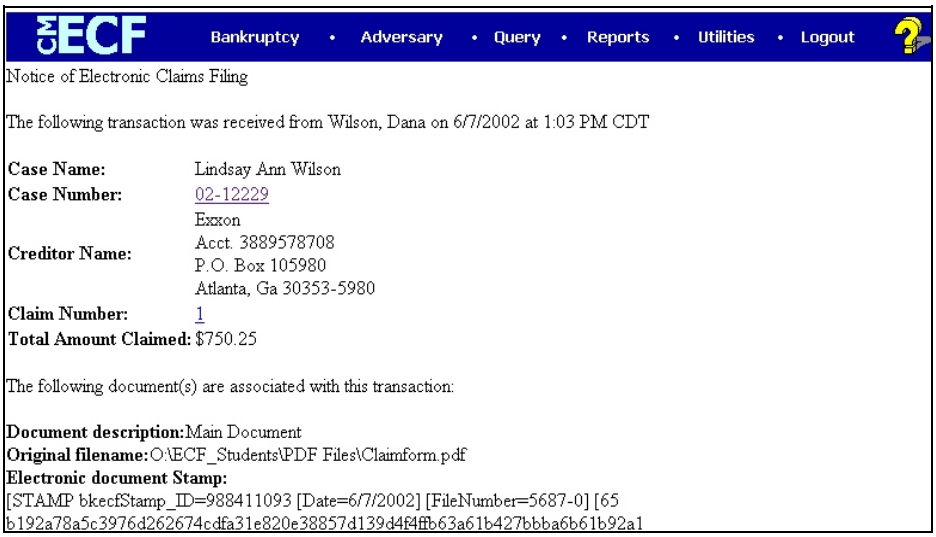
NOTE: Please note that the PDF file of this claim is not an **attachment.** An **attachment** is another supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

Please provide a concise description of the supporting attachment when adding the attachment to the claim.

- Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC (NEF) CLAIMS FILING** is then produced and displayed. **(See Figure 7.)** This claim is now part of the official court record.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Notice of Electronic Claims Filing

The following transaction was received from Wilson, Dana on 6/7/2002 at 1:03 PM CDT

Case Name: Lindsay Ann Wilson
Case Number: 02-12229
Creditor Name: Exxon
Acct. 3889578708
P.O. Box 105980
Atlanta, Ga 30353-5980
Claim Number: 1
Total Amount Claimed: $750.25

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\ECF_Students\PDF Files\Claimform.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988411093 [Date=6/7/2002] [FileNumber=5687-0] [65
b192a78a5c3976d262674cdfa31e820e38857d139d4f4ffb63a61b427bbba6b61b92a1

Figure 7

- Clicking on 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 itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.

- To print a copy of this notice, click the browser **[Print]** icon. You may select the “pdf writer” under printer options to save as an electronic copy of the NEF.

- To continue claims processing, click on **Bankruptcy** on the main ECF menu and select File Claims.