

Filing an Amended Proof of Claim

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Introduction

There may be times when a previously filed claim should be amended. The following will provide instructions on how to accomplish that through ECF.

Items to be Amended

| IF, you need to amend... | THEN, in ECF... |
|--|---|
| Creditor's name or mailing address | STEP 1 |
| Claim form, dollar amount or claim priority, or to add new supporting documentation to previously filed claim. | STEP 2 |
| Creditor name/address and claim form or dollar amt, etc. | First complete STEP 1 before completing STEP 2. |

Exception: Do not file an Amended Claim if transferring or assigning a claim to another creditor. File a **Transfer/Assignment of Claim** from the "Creditor Filings" menu.

Step1

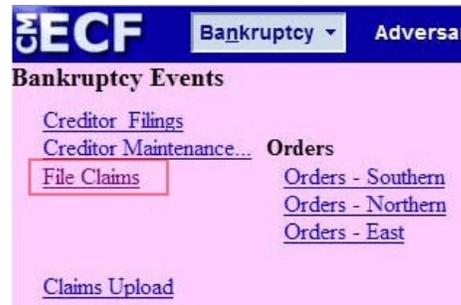
Before you can amend a claim to show a correct address or correct a creditor name, you must first add that creditor with the new address to the creditor list.

| STEP | SCREEN |
|------|--------|
|------|--------|

1. From the main blue menu bar, click on **Bankruptcy**.



2. From the Bankruptcy Events, click on **File Claims**.



3. On the **Search for Creditor** screen, type in the Case Number and click **NEXT**.



| STEP | SCREEN |
|------|--------|
|------|--------|

4. On the **Select a Creditor for Claim** screen, review the list of creditors to be sure that the name and address is not already added to the case.

When you are sure that the creditor and address doesn't exist, click **Add Creditor**.

Note: The next screen is a verification of the case number you are adding a creditor to.

5. An Add Creditor screen is opened. Type the Creditor name and address in the same manner as if you were addressing an envelope. Then click **Next**.

| STEP | SCREEN |
|------|--------|
|------|--------|

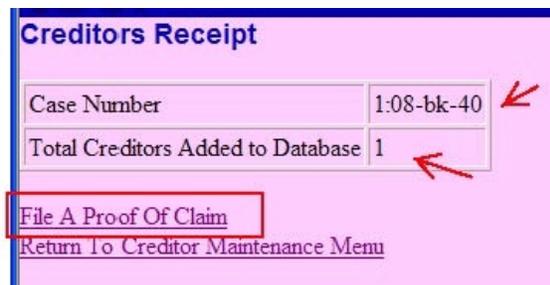
6. This screen states that a creditor was entered.

Click **Submit** to Save.



7. The final screen is the **Creditor's Receipt** confirming that a creditor was added to the database of this case.

To file a proof of claim for this creditor, click **File A Proof of Claim**.



Step 2

Use the following steps to amend a previously filed claim to:

- Correct the Claim Form or add new supporting documentation
- Correct the dollar amount claimed
- Correct the priority level of the claim

| STEP | SCREEN |
|------|--------|
|------|--------|

1. From the main blue menu bar, click on **Bankruptcy**.



2. From the Bankruptcy Events, click on **File Claims**.



3. On the Search for Creditor Screen, type the case number in the **Case Number** field.



You may type your creditor name in the **Name of Creditor** field located on the Search for Creditor Screen.

If you wish, you may leave this field blank and simply click the **Next** button to continue.



| STEP | SCREEN |
|------|--------|
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4. The **Select a Creditor for Claim** screen opens.

By clicking on the drop-down arrow, a complete list of creditors for this case will appear.

If you typed in a name on the previous screen, only those creditors that best match your entry will appear on this list.

Click on your creditor name from the list to highlight. This will select that creditor, then click the **NEXT** button to continue.

5. The **Proof of Claim** screen opens.

Since you are amending a previously filed claim, you need to locate that claim.

If you know the claim number, you may type it in the Amended Claim field.

If you do not know the number, you may click **FIND** to locate.

6. A list appears of all the claims already filed in this case.

Click on the appropriate claim to be amended.

| Creditor Name ↓ | Claim # | Date filed |
|---------------------|---------|------------|
| IRS | 2 | 10/01/2008 |
| JC Penneys | 3 | 10/01/2008 |
| Les Schwab Tires | 1 | 10/01/2008 |
| My Mortgage Company | 4 | 10/01/2008 |

| STEP | SCREEN |
|------|--------|
|------|--------|

7. You are returned to the **Proof of Claim** screen which will show all the information from the original claim.

Make any necessary changes to the **Amount Claimed** section in the text box that represents the type of claim you are filing.

In the **Description** and **Remarks** fields, add additional information to better describe your amended claim.

Note: It is important to explain why you amended the previous claim.

8. Upload your new PDF Claim form. These are the same steps as found the “Filing a Proof of Claim” instructions.

9. After you have uploaded your Amended Claim file, click **YES** in the **Attachments to Document** section to include any *NEW* supporting documents.

Note: Do not refile documents already submitted with the original claim

10. Complete your filing as you would any other claim.

Remember: The Notice of Electronic Filing is your confirmation that your filing was successful.