

# Filing a Proof of Claim

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## Purpose

The objective of this document is to provide instructions on how to electronically file a proof of claim with supporting documentation.

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## Before you begin

There are a few things you should do prior to filing in ECF:

- You must date and sign your claim. Pursuant to our ECF Filing Procedures, your signature should appear as “/s/ and your name”
- Your claim and supporting documents must be in PDF format.
- You must include supporting documentation
  - For deficiency claims, attach sale documents and a statement of charges.
  - For collection claims, attach a summary of charges that identifies the actual creditor, and/or providing the assignment.
  - General claims need to have a statement attached proving the amount of the claim.
- The file size is limited to 3 megabytes. You may include multiple documents in your transaction, and the combined size may be larger, but any individual file may not exceed 3 MB.
- All personal identifiers appearing in your claim or any supporting documents, must be redacted.

| <b>IF...</b>            | <b>THEN, must be redacted to...</b> |
|-------------------------|-------------------------------------|
| Social Security Numbers | xxx-xx-1234                         |
| Bank acct numbers       | xxxxx-1234                          |
| Addresses               | only Town, State                    |
| Date of birth           | only the year, i.e. “1960”          |
| Names of minor children | Initials or blacked out, i.e. “RSB” |

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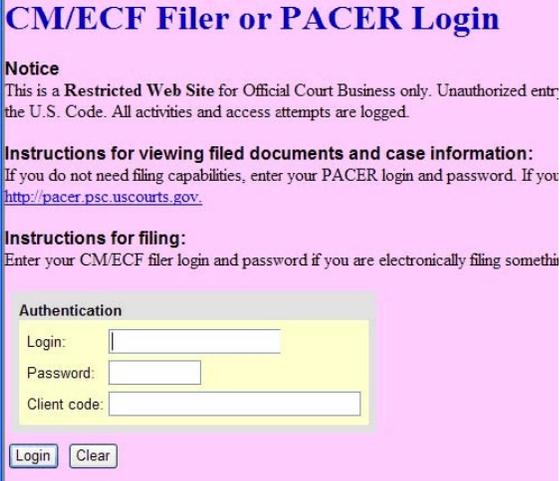
## Steps-by-Step Instruction

Below are the steps for electronically filing your claim:

### Locating the Bankruptcy Claims Event

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

1. Log on to ECF with your District of Idaho ECF Login & Password.



2. From the main blue menu bar, click on Bankruptcy.



3. From the Bankruptcy Events, click on File Claims.



## Selecting the Case

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

1. On the Search for Creditor Screen, type the case number in the Case Number Field.

2. To locate the case, type the case number in the case number field.

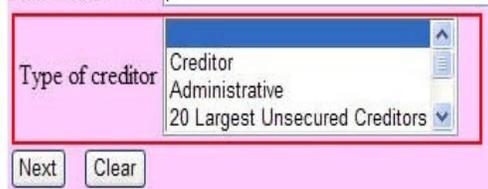
You do not need to know the complete or correctly formatted case number to begin the search.

As you begin typing in the Case Number Field, the **FIND THIS CASE** button appears.

Click **FIND THIS CASE** to begin your case number search.

3. When the system locates the case, it will automatically change the case number to the accurate format.

## Searching for Creditor

| STEP  | SCREEN   |
|---|--|
| <p>1. You may type your creditor name in the <b>Name of Creditor</b> field located on the Search for Creditor Screen.</p> <p>If you wish, you may leave this field blank and simply click the Next button to continue.</p> <p>Entering your creditor here is merely a convenience to narrow the search which will occur on the next screen. You may find this necessary if the case has a lot of creditors.</p>                       |    |
| <p>2. Select <b>Creditor</b> from the creditor-type list. When creditors are added to a case there is no distinction made between creditors. Therefore, disregard all the other options.</p> <p>Click <b>Next</b> to continue.</p>  |    |
| <p>3. The <b>Select a Creditor for Claim</b> screen opens.</p> <p>By clicking on the drop-down arrow, the complete list of creditors for this case will appear.</p> <p>If you typed in a name on the previous screen, only those creditors that best match your entry will appear on this list.</p> <p>Click on your creditor from the list to highlight. This will select that creditor, then click the NEXT button to continue.</p> |  |
| <p><b>IF...</b></p>   | <p><b>THEN...</b></p>  |
| <p>when reviewing the complete list of creditors, your name is not listed</p>   | <p>click <b>Add Creditor</b> to add your name to the creditor list</p>               |

## Entering Proof of Claim Information

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

1. Type the dollar amount in the **Amount Claimed** section in the text box that represents the type of claim you are filing.

If you do not know the claim type, enter your amount in the **Unknown** field.

2. As you type in the dollar amount, the Total field is automatically filled in.

Decimals are not required since ECF will automatically round the amount to the nearest whole dollar.

Also, the dollar sign is implied, therefore you do not need to type it.

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

Neither of these fields are required.

## Uploading your PDF Claim

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

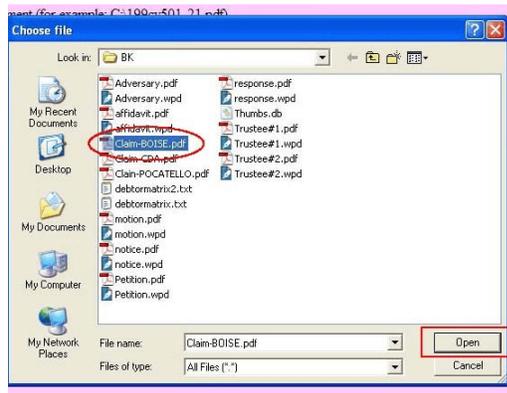
1. Click the **Browse** button to locate your Claim file.



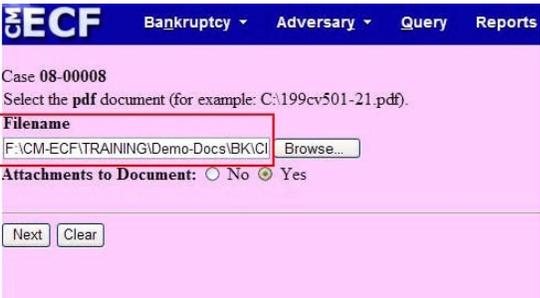
2. This will open your file directory on your computer or network.

Locate the PDF file that is your claim form.

Click on the file to highlight, and click **OPEN**.



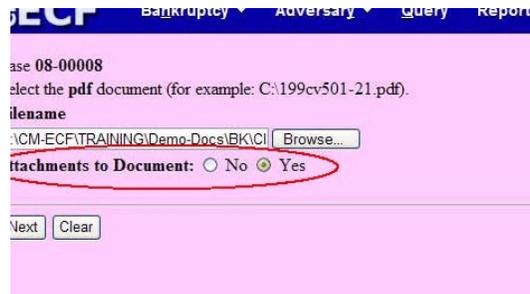
3. You will return to the previous screen and your file will be inserted into the filename field.



## Including Supporting Documents

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

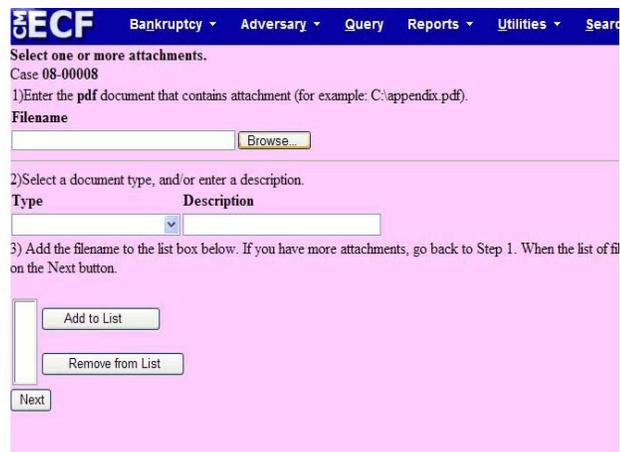
After you have selected your Claim file, click YES in the **Attachments to Document** section to include your supporting documents.



Including supporting documents is a three-step process.

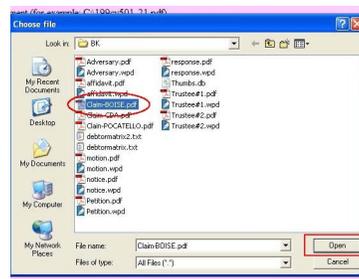
You will repeat the process for each supporting document you wish to include.

- 1) Browse for your file.
- 2) Describe your attachment.
- 3) Add to List

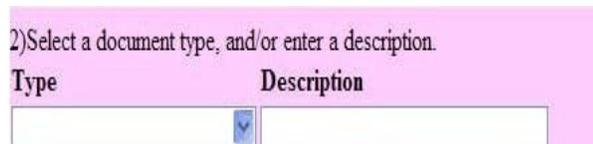


1. Similar to the previous screen, click the **Browse** button which will open your file directory.

Locate your file, click to highlight and click **Open** to select.



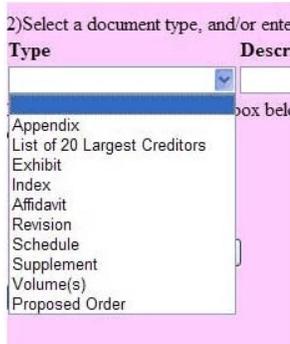
2. To describe your attachment, you have two options: **Type** or **Description**. You must use one, and may use both.



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

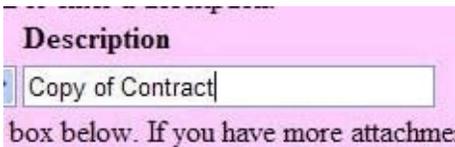
The **Type** field has a Drop-down menu with several options.

If your document title is present, you do not need to select anything from the list.



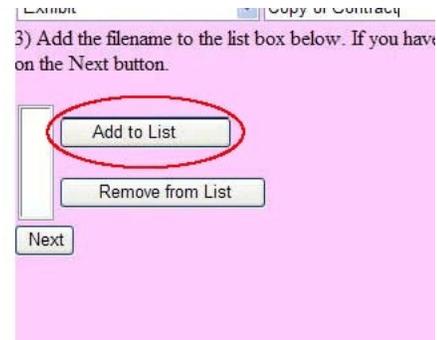
The **Description** field is a free-text field. It will hold up to 200 characters.

In this field, you may type your description.

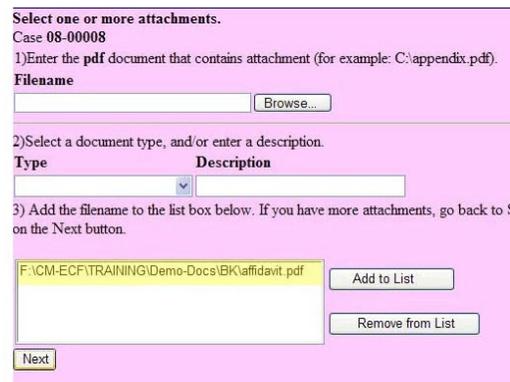


- The final step is to add this file to the list of documents to attach.

Therefore, click **Add to List**.



Your attachment is added to the list, and the previous fields are emptied. This will allow you to repeat the process and add additional documents to this filing.



## Completing the Filing

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

When you have include all the attachments, click **NEXT** to file your claim and attachments.

Select one or more attachments.  
Case 08-00008  
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
Filename  
Browse...  
2) Select a document type, and/or enter a description.  
Type Description  
3) Add the filename to the list box below. If you have more attachments, go back to 1) on the Next button.  
F:\CM-ECF\TRAINING\Demo-Docs\BK\affidavit.pdf Add to List Remove from List  
Next

The final screen is the **Notice of Electronic Filing**, also known as the NEF. This is your confirmation that your claim and supporting documents were filed in ECF

The Case Number and the Claims Register appear as hyperlinks on this screen. You may click on these links to review the Docket and Claims register. PACER fees will apply if you view these reports.

U.S. Bankruptcy Court  
District of Idaho [TEST] Version 3.1  
Notice of Electronic Claims Filing  
The following transaction was received from creditor, creditor on 6/13/2008 at 9:24 AM MDT  
Case Name: Donald Duck  
Case Number: 08-00008  
Creditor Name: Les Schwab Tires  
POB 644  
Prineville, OR 92263  
Claim Number: 5 Claims Register  
Total Amount Claimed: \$500.00  
The following document(s) are associated with this transaction:

If you scroll to the bottom of the NEF screen, you will find a hyperlink that will allow you to file another claim.

Electronic document Stamp:  
[STAMP bkecfStamp\_ID=1086198020 [Date=6/13/2008] [FileNu  
[2f55f8d51f9506910bf1f50a23f38403058c8a77cc95b64aa5e5bb9  
7e7df1463c3526f033a7aead4d431da2b22ced302f8de13cb51671c  
File another claim

This link will return you to the initial Search for Creditor screen.

The previous case number will automatically appear in the Case Number field.

Make sure this is the case you wish to file in before continuing.

ECF Bankruptcy Adversary Query Reports  
Search for Creditor  
Case Number: 1:08-bk-8  
Name of creditor  
Type of creditor: Creditor Administrative 20 Largest Unsecured Creditors  
Next Clear

