

## File Claims

This process explains how to file a Proof of Claim using the electronic case filing system (CM/ECF).

**STEP 1** Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

**STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ◆ Click on the **File Claims** hyperlink.

**STEP 3** The **CREDITOR SEARCH** screen will display.

- ◆ Enter the case number in the appropriate box and the Last/Business Name of the creditor in the Name of Creditor box.

**CAUTION:** Do not change the default of **Creditor** in the **Type of Creditor** box.

- ◆ 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.

- ◆ Select the desired 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.

**NOTE:** Clicking on the **Add Creditor** hyperlink will take you out of the **File Claims** event and into **Creditor Maintenance** event. Once the creditor is added you will then need to go back to the **File Claims** event.

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

**STEP 5** The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim.

- ◆ Enter the data in the appropriate fields. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- ◆ When you have completed this screen, click **Next** to associate the

- PDF file of the claim with this filing.
- STEP 6** The **PDF Document** screen displays.
- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - ◆ Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.
- NOTE:** Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
- ◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the appropriate documents to the proof of claim.
- NOTE:** Please note that the PDF file of the proof of 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.
- ◆ Click **Next**.
- STEP 7** The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. The claim is now part of the official court record.
- ◆ 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.
  - ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
  - ◆ To continue claims processing, click again on **Bankruptcy, File Claims**. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.