

ePOC FREQUENTLY ASKED QUESTIONS

1. **When will the claim appear on the claims register?**

The claim will immediately appear on the claims register upon submitting the proof of claim.

2. **Can I view the claim that is filed?**

Yes. After final submission of your claim, a screen will be displayed indicating the claim number assigned to the claim along with a hyperlink to access the pdf of the claim. It is recommended that you either print or save the completed Proof of Claim for your records

3. **Do I need to attach the B10 form as an attachment?**

No. The B10 form will be populated while using ePOC. Any attachments should consist of supporting documentation to the proof of claim. If there is supporting documentation for your claim, select "Yes" at the blue portion of the form just prior to #8 (Signature). After clicking "Submit Claim", you will be able to then browse for, and attach your pdf. It is very important that any personal identifiers be properly redacted. (LBR 9037-1)

4. **Can I file a proof of claim for any chapter?**

Yes.

5. **Can I include a separate address that payments should be mailed to?**

Yes. Check the box indicating that the payment address differs from the notice address. An additional address field will appear for you to input the address where payments should be sent.

6. **Is a signature required on the Proof of Claim?**

Yes. You must type in the name and title, if any, of the person authorized to file the claim on behalf of the creditor. Typing the name will serve as the signature and has the same force and effect as a written signature. If appropriate, a power of attorney can be attached as a supporting document to the claim.

7. **Do I need to mail a copy of the proof of claim to the trustee?**

No. The trustee assigned to the case will automatically receive electronic notification that the claim was filed.

8. **What do I do if I filed a claim in the wrong case?**

If you have a CM/ECF login, you would file a withdrawal of claim electronically. If you are not a registered CM/ECF e:filer you would mail your withdrawal to the Bankruptcy Clerk's Office at the address appearing on the Notice of Commencement

9. How do I file an amended proof of claim?

After you select the creditor that filed the original claim, (You will use the same "Submit a Proof of Claim" process) check the "amended claims" checkbox located under the creditor information. Click the drop down arrow next to the "Court Claim Number" to select the claim you are amending. Complete the remainder of the form.

10. At the time of filing, I do not know the amount that is due to me. How do I enter "unknown" for the amount of the claim?

In the amount box, enter 0.00 and indicate the reason that the amount of your claim is unknown in the "Comment" field. (The form will not accept the filing of a claim in the amount of 0.00 without a comment) Once you know the amount of the claim, file an amended claim using the process referenced at 9 above.

11. What do I do if I have any other questions or have problems filing a claim?

The Bankruptcy Court is open to the public from 8:00 a.m. – 4:00 p.m. Monday through Friday (with the exception of Federal holidays)

For cases assigned to the Grand Rapids office, please call: 616-456-2693
For cases assigned to the Marquette office, please call: 906-226-2117

We also have On-Line Chat available for live support, or to leave a message after normal business hours. You can access on-line chat from our website at: www.miw.uscourts.gov