

ePOC Helpful Tips

- Have the following information ready prior to filing your claim:
 - Case Number
 - Address where notices from the Court and payments from the trustee should be sent (if different than the noticing address)
 - Claim Amount
 - Supporting documentation (optional) in pdf format with personal identifiers properly redacted (Fed.R.Bankr.P. 9037(a) and LBR 9037-1(a))
- Verify the debtor(s) name and case number prior to submitting the Proof of Claim. The fillable form will populate at the top of the form. If you have entered the incorrect case number, simply use the “Back Arrow” button to return to the first screen to re-enter the case number.
- You can stop the proof of claim filing process at any time prior to selecting the “Submit Claim” button.
- Remember to enter the Verification Code prior to submitting your claim. If you do not input this code, or entered it incorrectly, you will be redirected to commence the filing process from the beginning screen.
- If you are filing supporting documentation to 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.
- After submission of your claim, a screen will be displayed indicating that the filing was successful along with the number assigned to your claim. You can then either print or save the completed Proof of Claim for your records via the hyperlink provided.
- When selecting the creditor, if the address is incorrect, select “Creditor not listed” and then add the correct name and address.
- If you’re amending a claim for any reason, please be sure to check the “amended claims” checkbox.
- If you are filing an amended claim and the original creditor address is incorrect, select “Creditor not listed”.
- If you are a creditor’s attorney filing the claim, please be sure to indicate the appropriate payment address for the creditor. If a separate payment address is not entered, any funds distributed by the trustee will be sent directly to the address for the creditor shown on the claim form.

- If there is insufficient space in the field provided on the form to enter information you wish to provide regarding the basis for your claim, attach that information as a supporting pdf document.
- Be certain to print and/or save a copy of the completed Proof of Claim form. You are given the option to view and print the claim on the screen immediately after you have submitted your claim. This screen also displays the claim number assigned to your claim. Please retain this information for your records as it will be useful if you need to amend your claim at a later date. If you do not, you will need to have a PACER account or contact the court for a copy at a later date.