

Filing a Claim

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 **SEARCH FOR CREDITOR** 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 **SELECT A CREDITOR** screen will then display the creditor(s) who matches 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 Processing** 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.
- If you are amending a previously filed claim, click the **FIND** box under the **Amends Claim #** section.

- 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.

- If you have additional attachments, 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 Claim 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 **Internet Options** on the browser menu bar and select **File, Save As**.
- To continue claims processing, click again on the **File another claim** hyperlink at the top of the page. 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.