

File Speed-Claims

This process explains how to file a Proof of Claim using the “File Speed-Claim” module in the electronic case filing system (CM/ECF).

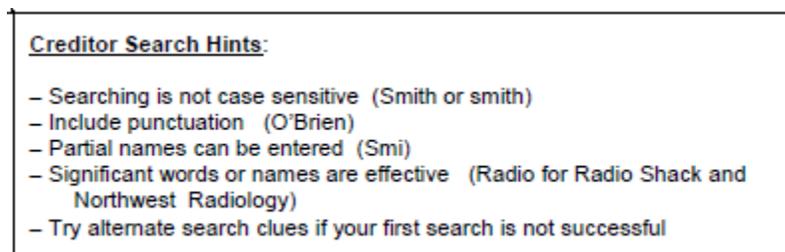
STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

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

- Click on the **File Speed-Claim** hyperlink located under **Claim Events**.

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

- Enter the case number in **yy-nnnnn** format in the appropriate box.
- Enter the Last/Business Name of the creditor in the Name of Creditor box. (Additional search clues are shown below)



CAUTION: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

- 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.

NOTE: If no search criteria was entered, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors.

- Select the desired creditor by clicking on it with your mouse if using the drop-down select window.
- A pop-up will appear reflecting the name and address of the creditor you have selected. There will also be an indication if claims have been

previously filed by this creditor and the claim number(s). If the creditor is correct select **Yes**.

- If you are unable to find the creditor after using different search criteria, the **Add Creditor** hyperlink allows you to add the creditor to the case.

NOTE: Clicking on the **Add Creditor** hyperlink will take you out of the **File Speed Claim** module and into **Creditor Processing**. Once the creditor is added you will then need to go back to the **File Speed Claim** module.

STEP 5 A html fillable Proof of Claim Form will be displayed.

- Enter the data in the appropriate fields.

VERY IMPORTANT: Please remember to redact any personal information on the form (or in any supporting documents or attachments) in accordance with Fed. R. Bankr. P. 9037.

Note: 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 also filing supporting documents to the claim, then select the **Yes** radio button at the bottom of the form following **Attachments to Document** prompt.
- When you have completed this screen, click **Next** to either complete the filing of your claim or to attach supporting document(s) to the form.

STEP 6 If attaching a **PDF Document** in support of the proof of claim

- 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.

- Select the Type of document from the drop-down or type in a brief description and select **Add to List**. Repeat this process until all attachments are added.

- Click **Next** to complete filing.

STEP 7 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- To print a copy of this notice click the browser **Print** icon, or right click on the screen and select **Print**.
- To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
- Description of **Notice of Electronic Filing**.
 - Date and time stamp information
 - Case Name: Debtor's Name
 - Case Number: Hyperlink to docket sheet
 - Document Number: Hyperlink to the PDF file of the attached document
 - Docket text: Annotated text in italics. Text produced from docket event
 - Document Description: Label of Document
 - Original filename: the path and name of file that was attached to this entry
 - Electronic document Stamp.
 - **Notice will be electronically mailed to:**
 - Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
 - **Notice will not be electronically mailed to:**
 - Names of other parties on the case who have not furnished their e-mail addresses to the court.