

## File a Claim

This process provides step-by-step instructions on how to file a Proof of Claim using the electronic case filing system (CM/ECF).

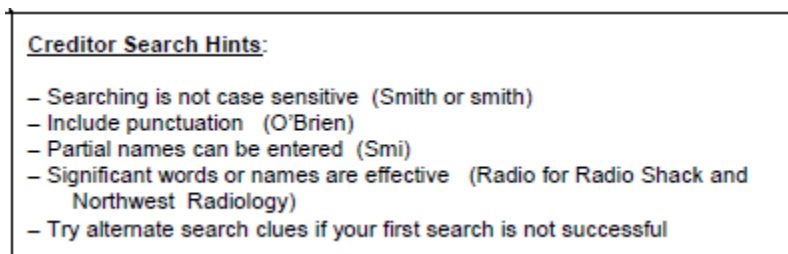
**STEP 1** Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

**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 **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.

- 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.

**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 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.