

## File a Claim

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

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click on the File Claims hyperlink.
3. The Search for Creditor screen will display.
  - a. Enter the case number in yy-nnnnn format in the appropriate box.
  - b. Enter the Last/Business Name of the creditor in the Name of Creditor box.  
(Additional search clues are shown below)

Creditor Search Hints:

- Searching is not case sensitive (Smith or smith)
- Include punctuation (O'Brien)
- Partial names can be entered (Smi)
- Significant words or names are effective (Radio for Radio Shack and Northwest Radiology)
- Try alternate search clues if your first search is not successful

- c.
    - d. **Do not** change the default of Creditor in the Type of Creditor box.
    - e. Click Next to search the creditor database for this claimant.
4. The Select a Creditor screen will then display the creditor(s) who matches the search criteria.
  - a. If no search criteria was entered, all creditors belonging to the case will be found. Click on the drop-down arrow to display all the creditors.
  - b. Select the desired creditor by clicking on it with your mouse if using the drop-down select window.
  - c. 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.
  - d. 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.
    - i. 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.
  - e. Click Next to continue adding a Proof of Claim.
5. The Proof of Claim Information screen displays fields for each claim.
  - a. 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.
  - b. If you are amending a previously filed claim, click the FIND box under the Amends Claim # section.

- c. When you have completed this screen, click Next to associate the PDF file of the claim with this filing.
6. The PDF Document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. 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.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. 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.
    - i. 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.
  - d. Click Next.
7. The Notice of Electronic Claims Filing is then produced and displayed. The claim is now part of the official court record.
  - a. Clicking on the case number hyperlink on the Notice of Electronic Claims Filing will present the case docket report.
  - b. 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.
  - c. To print a copy of this notice, click the browser Print icon.
  - d. To save a copy of this notice, click Internet Options on the browser menu bar and select File, Save As.
  - e. 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.