

## Electronic Proof of Claim Program



The Electronic Proof of Claims (ePOC) is a program designed to streamline claims processing by allowing Creditors to file a claim, amend a claim, and withdraw a claim over the internet from a link on the Court's web site ([www.moeb.uscourts.gov](http://www.moeb.uscourts.gov)). The ePOC program will automatically prepare the Official Bankruptcy Proof of Claim (B10) form (for both filing a claim, and amending a claim) based on the information entered into the program. When the filing for Proof of Claim, Amended Claim or Withdrawal of a Claim is complete, a confirmation message is received that the claim or withdrawal was officially filed with the Court.

This document contains detailed instructions on how to file, amend, or withdraw an electronic Proof of Claim using the ePOC program.

### Table of Contents

<b>Filing a Proof of Claim</b>	<b>Page 2</b>
A proof of claim is a written statement by a party asserting a right to payment from the bankruptcy estate.	
<b>Adding an Attachment for a Proof of Claim</b>	<b>Page 7</b>
An attachment to a claim supports the Creditors right to payment and is typically filed as an Exhibit Summary.	
<b>Filing an Amended Proof of Claim</b>	<b>Page 9</b>
An Amended Proof of Claim is filed when a Creditor needs to change information for a Proof of Claim that is already on file with the Court.	
<b>Withdrawing a Claim</b>	<b>Page 13</b>
A withdrawal of claim is typically filed when the claim was filed in the wrong case or when the Creditor no longer wants the claim on file.	
<b>ePOC Data Entry Screen</b>	<b>Appendix</b>
This document is a sample of the data entry screen in ePOC.	

The Exhibit Summary and Withdrawal of Claim pleadings are filed as PDF documents. Instructions for converting a document to a Portable Document Format (PDF) File can be found under the CM/ECF News section on the CM/ECF page of the Court's web ([www.moeb.uscourts.gov](http://www.moeb.uscourts.gov)).

Questions regarding the ePOC program can be answered by the Help Desk at 1-866-803-9517.

## Filing a Claim

From the Home page on the Court's web site, click the "Electronic Proof of Claim Filing" button.

**United States Bankruptcy Court**  
Eastern District of Missouri  
*"Ensuring equal treatment for both debtors and creditors..."*

HOME | CM/ECF | COURT INFO | JUDGE/COURTROOM INFO | INFO FOR FILING OR ACTING WITHOUT ATTORNEY | FORMS | RULES | LINKS

search    
(Search Instructions)

Electronic Proof of Claim (ePOC) Program  
Public Notices  
341 Meeting Information  
Hearing Dates  
Calendars  
Directions  
Local Rules  
Filing Fees  
Bankruptcy Reform Information  
Trustee Information  
Chapter 11 Mega Cases  
Opinion Search  
Attorney Information  
Statistics  
Judicial Conduct and Disability  
Naturalization Information  
Seminar Disclosure  
Archives

**Kathy A. Surratt-States, Chief Judge**  
Dana C. McWay, Clerk of Court

**Thomas F. Eagleton US Courthouse**  
111 S. 10th Street, 4th Floor  
St. Louis, MO 63102

Main Phone: (314) 244-4500  
CM/ECF Help Desk: 1-866-803-9517  
Public office hours: 8:30 AM - 4:30 PM, M-F

Login to CM/ECF   
CM/ECF Electronic Learning Modules 

**INFORMATION FOR PARTIES WITHOUT ATTORNEYS**

**Electronic Proof of Claim Filing (ePOC)** 

You must be admitted to practice in the Bankruptcy Court to receive a CM/ECF login and password to file documents. The Court's form pro hac vice motion is Local Form 7 and can be found in the Forms section of the Court's web site under any of the Chapters. The motion must be filed in the Bankruptcy Court. It must be accompanied by a check made payable to "Clerk, U.S. District Court" in the amount of \$100.00.

**NEWS and EVENTS**

Click the "File/Amend a Claim" link.

**United States Bankruptcy Court**  
Eastern District of Missouri  
*"Ensuring equal treatment for both debtors and creditors..."*

HOME | CM/ECF | COURT INFO | JUDGE/COURTROOM INFO | INFO FOR FILING OR ACTING WITHOUT ATTORNEY | FORMS | RULES | LINKS

search    
(Search Instructions)

Local Rules  
Help Information

**Electronic Proof of Claim (ePOC) Program**

The Electronic Proof of Claims (ePOC) is a program designed to streamline claims processing by allowing Creditors to file a claim, amend a claim, and withdraw a claim via the internet. The ePOC program will automatically prepare the official Bankruptcy Proof of Claim (B10) form based on the information entered into the program.

- Proof of Claim forms for all chapters may be filed electronically.
- The name and complete address of the creditor must appear on the claim form. If an attorney is filing the claim on behalf of a creditor, the attorney should also enter his/her name and address. The name and title, if any, of the person authorized to file the claim is required on the claim form.

**Penalty for filing a fraudulent claim:**  
Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 11 U.S.C. §§ 152 and 3571.

- **File/Amend a Claim**
- Withdraw a Claim

ePOC Instructions  
Electronic Proofs of Claim FAQ  
B10 Form Instructions  
PDF Conversion Instructions

Enter the case number.

Enter the name of the Creditor filing the claim.

**File Claim**

Case Number

Name of Creditor

Filed by

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Recent security enhancements require Internet Explorer 8 or the latest Chrome/Firefox web browser

NOTE: If only a portion of the Creditor's name is entered in the "Name of Creditor" box, ePOC will pull all the Creditors in the case that contain that specific information in their name.

**File Claim**

Case Number

Name of Creditor

Filed by

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Select the party filing the claim by using the drop down list for the "Filed by" box.  
(i.e., creditor, creditor attorney, debtor, debtor attorney or trustee)  
Read the Redaction Notice and ensure the information being filed is in compliance.  
Check the Redaction box.  
Click the "Next" button.

**File Claim**

Case Number

Name of Creditor

Filed by

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Recent security enhancements require Internet Explorer 8 or the latest Chrome/Firefox web browser

If multiple Creditors contain the letters/words entered in the "Name of Creditor" box on the initial screen, a pick list screen will appear.  
Click the radio button for the correct Creditor.

**Select Creditor**

XYZ Credit Company  
123 Credit Lane  
St. Louis, MO 63101

Xpress Car Loans  
111 Loan Drive  
St. Louis, MO 63101

Creditor not listed

Verify the case information and the creditor information.

Debtor \*\*   
Joint Debtor   
Case Number

Name of Creditor   
Address where notices should be sent

Telephone Number:

Email:

Payment Address differs from Notice Address

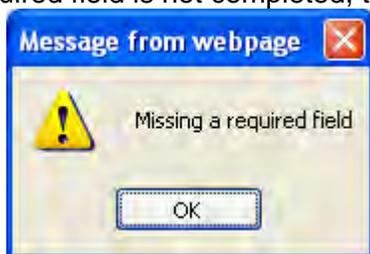
**NOTE:** The Bankruptcy Court for the Eastern District of Missouri requires users of the ePOC program to provide a telephone number for the Creditor's contact person. Filers will not be allowed to proceed if this information is not provided.

In order for the Official Proof of Claim (B10) form to be created properly, the following information should to be completed:

- 1 – Amount of the Claim
- 2 – Basis for Claim
- 3 – Last four digits of the Debtor's account number with the Creditor (if any)
- 4 – Secured portion of Claim (if any)
- 5 – Priority portion of Claim (if any)
- 7 – Supporting documentation (if necessary)
- 8 – Creditor's Signature  
Verification Code

Click the "Submit Claim" button after completing these sections.

If a required field is not completed, the following message appears:



Click the "OK" button and the cursor will appear in the box that is missing information.

Fill in the missing information then click "Submit Claim" button.

Receive a confirmation screen.

Successful verification ...  
Processing

Your claim was successfully filed in case number 13-40273.

**Your claim number is 21.**

Open in new window: Click [21](#) to view/print your filed claim.

*Note: Any attachment(s) added will **NOT** be available to view/print unless you have a Pacer account.*

[File additional claims](#)

The next page is an example of the Official Bankruptcy Proof of Claim (B10) form for a Proof of Claim filed using the ePOC program.

13-40273 Claim 24 Filed 06/21/13 Main Document Pg 1 of 2

B10 (Official Form 10) (12/12)

UNITED STATES BANKRUPTCY COURT Eastern District of Missouri (Test)		PROOF OF CLAIM
Name of Debtor: Frosty Snowman Fancy Snowman	Case Number: 13-40273	<b>FILED</b> U.S. Bankruptcy Court Eastern District of Missouri (Test) 6/21/2013 Dana C. McWay, Clerk COURT USE ONLY
NOTE: Do not use this form to make a claim for an administrative expense that arises after the bankruptcy filing. You may file a request for payment of an administrative expense according to 11 U.S.C. § 505.		
Name of Creditor (the person or other entity to whom the debtor owes money or property): XYZ Credit Company		<input type="checkbox"/> Check this box if this claim amends a previously filed claim. Court Claim Number: _____ (if known) Filed on: _____
Name and address where notices should be sent: XYZ Credit Company 123 Credit Lane St. Louis, MO 63101  Telephone number: 111-111-1111 email: _____		
Name and address where payment should be sent (if different from above):    Telephone number: _____ email: _____		
Sample Proof of Claim		
1. Amount of Claim as of Date Case Filed: \$ <u>3,000.00</u> If all or part of the claim is secured, complete item 4. If all or part of the claim is entitled to priority, complete item 5. <input type="checkbox"/> Check this box if the claim includes interest or other charges in addition to the principal amount of the claim. Attach a statement that itemizes interest or charges.		
2. Basis for Claim: <u>Money Lended</u> (See instruction #2)		
3. Last four digits of any number by which creditor identifies debtor: _____	3a. Debtor may have scheduled account no: _____ (See instruction #3a)	3b. Uniform Claim Identifier (optional): _____ (See instruction #3b)
4. Secured Claim (See instruction #4) Check the appropriate box if the claim is secured by a lien on property or a right-of-setoff, attach required related documents, and provide the requested information. Nature of property or right of setoff: <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other Describe: _____ Value of Property: \$ _____ Annual Interest Rate (when case was filed) <u>  </u> % <input type="checkbox"/> Fixed or <input type="checkbox"/> Variable		Amount of arrearage and other charges, as of the time case was filed, included in secured claim, if any: \$ _____ Basis for perfection: _____ Amount of Secured Claim: \$ _____ Amount Unsecured: \$ <u>3,000.00</u>
5. Amount of Claim Entitled to Priority under 11 U.S.C. §507(a). If any part of the claim falls into one of the following categories, check the box specifying the priority and state the amount.		
<input type="checkbox"/> Domestic support obligations under 11 U.S.C. §507(a)(1)(A) or (a)(1)(B). <input type="checkbox"/> Up to \$2,600* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. §507(a)(7). <input type="checkbox"/> Wages, salaries, or commissions (up to \$11,725*) earned within 180 days before the case was filed or the debtor's business ceased, whichever is earlier - 11 U.S.C. §507(a)(4). <input type="checkbox"/> Taxes or penalties owed to governmental units - 11 U.S.C. §507(a)(8). <input type="checkbox"/> Contributions to an employee benefit plan - 11 U.S.C. §507(a)(5). <input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. §507(a) _____.		
*Amounts are subject to adjustment on 4/1/13 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.		
6. Credits: The amount of all payments on this claim has been credited for the purpose of making this proof of claim. (See instruction #6)		
7. Documents: Attached are <b>redacted</b> copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, security agreements, or, in the case of a claim based on an open-end or revolving consumer credit agreement, a statement providing the information required by FRBP 3001(c)(3)(A). If the claim is secured, box 4 has been completed, and <b>redacted</b> copies of documents providing evidence of perfection of a security interest are attached. If the claim is secured by the debtor's principal residence, the Mortgage Proof of Claim Attachment is being filed with this claim. (See instruction #7, and the definition of "redacted".) DO NOT SEND ORIGINAL DOCUMENTS. ATTACHED DOCUMENTS MAY BE DESTROYED AFTER SCANNING. If the documents are not available, please explain: _____		
8. Signature: (See instruction #8) Check the appropriate box. <input type="checkbox"/> I am the creditor. <input checked="" type="checkbox"/> I am the creditor's authorized agent. <input type="checkbox"/> I am the trustee, or the debtor, or their authorized agent. (See Bankruptcy Rule 3004.) <input type="checkbox"/> I am a guarantor, surety, indorser, or other codebtor. (See Bankruptcy Rule 3005.)		
I declare under penalty of perjury that the information provided in this claim is true and correct to the best of my knowledge, information, and reasonable belief. Print Name: <u>John Doe</u> Title: <u>Credit Manager</u> Company: <u>XYZ Credit Company</u> Address and telephone number (if different from notice address above): _____ _____ _____ Telephone number: _____ email: _____ s/ <u>John Doe</u> <u>6/21/2013</u> (Signature) (Date)		

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 357f.

## Adding an Attachment for a Proof of Claim

External Filers who wish to provide parties in the case a list of supporting documents available for a Proof of Claim filing may use the Court's [Local Form #9](#) "Exhibit Summary" to create a list of the available supporting documents; convert that document to a PDF and then file that PDF as an attachment when filing the Proof of Claim.

NOTE: Exhibit Summary PDFs must comply with the [Local Rules](#) of the Bankruptcy Court for the Eastern District of Missouri, specifically L.R. 9040 and L.R. 9037.

If filing supporting documentation for a Proof of Claim, complete the sections on the ePOC data entry screen including selecting the "Yes" radio button in section 7.

**7. Documents:** Attached are **redacted** copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, security agreements, or, in the case of a claim based on an open-end or revolving consumer credit agreement, a statement providing the information required by FRBP 3001(c)(3)(A). If the claim is secured, box 4 has been completed, and **redacted** copies of documents providing evidence of perfection of a security interest are attached. If the claim is secured by the debtor's principal residence, the Mortgage Proof of Claim Attachment is being filed with this claim. (See instruction #7, and the definition of "redacted".)

If the documents are not available, please explain:

**Attachments:**

- Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.
- Attachments to the Proof of Claim are required to be PDF files.
- Attachments to the Proof of Claim are NOT to exceed 3.75 Mb in size.
- Multiple attachments to the Proof of Claim are permitted.

Do you wish to attach supporting documentation?  Yes  No

Enter the Verification Code that will appear and click the "Submit Claim" button.

At the Supporting Documentation screen, Creditors should click the "Browse" button to select the location of their PDF file of the supporting documentation for the Claim being filed.

If multiple PDFs need to be filed for a Proof of Claim, click the "Add Attachment" button.

Once all PDFs have been attached, click the "File Proof of Claim" button.

**SUPPORTING DOCUMENTATION** (files should be limited to 2 Mb in size.)

Receive a confirmation screen.

Successful verification ...  
Processing

Your claim was successfully filed in case number 13-40273  
Your claim number is 20.

Open in new window: Click [20](#) to view/print your filed claim.

*Note: Any attachment(s) added will **NOT** be available  
to view/print unless you have a Pacer account.*

[File additional claims](#)

## Filing an Amended Proof of Claim

From the Home page on the Court's web site, click the "Electronic Proof of Claim Filing" button.

The screenshot shows the homepage of the United States Bankruptcy Court Eastern District of Missouri. The header includes the court's name and the tagline "Ensuring equal treatment for both debtors and creditors...". Below the header is a navigation menu with links for HOME, CM/ECF, COURT INFO, JUDGE/COURTROOM INFO, INFO FOR FILING OR ACTING WITHOUT ATTORNEY, FORMS, RULES, and LINKS. A search bar is located on the left side. The main content area features a photograph of the courthouse, contact information for the Chief Judge and Clerk, and a list of links. A red box highlights the "Electronic Proof of Claim Filing (ePOC)" link under the "CM/ECF Electronic Learning Modules" section.

**United States Bankruptcy Court**  
Eastern District of Missouri  
*"Ensuring equal treatment for both debtors and creditors..."*

HOME | CM/ECF | COURT INFO | JUDGE/COURTROOM INFO | INFO FOR FILING OR ACTING WITHOUT ATTORNEY | FORMS | RULES | LINKS

search  
(Search Instructions)

Electronic Proof of Claim (ePOC) Program  
Public Notices  
341 Meeting Information  
Hearing Dates  
Calendars  
Directions  
Local Rules  
Filing Fees  
Bankruptcy Reform Information  
Trustee Information  
Chapter 11 Mega Cases  
Opinion Search  
Attorney Information  
Statistics  
Judicial Conduct and Disability  
Naturalization Information  
Seminar Disclosure  
Archives

Kathy A. Surratt-States, Chief Judge  
Dana C. McWay, Clerk of Court

Thomas F. Eagleton US Courthouse  
111 S. 10th Street, 4th Floor  
St. Louis, MO 63102

Main Phone: (314) 244-4500  
CM/ECF Help Desk: 1-866-803-9517  
Public office hours: 8:30 AM - 4:30 PM, M-F

Login to CM/ECF  
CM/ECF Electronic Learning Modules  
**Electronic Proof of Claim Filing (ePOC)**

**INFORMATION FOR PARTIES WITHOUT ATTORNEYS**

You must be admitted to practice in the Bankruptcy Court to receive a CM/ECF login and password to file documents. The Court's form pro hac vice motion is Local Form 7 and can be found in the Forms section of the Court's web site under any of the Chapters. The motion must be filed in the Bankruptcy Court. It must be accompanied by a check made payable to "Clerk, U.S. District Court" in the amount of \$100.00.

**NEWS and EVENTS**

Click the "File/Amend a Claim" link.

The screenshot shows the "Electronic Proof of Claim (ePOC) Program" page on the United States Bankruptcy Court Eastern District of Missouri website. The page features a search bar, a navigation menu, and a list of links. A red box highlights the "File/Amend a Claim" link under the "ePOC Instructions" section.

**United States Bankruptcy Court**  
Eastern District of Missouri  
*"Ensuring equal treatment for both debtors and creditors..."*

HOME | CM/ECF | COURT INFO | JUDGE/COURTROOM INFO | INFO FOR FILING OR ACTING WITHOUT ATTORNEY | FORMS | RULES | LINKS

search  
(Search Instructions)

Local Rules  
Help Information

**Electronic Proof of Claim (ePOC) Program**

The Electronic Proof of Claims (ePOC) is a program designed to streamline claims processing by allowing Creditors to file a claim, amend a claim, and withdraw a claim via the internet. The ePOC program will automatically prepare the official Bankruptcy Proof of Claim (B10) form based on the information entered into the program.

- Proof of Claim forms for all chapters may be filed electronically.
- The name and complete address of the creditor must appear on the claim form. If an attorney is filing the claim on behalf of a creditor, the attorney should also enter his/her name and address. The name and title, if any, of the person authorized to file the claim is required on the claim form.

**Penalty for filing a fraudulent claim:**  
Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 11 U.S.C. §§ 152 and 3571.

**File/Amend a Claim**  
Withdraw a Claim

ePOC Instructions  
Electronic Proofs of Claim FAQ  
B10 Form Instructions  
PDF Conversion Instructions

Enter the case number.  
Enter the name of the Creditor.  
Read the Redaction Notice and ensure the information being filed is in compliance.  
Check the Redaction box.  
Click the "Next" button.

**File Claim**

Case Number

Name of Creditor

Filed by

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Recent security enhancements require Internet Explorer 8 or the latest Chrome/Firefox web browser

Check the box for Amended Claim, which is located right above section 1.

Payment Address differs from Notice Address

Check this box to indicate that this claim amends a previously filed claim.

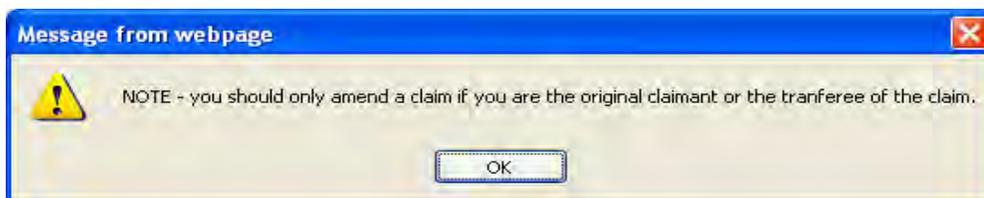
Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars.

Court Claim Number:

Filed on:

**1. Amount of Claim as of Date Case Filed:**

A warning message appears advising that only the original claimant (or transferee of the claim) should file an Amended Claim.



Click the "OK" button.

From the drop down list, select the number of the Claim to be amended.

The “Filed on” date will automatically populate based on the claim number selected.



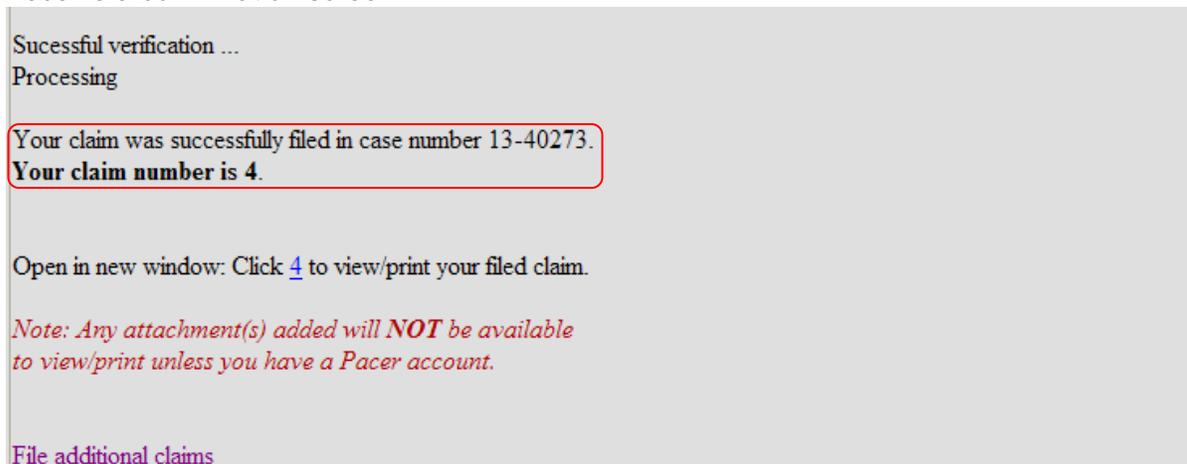
The screenshot shows a form with two rows. The first row is labeled "Court Claim Number:" and has a dropdown menu with the number "21" selected. The second row is labeled "Filed on:" and has three dropdown menus: the first shows "Jun", the second shows "21", and the third shows "2013".

In order for the Official Proof of Claim (B10) form to be created properly, the following information should be completed:

- 1 – Amount of the Claim
  - 2 – Basis for Claim
  - 3 – Last four digits of the Debtor’s account number with the Creditor (if any)
  - 4 – Secured portion of Claim (if any)
  - 5 – Priority portion of Claim (if any)
  - 7 – Supporting documentation (if necessary)
  - 8 – Creditor’s Signature
- Verification Code

Click the “Submit Claim” button after completing these sections.

Receive a confirmation screen.



The screenshot shows a confirmation screen with the following text: "Successful verification ... Processing". Below this, a red-bordered box contains the text: "Your claim was successfully filed in case number 13-40273. Your claim number is 4." Below the box, it says "Open in new window: Click [4](#) to view/print your filed claim." A red italicized note follows: "Note: Any attachment(s) added will **NOT** be available to view/print unless you have a Pacer account." At the bottom, there is a purple link: "File additional claims".

The next page is an example of the Official Bankruptcy Proof of Claim (B10) form for an Amended Proof of Claim filed using the ePOC program.

13-40273 - Claim 21-2 Filed 06/21/13 Main Document Pg 1 of 2

**B19 (Official Form 10) (12/12)**

<b>UNITED STATES BANKRUPTCY COURT Eastern District of Missouri (Text)</b>		<b>PROOF OF CLAIM</b>
Name of Debtor: Fifty Successors Fifty Successors	Case Number: 13-40273	<b>FILED</b> U.S. Bankruptcy Court Eastern District of Missouri (Text) <b>6/21/2013</b> Dana C. McWay, Clerk COURT USE ONLY
NOTE: Do not use this form to make a claim for an administrative expense that arises after the bankruptcy filing. You can file a request for payment of an administrative expense, see Rule 2013.115C, § 501.		
Name of Creditor (the person or other entity to whom the debtor owes money or property): XYZ Credit Company		<input checked="" type="checkbox"/> Check this box if this claim asserts a previously filed claim. Court Claim Number: 21 (if known) Filed on: 06/21/2013
Name and address where notice should be sent: XYZ Credit Company 123 Credit Lane St. Louis, MO 63101  Telephone number: 313-111-1111 email		
Name and address where payment should be sent (if different from above):   Telephone number: email		<input type="checkbox"/> Check this box if you are asserting that anyone else has filed a proof of claim relating to this claim. Attach copy of statement giving particulars.
1. Amount of Claim as of Date Case Filed: \$ 100.00 If all or part of the claim is secured, complete lines 4. If all or part of the claim is entitled to priority, complete line 5. <input type="checkbox"/> Check this box if the claim includes interest or other charges in addition to the principal amount of the claim. Attach a statement that itemizes interest or charges.		
2. Basis for Claim (see instruction #2)		
3. Last four digits of any number by which creditor identifies debtor: _____	3a. Debtor may have scheduled account as: _____ (see instruction #1a)	3b. Uniform Claim Identifier (optional): _____ (see instruction #3b)
4. Secured Claim (see instruction #4) Check the appropriate box if the claim is secured by a lien on property or a right of setoff, attach required-related documents, and provide the requested information. Nature of property or right of setoff: <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other Describe: Value of Property: \$ _____ Annual Interest Rate (when case was filed) ___% <input type="checkbox"/> Fixed or <input type="checkbox"/> Variable		Amount of arrearage and other charges, as of the time case was filed, included in secured claim, if any: \$ _____  Basis for perfection: _____  Amount of Secured Claim: \$ _____  Amount Unsecured: \$ 1000.00
5. Amount of Claim Entitled to Priority under 11 U.S.C. § 507(a). If any part of the claim falls into one of the following categories, check the box specifying the priority and state the amount.		
<input type="checkbox"/> Domestic support obligations under 11 U.S.C. § 507(a)(1)(A) or (A)(B)	<input type="checkbox"/> Wages, salaries, or commissions (up to \$11,725)* earned within 180 days before the case was filed or the debtor's business ceased, whichever is earlier - 11 U.S.C. § 507(a)(2)	<input type="checkbox"/> Contribution to an employee benefit plan - 11 U.S.C. § 507(a)(5)
<input type="checkbox"/> Up to \$2,600* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(7)	<input type="checkbox"/> Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8)	<input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. § 507(a) _____
*Amounts are subject to adjustment on 6/30 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.		
6. Credit. The amount of all accounts on this claim has been verified for the purpose of making this proof of claim. (see instruction #6)		

Sample Proof of Claim - Amended

## Withdrawing a Claim

When a Creditor wants to withdraw a Proof of Claim, they will need to create a document which includes the case caption; a statement regarding the desire to withdraw a specific claim (including the claim number); and a signature block (see LR 9011 for additional information) then convert the document to PDF format prior to filing anything in the ePOC program. The PDF document should not exceed 3.75 Mb in size. Do not include the Official Bankruptcy Proof of Claim (B10) form that is being withdrawn as a part of the PDF document.

From the Home page on the Court's web site, click the "Electronic Proof of Claim Filing" button.

**United States Bankruptcy Court**  
Eastern District of Missouri  
*"Ensuring equal treatment for both debtors and creditors..."*

HOME | CM/ECF | COURT INFO | JUDGE/COURTROOM INFO | INFO FOR FILING OR ACTING WITHOUT ATTORNEY | FORMS | RULES | LINKS

search  
(Search Instructions)

Electronic Proof of Claim (ePOC) Program

Public Notices

341 Meeting Information

Hearing Dates

Calendars

Directions

Local Rules

Filing Fees

Bankruptcy Reform Information

Trustee Information

Chapter 11 Mega Cases

Opinion Search

Attorney Information

Statistics

Judicial Conduct and Disability

Naturalization Information

Seminar Disclosure

Archives

Kathy A. Surratt-States, Chief Judge  
Dana C. McWay, Clerk of Court

Thomas F. Eagleton US Courthouse  
111 S. 10th Street, 4th Floor  
St. Louis, MO 63102

Main Phone: (314) 244-4500  
CM/ECF Help Desk: 1-866-803-9517  
Public office hours: 8:30 AM - 4:30 PM, M-F

Login to CM/ECF

CM/ECF Electronic Learning Modules

INFORMATION FOR PARTIES WITHOUT ATTORNEYS

Electronic Proof of Claim Filing (ePOC)

You must be admitted to practice in the Bankruptcy Court to receive a CM/ECF login and password to file documents. The Court's form pro hac vice motion is Local Form 7 and can be found in the Forms section of the Court's web site under any of the Chapters. The motion must be filed in the Bankruptcy Court. It must be accompanied by a check made payable to "Clerk, U.S. District Court" in the amount of \$100.00.

**NEWS and EVENTS**

Click the "Withdraw a Claim" link.

**United States Bankruptcy Court**  
Eastern District of Missouri  
*"Ensuring equal treatment for both debtors and creditors..."*

HOME | CM/ECF | COURT INFO | JUDGE/COURTROOM INFO | INFO FOR FILING OR ACTING WITHOUT ATTORNEY | FORMS | RULES | LINKS

search  
(Search Instructions)

Local Rules

Help Information

**Electronic Proof of Claim (ePOC) Program**

The Electronic Proof of Claims (ePOC) is a program designed to streamline claims processing by allowing Creditor.s to file a claim, amend a claim, and withdraw a claim via the internet. The ePOC program will automatically prepare the official Bankruptcy Proof of Claim (B10) form based on the information entered into the program.

- Proof of Claim forms for all chapters may be filed electronically.
- The name and complete address of the creditor must appear on the claim form. If an attorney is filing the claim on behalf of a creditor, the attorney should also enter his/her name and address. The name and title, if any, of the person authorized to file the claim is required on the claim form.

**Penalty for filing a fraudulent claim:**  
Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 11 U.S.C. §§ 152 and 3571.

- File/Amend a Claim
- **Withdraw a Claim**

ePOC Instructions

Electronic Proofs of Claim FAQ

B10 Form Instructions

PDF Conversion Instructions

Enter the case number.  
Enter the name of the Creditor.  
Read the Redaction Notice and ensure the information being filed is in compliance.  
Check the Redaction box.  
Click the "Next" button.

**File Notice of Withdrawal of Claim**

Case Number

Name of Creditor

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Verify the case information to ensure the appropriate case and claims are displayed.

Check the box next to the claim number you wish to withdraw.

Case Number

Debtor \*\*

Joint Debtor

**Select Claim(s) to be Withdrawn**

<u>Claim</u>	<u>Creditor</u>	<u>Total Claimed</u>	<u>Filed</u>
<input type="checkbox"/> 21	XYZ Credit Company	\$1200	06/21/2013
<input checked="" type="checkbox"/> 22	Xpress Car Loans	\$5000	06/21/2013

**Documents:**

- Documents are required to be PDF files.
- Documents are NOT to exceed 2 Mb in size.
- The Proof of Claim being withdrawn should NOT be attached to represent the withdrawal of claim document.

Select the Notice of Withdrawal of Claim (required)

*Penalty for making a false statement: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.*

Enter Verification Code

\*\* Verify debtor name(s) prior to submitting withdrawal.

Creditors will need to browse their files for the PDF document that was previously created for this filing.

Enter the verification code that will appear.

Click the "Submit Withdrawal of Claim" button.

Case Number	13-40273
Debtor **	Frosty Snowman
Joint Debtor	Fancy Snowman

<b>Select Claim(s) to be Withdrawn</b>			
<u>Claim</u>	<u>Creditor</u>	<u>Total Claimed</u>	<u>Filed</u>
<input type="checkbox"/> 21	XYZ Credit Company	\$1200	06/21/2013
<input type="checkbox"/> 22	Xpress Car Loans	\$5000	06/21/2013

**Documents:**

- Documents are required to be PDF files.
- Documents are NOT to exceed 2 Mb in size.
- The Proof of Claim being withdrawn should NOT be attached to represent the withdrawal of claim document.

Select the Notice of Withdrawal of Claim (required)

*Penalty for making a false statement: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.*

4841  Enter Verification Code

\*\* Verify debtor name(s) prior to submitting withdrawal.

Receive a confirmation screen.

Successful verification ...

Processing

**The following Withdrawal of Claim has been filed**

**Case Name:** Frosty J. Snowman and Fancy M. Snowman  
**Case Number:** 13-40273  
**Docket Text:** Withdrawal of Claim Nos. 21 (XYZ Credit Company).

**Notice of this filing will be electronically mailed to all attorney and trustee parties associated in this case.**

[File additional Withdrawals](#)

Appendix – ePOC data entry screen

The following is a SAMPLE of the data entry screen for submitting a Proof of Claim in the Electronic Proof of Claim (ePOC) program. Be aware that some fields are required to be filed with data, while other fields are optional. Hyperlinks to the instructions are provided for additional explanation of what information is to be provided in a specific field.

Debtor **	Frosty Snowman
Joint Debtor	Fancy Snowman
Case Number	13-40273
Name of Creditor	XYZ Credit Company
Address where notices should be sent	123 Credit Lane St. Louis, MO 63101
Telephone Number:	111-111-1111
Email:	

Payment Address differs from Notice Address

Check this box to indicate that this claim amends a previously filed claim.

Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars.

**Court Claim Number:**

Filed on:

1. **Amount of Claim as of Date Case Filed:**

If all or part of your claim is secured, complete item 4 below; however, if all of your claim is unsecured, do not complete item 4.

If all or part of your claim is entitled to priority, complete item 5.

Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.

2. **Basis for Claim:**  [\(See instruction #2\)](#)

3. **Last four digits of any number by which creditor identifies debtor:**

3a. Debtor may have scheduled account as:  [\(See instruction #3a\)](#)

3b. Uniform Claim Identifier (optional):  [\(See instruction #3b\)](#)

**4. Secured Claim** (*See instruction #4*)

Check the appropriate box if your claim is secured by a lien on property or a right of setoff and provide the requested information.

Nature of property or right of setoff:  Real Estate  Motor Vehicle  Other

Describe:

Value of Property: \$

Annual Interest Rate:  %  Fixed or  Variable

Amount of arrearage and other charges as of time case filed included in secured claim, if any: \$

Basis for perfection:

**Amount of Secured Claim:** \$

**5. Amount of Claim Entitled to Priority under 11 U.S.C. §507(a):** \$

If any portion of your claim falls in one of the following categories, check the box and state the amount. Specify the priority of the claim:

- Domestic support obligations under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B).
- Wages, salaries, or commissions (up to \$11,725),\* earned within 180 days before the case was filed or the debtor's business ceased, whichever is earlier - 11 U.S.C. § 507(a)(4).
- Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(5).
- Up to \$2,600\* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(7).
- Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8).
- Other - Specify applicable paragraph of 11 U.S.C. § 507(a)(  ).

\* Amounts are subject to adjustment on 4/1/2013 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.

**6. Credits:** The amount of all payments on this claim has been credited for the purpose of making this proof of claim. (*See instruction #6*)

**7. Documents:** Attached are **redacted** copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, security agreements, or, in the case of a claim based on an open-end or revolving consumer credit agreement, a statement providing the information required by FRBP 3001(c)(3)(A). If the claim is secured, box 4 has been completed, and **redacted** copies of documents providing evidence of perfection of a security interest are attached. If the claim is secured by the debtor's principal residence, the Mortgage Proof of Claim Attachment is being filed with this claim. (*See instruction #7, and the definition of "redacted".*)

If the documents are not available, please

explain:

**Attachments:**

Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.  
Attachments to the Proof of Claim are required to be PDF files.  
Attachments to the Proof of Claim are NOT to exceed 3.75 Mb in size.  
Multiple attachments to the Proof of Claim are permitted.

Do you wish to attach supporting documentation?  Yes  No

**8. Signature** ([See instruction #8](#))

Check the appropriate box.

- I am the creditor.       I am the creditor's authorized agent.       I am the trustee, or the debtor, or their authorized agent. (See Bankruptcy Rule 3004.)       I am a guarantor, surety, indorser, or other codebtor. (See Bankruptcy Rule 3005.)

I declare under penalty of perjury that the information provided in this claim is true and correct to the best of my knowledge, information, and reasonable belief.

Signature\*  \*Print name (required)  
Title   
Company

Address and telephone number (if different from notice address above):

9826  Enter Verification Code (code is all numbers)

\*\* Verify debtor name(s) prior to submitting claim to be filed.

**Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both.**  
18 U.S.C. §§ 152 and 3571.