Proof of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, the creditor should first be added and then the claim to the creditor record can be filed.

In the following exercise, the creditor is already on the case. If the creditor were not already on the case, the filer would "Add Creditor" when prompted at the screen in Step 4.

Internet users will access CM/ECF filing, queries and reports using PACER.

This module will assume that the internet user has accessed CM/ECF using their PACER username and password.

STEP 1 Click the <u>Bankruptcy</u> hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The BANKRUPTCY EVENTS screen displays. (See Figure 2.)

CM/ECF	Bankruptcy		Adversary		Query		Reports	Utilities	Logout	- 7
ankruptcy Events										
Open a Voluntary BK Case										
Open an Involuntary BK Cas	se									
File a Plan										
Other Miscellaneous Events										
Motions/Applications										
Notices										
Answer/Response										
Attorney Batch Filings (Multi	ple Cases and Docu	ments)								
Claim Actions										
File Claims										
Creditor Maintenance										
Appeal										
Judge/Trustee Assignment										
Wage Order Data Entry										
Case Upload (Not For Instal	llment, In Forma Pau	peris, C	h. 11 Small Busin	ess & (Ch. 15 Ca	ses)				
Claims Upload										

Figure 2

Click on the <u>File Claims</u> hyperlink.

STEP 3 The CREDITOR SEARCH screen will display. (See Figure 3.)

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	Latest Headlines 📄 http							
ECF	Ba <u>n</u> kruptcy -	<u>A</u> dversary -	Query	<u>R</u> eports +	Utilities +	Search	Logout	
earch for Cr	editor							
Case Number [
ame of creditor								
vpe of creditor	Creditor Administrative 20 Largest Unsecured 0 Common creditor Limited Notice	Creditors						



- Click in the Case Number box and enter the correct case number in YY-NNNN format.
- Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

- 1. Searching is **case sensitive**. (Smith not smith)
- 2. Include punctuation. (O'Brien or Garcia-Barrera)
- 3. Partial names can be entered. (Smi)
- 4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
- 5. Try alternate search clues if your first search is not successful.
- 6. Wild cards are not required but may be used.
- **NOTE:** The creditor type selection list includes a blank value so that creditors of all types can be retrieved. Multiple creditor types can be selected; the type of creditor is displayed on the search results list.
- Click [Continue] 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. (See Figure 4a.)

Select a Creditor for Claim
The creditor's name and address must match the name and noticing address provided on the Proof of Claim form.
If there are no creditors or the creditor's name or noticing address as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's name and noticing address as provided on the Proof of Claim form.
Case 22-40002: Edward Norton
(select a creditor)
Add Creditor
Edit Creditor
Add Common Creditor
Net Clar

Figure 4a

- The creditor's name and address must match the name and noticing address provided on the Proof of Claim form. If there are no creditors or the creditor's name or noticing address as listed on the Proof of Claim form does not appear on the drop-down list, select "Add Creditor" and enter the creditor's name and noticing address as provided on the Proof of Claim form.
- If creditors are returned from a search and you expand the pulldown list, holding the cursor over a creditor's name will list the number of the claims that have been filed for that creditor. If a claim is no longer owned by that creditor, its number appears in parentheses. Note: users of Internet Explorer Version 6 will not see this display.
- If creditors are returned from a search, you may see a popup window when you select a creditor; it lists the number of the claims that have been filed for that creditor. (See Figure 4b.) If a claim is no longer owned by that creditor, its number appears in parentheses.

😻 https://ecf-train.moeb.uscourts.gov - CM/ECF Tra	ining Database - Moz 💶 🗙
Claims filed on behalf of cre	editor
Robindale Park	
8888 Robindale Driv	e
St. Louis, MO 12121	2
1	
Is this the correct credito	r?
Yes No	
Done	ecf-train.moeb.uscourts.gov 🚘 🏼

Figure 4b

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors (See Figure 4c.)

87 19 - Chevron - Acct, 1306231778 P.U. Box 5010 Concord, CA 94524-0010	
8720 - Christopher L. Taylor - 5100 Wheelis Drive, Ste. 111 Memphis, TN 38117	
8721 - Dillards - Acct. 227531373 P.O. Box 269159 Baton Rouge, LA 70826-9159	
8722 - Dr. Arthur Hemandez, M. D Acct. 23032365 P.O. Box 781347 San Antonio, TX 78278	
8724 - Exxon - Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980	
8709 - Federal Housing Administration - 800 Dolorosa St./Legal Dept. Washington Square Building San Antonio, TX 78207	54
8710 - First Nationwide Mortgage Corp - ATTN Bankruptcy Dept. 0023 P.O. Box 9481 Gaithersburg, MD 20898-9481	v
8725 - Foleys - Acct. 134965851 P.O. Box 52026 Phoenix, AZ 85072	
8705 - Heard, Goggan, Blair and William - Acct. 087760070233 310 S. St. Marys San Antonio, TX 78205	
8726 - Home Depot - Acct. 5172750089236 P.O. Box 105980 Dept 51 Atlanta, GA 30353-5980	
8754 - Homecomings Network - Acct. 463976814 9275 Skypark Court San Diego, CA 92123	
8727 - IRS/Special Procedures Branch - Stop 5026 Aus 300 E. 8th St. Austin, TX 78701	
8706 - Internal Revenue Service - 300 East 8th St. Stop Aus Austin, TX 78701	-
Add Creditor	

Next	Clear	
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Figure 4c

 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 various search criteria, click on the <u>Add Creditor</u> hyperlink in Figure 4a above, and add the creditor's name and address.

- An Add Common Creditor link has been added to allow common creditors to be added to a case from a drop-down menu. Although only internal Court users will add common creditors to the dropdown menu, external users will be able to select one or more of the common creditors to add as creditor(s) on a case. The Edit Creditors link that appears is only accessible to internal Court users. (See Figure 4a.)
- Click [Continue].

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

CM/ECF	Bankruptoy	•	Adversary	• Que	ry <u>R</u> eport	s •	Utilities	•	Seargh	Logout
					Cod	en UE Mi ptcy Unit e 210 ox 6645	issouri t			
Case Number: 15-40072					Amends Claim #:					Filed By: Creditor -
Last Da	Last Date To I ite To File(Govt		2016		Date Filed:	12/10/20	015			
					Cla	imed				
Amount C Bater the Tota Claim as of Dat (Incl. secured, pr unsecured &	l Amount of te Case Filed tority, general		Secured If all or part of your claim is secured, enter the secured amount (Box 9 on claim)		Priority If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)					
Description:										
Remarks:										
Amend options:	🖯 Clear All Am	ounts								

Figure 5

- Enter the data in the appropriate fields for the claim. All fields must be completed to ensure claim processes. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- Enter the **Amount** in the appropriate category. Total amount of claim shuold be entered in the "Amount Claimed" field.
- The Filed By field offers the options of attorney, creditor, debtor, or trustee.
- The Description and Remarks fields will appear on the Claims Register. Both fields are 255 characters long.
- An aggregate total of all claims is included at the end of the Claims Register.
- 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. (See Figure 6a.)

CM/ECF Test Database - Windows Internet Explorer					_ 8 ×
🕞 🕤 🔻 🅂 https://ecf-test.moeb.circ8.dcn/cgi-bin/FilingClaims.pl?9	37994451577732·L_1_2·1	_	🗟 😽 🗙 🔽 Bing		₽ -
<u>E</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>I</u> ools <u>H</u> elp	😪 Convert 👻 🔂 Select				
🔆 Favorites 🛛 🚑 🏉 Suggested Sites 👻 🙋 Free Hotmail 🖉 Web S	lice Gallery 🕶				
CM/ECF Test Database			🔓 • 🔊 - 🖻	1 📥 + Page + Safety + Too	ols - 🕐 - »
CM/ECF Bankruptcy - Adversary -	Query	Reports +	<u>U</u> tilities -	Search Logout	?
Case 11-40032					
Filename					
Browse					
Attachments to Document: No O Yes 					
Next Clear					

Figure 6a

- Click [Browse], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 6b.)

File Upload					<u>? ×</u>
Look in:	🔁 PDF Files		💌 🕂 🗈 🕂	•	
History Desktop My Documents My Computer	OB08dict.txt Olargest.pdf Affidavit.pdf Affidavit.pdf Amended Schee ANSWER.pdf Application - Fil Application for Application to E Application.pdf apptsucc.PDF appttr.PDF File name:	ing Fees.pdf Compensation.pdf imploy.pdf	Select Open Print Scan for Viruses Make Available Offline	- + +	Exhibit A Exhibit.pc HearingNt Inventory Involunta Jointmotio List of All Mation Mu Motion to Open
My Network P	Files of type:	All Files (*.*)	Send To	•	Cancel

Figure 6b

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)



Figure 6c

 The PDF Document screen will reappear displaying the complete path of the associated PDF document that was selected. (See Figure 6d.)

CM/ECF Test Database - Windows Internet Explorer						_ 8 ×
COO V Inters://ecf-test.moeb.circ8.dcn/cgi-bin/FilingClaims.pl	7937994451577732·L_1_2·1	_	🗟 😽 🗙 📴	ing		₽ -
<u>Eile E</u> dit <u>V</u> iew F <u>a</u> vorites <u>I</u> ools <u>H</u> elp	🔹 🍖 Convert 🕞 🔂 Select					
🖕 Favorites 🛛 🚔 🏉 Suggested Sites 🔹 🖉 Free Hotmail 🖉 Web	Slice Gallery 🕶					
d¶ CM/ECF Test Database			🏠 • 🔊	- 🖃 🖶 - <u>P</u> age	 Safety + Tools + 	•• **
CM/ECF	<mark>→ Q</mark> uery	Reports 🝷	<u>U</u> tilities -	<u>S</u> earch	Logout	?
Case 11-40032						
Filename						
F:\TRAIN\Proof of Claim.pdf Browse						
Attachments to Document: • No O Yes						
Next Clear						

Figure 6d

- PDF attachments to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the Yes radio button to the right of the Attachments to Document prompt to attach the PDF document.
- **NOTE:** Please note that the PDF file of this claim is not an **attachment.** An **attachment** is other 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. (See Figure 7.) This 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 via PACER.
- Clicking on the document number hyperlink displays the PDF image, <u>via PACER</u>, of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
- Clicking on the Claims Register hyperlink displays the Claims Register, <u>via PACER</u>. There is a separate CM/ECF Claims Register lesson.
- To print a copy of this notice, click the browser [**Print**] icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- To continue claims processing, click again on **Bankruptcy**, <u>File</u> <u>Claims</u>. 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.

OBJECTION TO CLAIM / WITHDRAWAL OF CLAIM

- To file an Objection to Claim, click **Bankruptcy** on the Main Menu Bar and then <u>Claim Actions</u> hyperlink. Enter the case number, then click <u>Objection to Claim</u>.
- Withdrawal of Claim is also found under **Bankruptcy** on the Main Menu Bar and then <u>Claim Actions</u> hyperlink.