

Claims Register

The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

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 on Reports on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **REPORTS** screen will then be displayed. (See Figure 2.)



Figure 2

- ◆ Select the Claims Register hyperlink.

STEP 3 The **Claims Register** information screen displays next.
(See Figure 3.)

Figure 3

- ◆ Claim Register information can be requested by and limited by:

- Case Number (a required field)
- Creditor Type
- Creditor Number
- Creditor Name
- Claim Number or Number Range
- Filed or Entered Date or Date Range

- ◆ Multiple creditor types may be selected. The type of creditor is displayed on the search results list.
- ◆ To view all claims activity for a case, enter only the case number.
- ◆ Claims can be sorted by

- Claim Number
- Creditor Name
- Filed Date

You can specify both a primary and secondary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort.

- ◆ After entering or selecting the desired criteria, click **[Run Report]** to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 4 The **Claims Register** screen is displayed. (See Figure 4.)

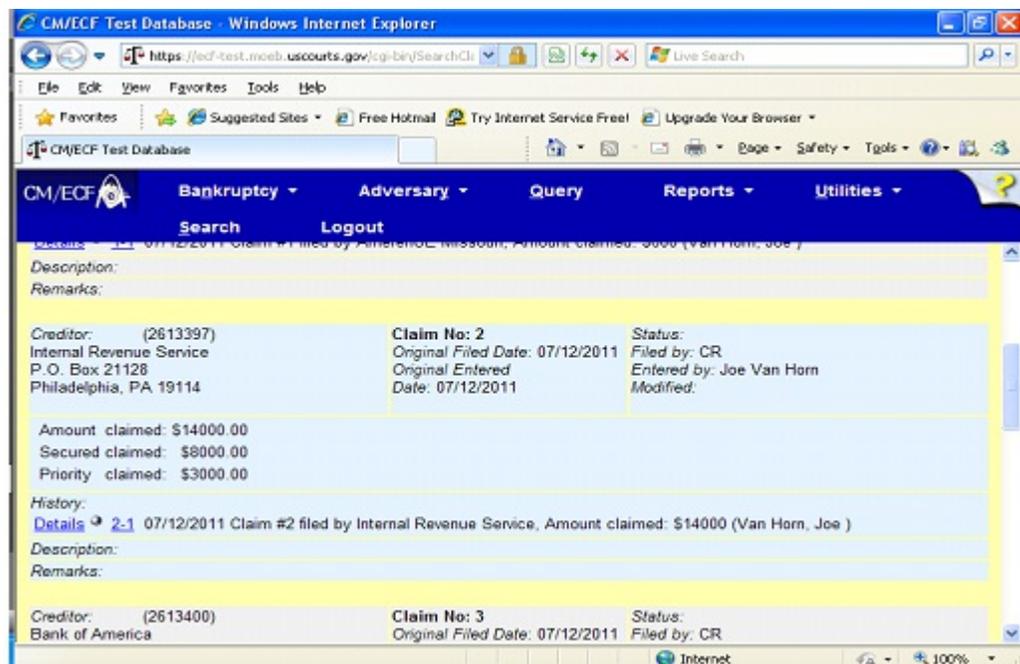


Figure 4

- ◆ Figure 4 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- ◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
- ◆ Additional information about each claim is displayed on the report.
 - Last Date to File Claims - Claims bar date set at the §341 Meeting setting or trustee's asset notice.
 - Last Date to File (Govt) - Governmental claims bar date set when the petition was filed for asset cases.

- Filing Status - Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
 - Docket Status - Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
 - Late - Yes or No flag signifying when received according to the claims bar date.
- ◆ In the History section for each claim, there is now a “Details” link for each item which provides additional information.
 - ◆ If a claim has been transferred, or the claimant has been changed via editing, a “Claimant History” link is now displayed in the Creditor section.
 - ◆ This report reflects the current claim situation in the system. Internet PACER users have access to each case’s Claims Register.
 - ◆ Unless you are logged in with a CM/ECF account, you will not see the silver ball icon for the Notice of Electronic Claims Filing.
 - ◆ At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims and a **PACER Transaction Receipt**, which indicates all billable charges. (See Figure 4a.)

CM/ECF Test Database - Windows Internet Explorer

https://ecf-test.uscourts.gov/cgi-bin/SearchCl...

CM/ECF Test Database

CM/ECF Bankruptcy Adversary Query Reports Utilities

Search Logout

Claims Register Summary

Case Name: Ralph T. McKinney and Janet McKinney
Case Number: 11-40048
Chapter: 13
Date Filed: 07/11/2011
Total Number Of Claims: 4

Total Amount Claimed*	\$164600.00
Total Amount Allowed*	

*Includes general unsecured claims

	Claimed	Allowed
Secured	\$112500.00	
Priority	\$3000.00	
Administrative		

Figure 4a