## **Claims Register**

The **Claims Register** report can be generated from the <u>Reports</u> 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 <u>Reports</u> on the CM/ECF Main Menu. (See Figure 1.)



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



## Figure 2

Select the <u>Claims Register</u> hyperlink.

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

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Case number 407-bk-40031 Creditor type Creditor Administrative To Creditor number Creditor name Claim number to Claim number to 12/31/2008 # © Filed 8/15/2008 to 12/31/2008 #	
Run Report Clear	

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.)

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Remarks:			
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P.O. Box 21128	Original Filed Date: 07/12/2011 Original Entered	Entered by: CR Entered by: Joe Van Horn	
Philadelphia, PA 19114	Date: 07/12/2011	Modified:	
Amount claimed: \$14000.00			
Secured claimed: \$8000.00			
Priority claimed: \$3000.00			
History:			
Details @ 2-1 07/12/2011 Claim #2 filed	I by Internal Revenue Service, Amount cli	aimed: \$14000 (Van Horn, Joe	)
Description:			
Remarks:			
Creditor: (2613400)	Claim No: 3	Status:	
Bank of America	Original Filed Date: 07/12/2011	Filed by: CR	
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- 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.)

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