

Transfer of Claim

Users may transfer a claim from one creditor to another.

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

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

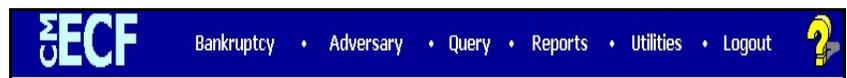


Figure 1

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



Figure 2

◆ Select the Creditor Filings hyperlink.

STEP 3 Click in the **Case Number** box and enter the correct case number in YY-NNNNN format. (See Figure 3.)



Figure 3

STEP 4 The **Available Events** screen appears (See Figure 4.)

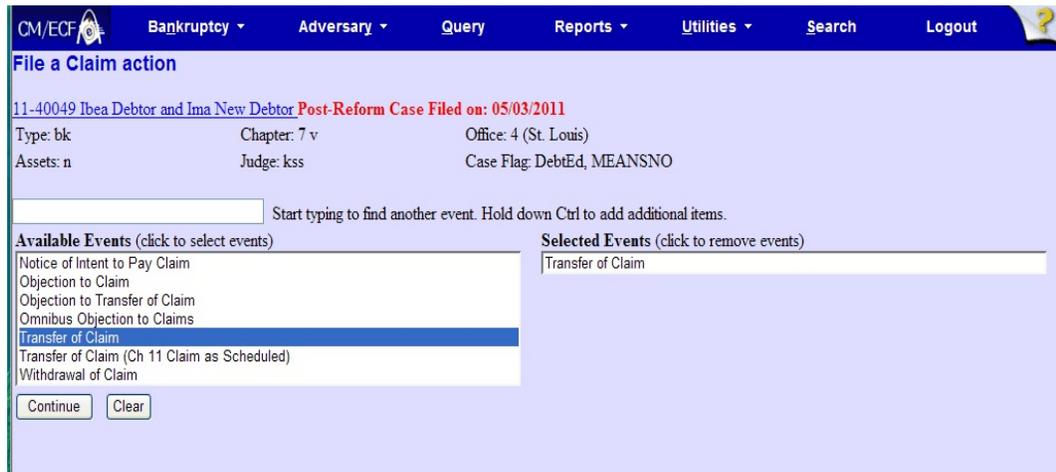


Figure 4

- ◆ Choose Transfer of Claim and click Continue.

STEP 5 The **File a Claim action** screen displays next. Choose **Add/CreateNew Party** (See Figure 5.)

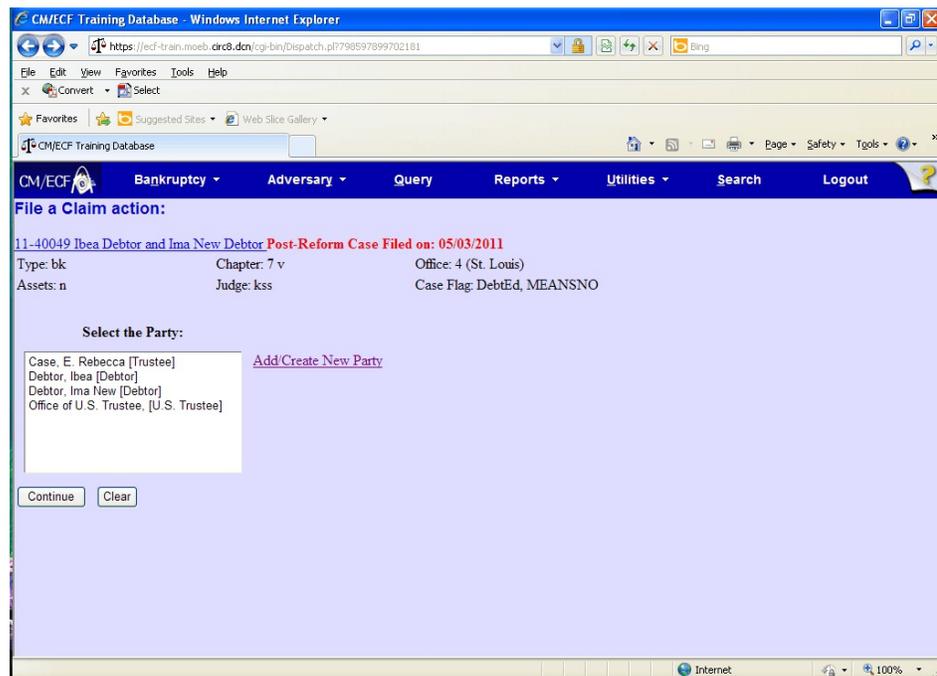


Figure 5

STEP 6 Enter Last/Business Name of Creditor (See Figure 6).

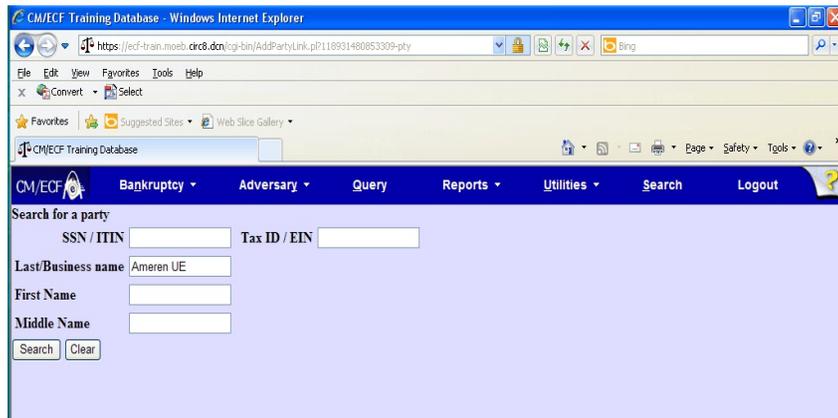


Figure 6

- ◆ Click Search.

STEP 7 Click on creditor name in list. (See Figure 7)

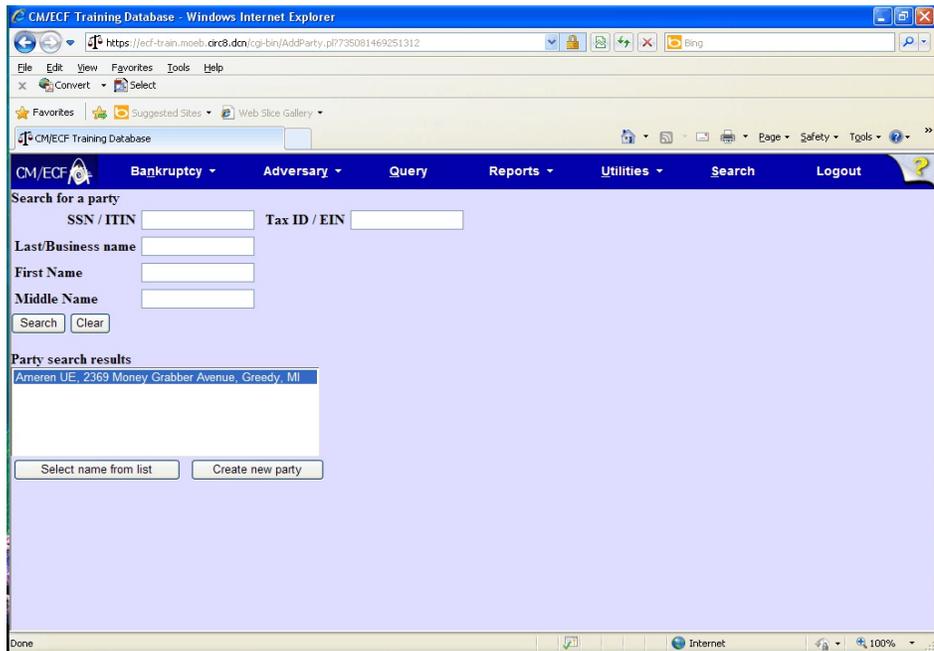


Figure 7

STEP 8 Choose Creditor as Role type (See Figure 8)

Figure 8

- ◆ Click Submit.

STEP 9 Select the Party (See Figure 9)

Figure 9

- ◆ Click Continue.

The Party Association screen appears with the following message:

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

- ◆ Click Continue.

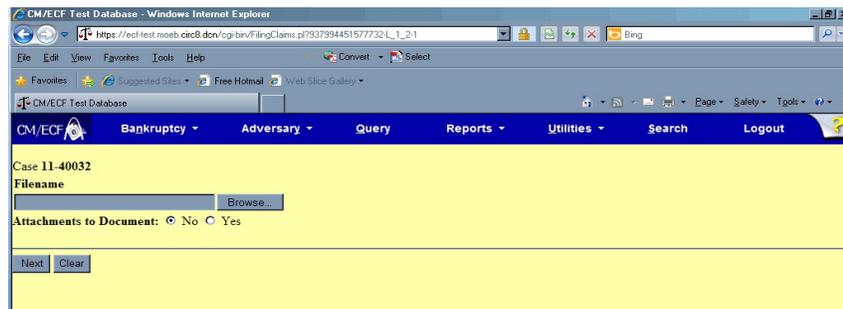
STEP 10 The PDF Document screen displays. (See Figure 10.)

Figure 10

- ◆ 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 10b.)

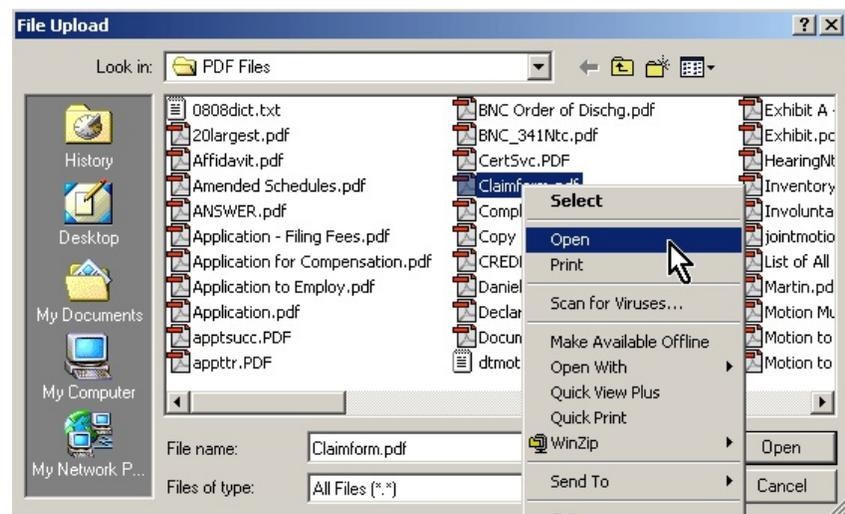


Figure 10b

- 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 10c.)

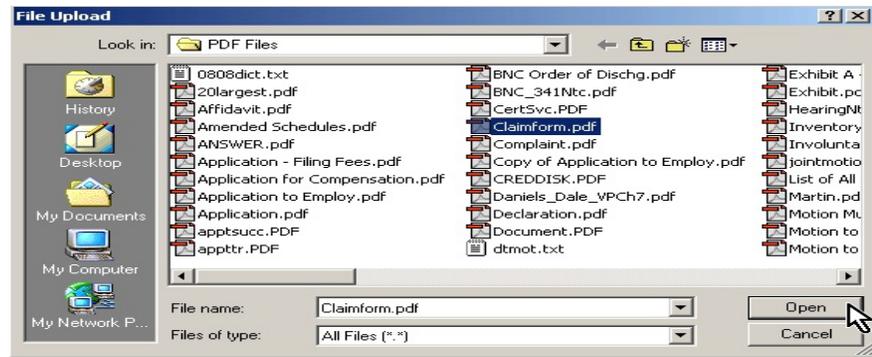


Figure 10c

- The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. **Click Continue.**
- The **Filing Fee** screen will appear with the message:

IMPORTANT: There is a filing fee associated with the filing of this document. This filing fee must be paid on the date the Transfer of Claim is filed with the Court.
This filing fee can be paid online using the CM/ECF credit card module. If the Transfer of Claim filing fee is not paid, the Court may take appropriate actions to collect the fee.
- **Click Continue.**

STEP 11 The File a Claim action screen appears (See Figure 11).

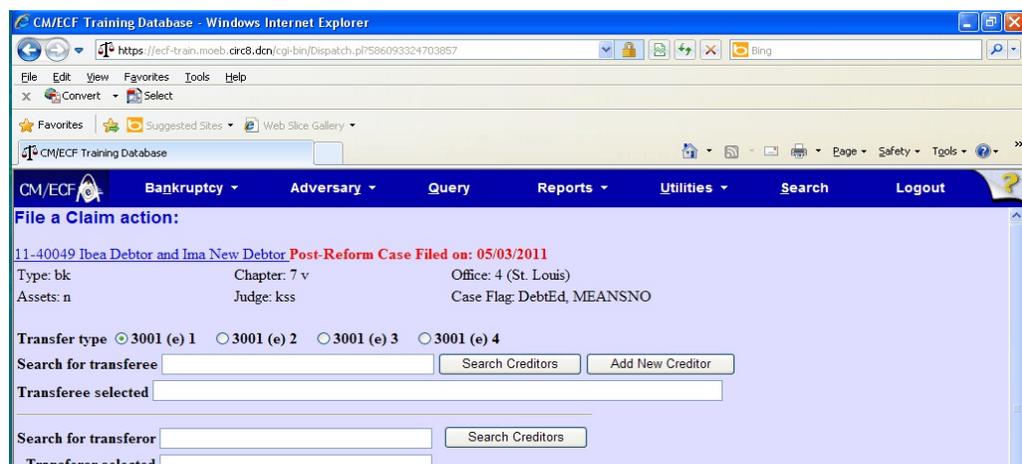


Figure 11

- ◆ Choose Transfer type.
- ◆ Search for Transferee. You may search for a current creditor or add a new creditor. If adding a new creditor, you must enter in this format (See Figure 12).

CM/ECF Training Database - Windows Internet Explorer

https://ecf-train.moeb.circ8.dcn/cgi-bin/PickCreditor.pl?caseId=new&clue=&field=new

Convert Select

Favorites Suggested Sites Web Slice Gallery

Home RSS Print Page Safety Tools

Add new creditor name and address
Name may be 50 characters. Address may be 5 lines, 40 characters each.

ABC Servicing Company
123 Main Street
St. Louis, MO 63102

Submit Close

Figure 12

- ◆ Search for Tranferor - Click Search Creditors.
- ◆ Select creditor (**See Figure 13**).

CM/ECF Training Database - Windows Internet Explorer

https://ecf-train.moeb.circ8.dcn/cgi-bin/PickCreditor.pl?caseId=3197&clue=&field=From1

Convert Select

Favorites Suggested Sites Web Slice Gallery

Home RSS Print Page Safety Tools

No search clues entered.

Select creditor

AmerenUE,P.O. Box 668811 - MC 310, Bankruptcy Desk, St. Louis MO 63166
Internal Revenue Service,P.O. Box 21126, Philadelphia PA 19114
Laclede Gas Company,Attn: Bankruptcy, 720 Olive Street, Room 1215, St. Louis MO 63101
Metropolitan Sewer District,Attn: Bankruptcy, 2350 Market Street, St. Louis MO 63103
Missouri Department of Revenue,Bankruptcy Unit, P.O. Box 475, 301 W. High Street, Jefferson City MO
Southwestern Bell Telephone Company,Bankruptcy Department, P.O. Box 769, Arlington TX 76004

Select Close

Figure 13

- ◆ Enter Claim number
- ◆ Click Continue

The Fee Screen appears.

- ◆ Verify the fee amount is correct.
- ◆ Click Continue

STEP 14 The **FINAL TEXT** screen displays.
(See Figure 14.)

- ◆ Verify the final docket text.

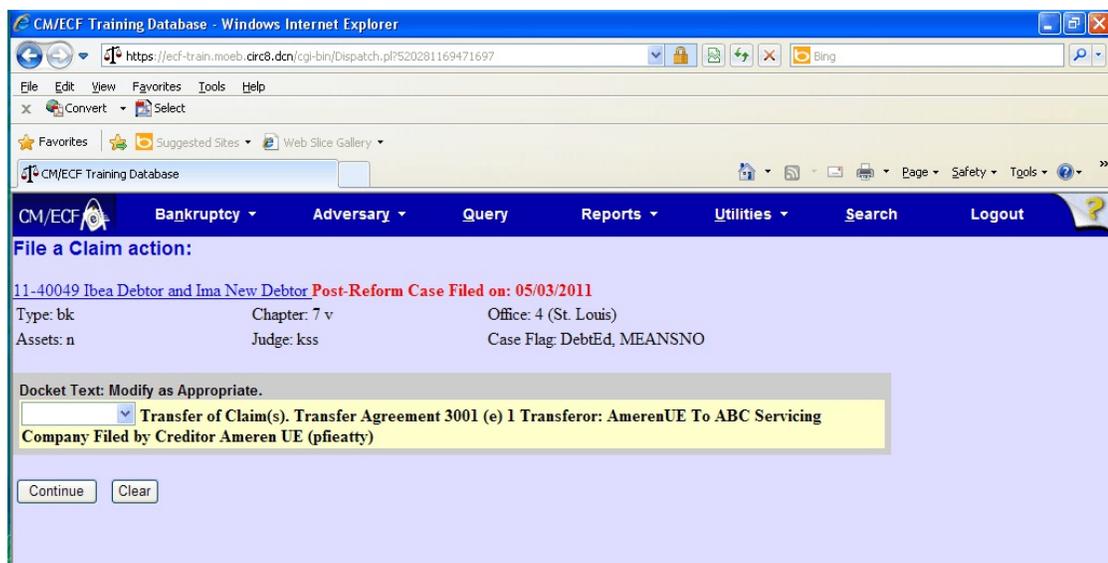


Figure 14

- ◆ **CAUTION!!** This is your last opportunity to change this event. Clicking **[Continue]** will submit this amended schedule to the database.
- ◆ If the final docket text is incorrect, click on your browser's **[Back]** button to find the screen to be modified.
- ◆ To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.
- ◆ If correct, click **[Continue]**.