

ePOC – Electronic Proof of Claims Frequently Asked Questions



This document summarizes some of the frequently asked questions about filing Electronic Proof of Claims (ePOC) in the Bankruptcy Court for the Eastern District of Missouri. If you have questions after reviewing this document, please contact the Court's Help Desk at 1-866-803-9517.

◆ **Do I need to become an ECF registered user to file an electronic Proof of Claim?**

No. A claimant or claimant's agent may utilize the electronic filing feature available on the Court's website without becoming a registered ECF user; no login or password is required.

◆ **Can I file an electronic Proof of Claim in any chapter case?**

Yes. The Bankruptcy Court for the Eastern District of Missouri is accepting electronic claims in all cases.

◆ **Do I need to attach the B410 claim form as an attachment?**

No. The information you provide during the data entry portion will create the B410 form. Any attachments should consist of supporting documentation to the Proof of Claim.

◆ **Is a signature required on the Proof of Claim?**

Yes. Type the name and title, if any, of the person authorized to file the claim on behalf of the Creditor. A copy of the power of attorney, if any, should be attached to the claim.

◆ **Can I include a separate mailing address for payments?**

Yes. Check the box indicating that the Payment Address is different from the Notice Address. An additional address field will appear for this alternate address for payments.

◆ **Can I get a stamp-filed acknowledgment of the Proof of Claim?**

Yes. The Court's claim number will display with a link to the electronically file-stamped Proof of Claim upon submitting the Proof of Claim. The claim will be file stamped as of the entry date. It is recommended that the claim be printed or saved at this time.

◆ **I am a Creditor's attorney and will be filing a claim on behalf of my client. How do I record the Creditor address and my address as attorney?**

When filing the claim, there is a drop-down box on the first screen which allows you, the filer, to select who is submitting the claim. The options are: Creditor; Creditor's Attorney; Debtor; Debtor's Attorney; or Trustee. If the attorney is the filer, you will be able to add the attorney name and address and select the Creditor's name from the listing of creditors in the case or

if the Creditor is not listed or listed incorrectly, you are able to add the correct Creditor. Both names and addresses will be added to the mailing matrix and displayed on the Proof of Claim and Claims Register.

◆ **Is a Creditor's telephone number required when filing a Proof of Claim?**

Yes. The Bankruptcy Court for the Eastern District of Missouri requires the Creditor or the filing attorney to provide the telephone number of the authorized contact person.

◆ **When will the claim appear on the claims register?**

The claim will immediately appear on the Claims Register upon the filing of the Proof of Claim.

◆ **Will the Trustee be served with the Proof of Claim?**

Yes. The Trustee will receive notification of the claim filed. You do not need to file a separate paper claim with the Trustee's office.

◆ **At the time of filing my claim, I do not know the amount that is due. How do I enter 'Unknown' in the amount for the claim?**

In the amount box, enter: 0.00. Attach documentation to the claim explaining the reason that the 0.00 was entered. Once you know the amount of the claim, file an amended claim.

◆ **I need to amend a claim. How do I do this?**

When completing the fillable claim form, check the box (above Item 1. on the form) to indicate that the claim amends a previously filed claim. You can then enter the Court claim number and/or date of the previous claim.

◆ **When would I want to file a Withdrawal of Claim?**

A withdrawal of claim is typically filed when the claim was filed in the wrong case or you no longer want the claim on file.

◆ **Is it necessary for me to print out the Proof of Claim, give it a wet signature, and retain it for 2 years to comply with the Court's rules regarding retention of originally signed documents?**

No. This is not necessary.