

Proofs 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, they should first be added (by the court staff) and then the claim added to the new creditor record.

In the following exercise, the creditor is already on the case. Other lessons show how to add creditors to the creditor database by uploading the matrix or adding each record separately.

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



Figure 1

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

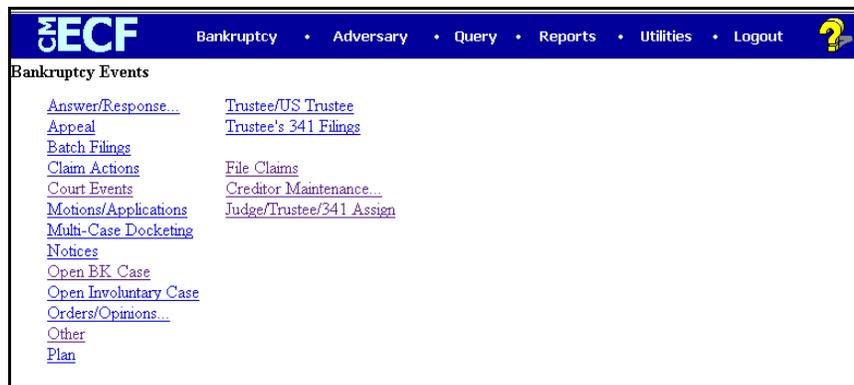


Figure 2

- ◆ Click on the File Claims hyperlink.

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

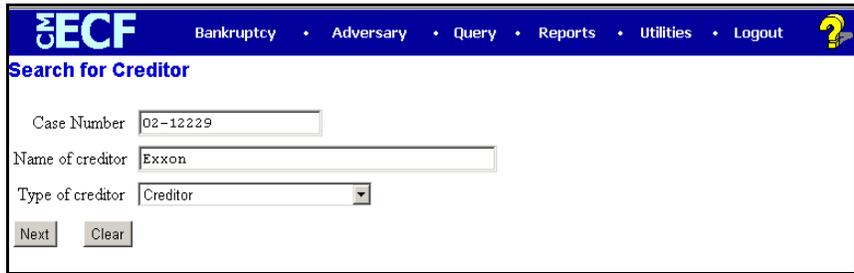


Figure 3

- ◆ Click in the **Case Number** box and enter the correct case number in **yy-nnnnn** 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. (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.

CAUTION: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type** of **Notice of Appearance** will not be found unless the **Creditor Type** field is changed to **Notice of Appearance**.

- ◆ Click [**Next**] 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.**)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Select a Creditor for Claim

Case 02-12229: Lindsay Ann Wilson

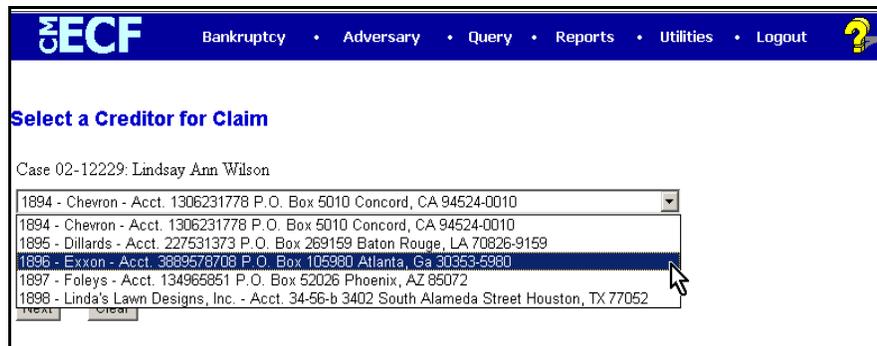
1896 - Exxon - Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980

[Add Creditor](#)

Next Clear

Figure 4a

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 4b.**)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Select a Creditor for Claim

Case 02-12229: Lindsay Ann Wilson

1894 - Chevron - Acct. 1306231778 P.O. Box 5010 Concord, CA 94524-0010
1894 - Chevron - Acct. 1306231778 P.O. Box 5010 Concord, CA 94524-0010
1895 - Dillards - Acct. 227531373 P.O. Box 269159 Baton Rouge, LA 70826-9159
1896 - Exxon - Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980
1897 - Foleys - Acct. 134965851 P.O. Box 52026 Phoenix, AZ 85072
1898 - Linda's Lawn Designs, Inc. - Acct. 34-56-b 3402 South Alameda Street Houston, TX 77052

Next Clear

Figure 4b

- ◆ 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 different search criteria, the [Add Creditor](#) hyperlink allows you to add a creditor to the case (refer to the Creditor Maintenance module for instructions on how to add a creditor).

- ◆ Click **[Next]** to continue adding a Proof of Claim.

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

ECF				
Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?				
Proof Of Claim Information For				
1896 - Exxon Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980				
Case Number: 02-12229	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Debtor ▾
Last Date To File:	Last Date To File(Govt):	Date Filed: 06/07/2002	Late: No ▾	Status: <input type="text"/>
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown 750.25	Total (Display Only) 750.25
Amount Allowed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Description:	gasoline purchases			
Remarks:	<input type="text"/>			
Next Clear				

Figure 5

- ◆ If necessary, change the date filed and enter the data in the appropriate fields for the claim:

CAUTION: Do not enter the "\$" or commas in the dollar amount fields.

Values default to whole dollars.

Decimals are accepted but not required.

- ◆ There is an **Amount Claimed** and **Amount Allowed** section to record. Do not enter **Amount Allowed** at this time. Both of these amounts will appear on the Claims Register.
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- ◆ The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court. Certain events in your court dictionary (such as Withdrawal of Claim) can automatically update this field.
- ◆ The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are **255 characters** long.

- ◆ The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.

NOTE: The **Total Amount Claimed** and **Total Amount Allowed** Fields are **Display Only**. Users may not manually enter an amount in these fields.

- ◆ 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.)



The screenshot shows the ECF Case 02-12229 interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the case number "Case 02-12229" is displayed. The main area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" input field followed by a "Browse..." button. Below this, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

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.)

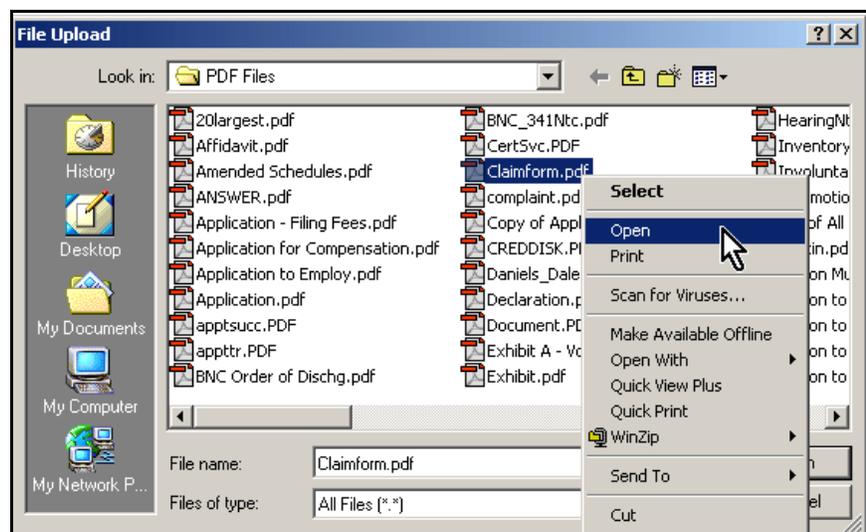


Figure 6b

- 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.)

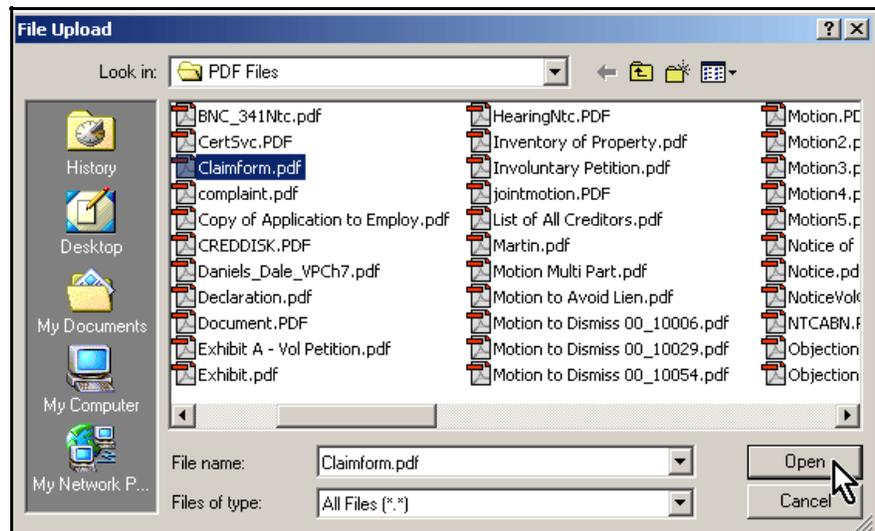


Figure 6c

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



Figure 6d

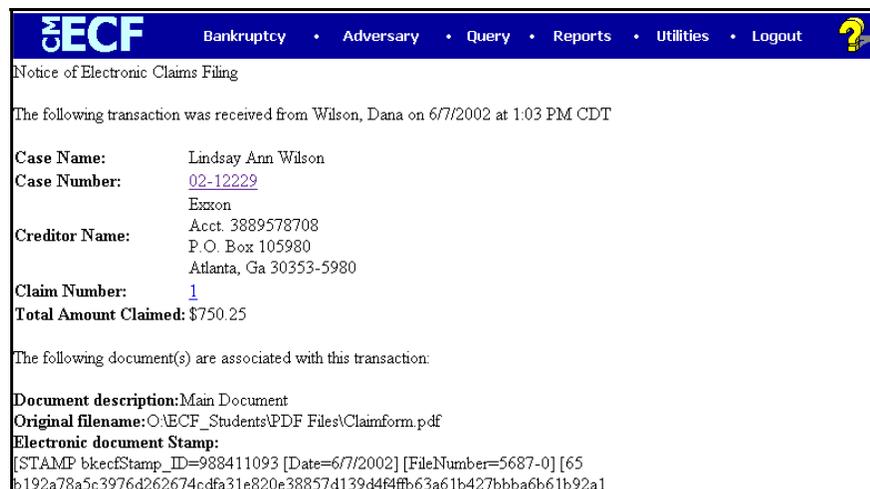
- ◆ **PDF attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

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.



The screenshot shows a web browser window with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "Notice of Electronic Claims Filing" and contains the following text:

The following transaction was received from Wilson, Dana on 6/7/2002 at 1:03 PM CDT

Case Name: Lindsay Ann Wilson
Case Number: [02-12229](#)
Exxon
Acct. 3889578708
Creditor Name: P.O. Box 105980
Atlanta, Ga 30353-5980
Claim Number: [1](#)
Total Amount Claimed: \$750.25

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\ECF_Students\PDF Files\Claimform.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988411093 [Date=6/7/2002] [FileNumber=5687-0] [65
b192a78a5c3976d262674cdfa31e820e38857d139d4f4fb63a61b427bbba6b61b92a1

Figure 7

- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.
- ◆ Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
- ◆ 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**, **File Claims**. 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.

STEP 8 CLAIMS REGISTER

- ◆ To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink. There is a separate CM/ECF Claims Register lesson.