

Proof 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 be added. Refer to instructions on **Adding a Creditor** (See Section 30).

The claim can then be added to the new creditor record.

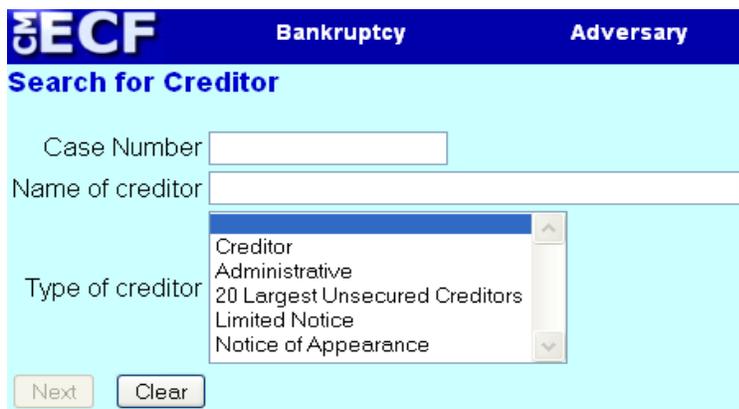
In the following exercise the creditor is already on the case.

Step 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Step 2 The Bankruptcy Events screen appears..

- Click on the **File Claims** hyperlink.

Step 3 The **Search for Creditor** screen appears (See Figure 29-1)



The screenshot shows the 'Search for Creditor' interface. At the top, there is a blue navigation bar with the 'CM/ECF' logo and two tabs: 'Bankruptcy' and 'Adversary'. Below this, the title 'Search for Creditor' is displayed. The main area contains three input fields: 'Case Number', 'Name of creditor', and 'Type of creditor'. The 'Type of creditor' dropdown menu is open, showing a list of options: 'Creditor', 'Administrative', '20 Largest Unsecured Creditors', 'Limited Notice', and 'Notice of Appearance'. At the bottom left, there are two buttons: 'Next' and 'Clear'.

Figure 29-1

- Click in the **Case Number** box and enter the case number in **yy-nnnnn** format.

- Enter the **Name of creditor** filing the claim.

NOTE: Only enter the first word of the creditor's name, i.e. American Express- enter American, John Smith – enter John, etc.

You may customize your creditor search by type *i.e.* 20 Largest Unsecured Creditors, or select a blank line to search all creditor types.

- Click **[Next]**.

Step 4 The **Creditor Selection** screen will then display, click the drop down arrow to select the desired creditor. (**See Figure 29-2**)

ECF Bankruptcy Adversary Query Reports

Select a Creditor for Claim

[09-40102 Joe Dey and Jane Dey](#)

Type: bk	Chapter: 7 v	Office: 4 (Oakland)
Assets: y	Judge: EDJ	Case Flag: DebtEd, MEANSU

Case 09-40102: Joe Dey and Jane Dey

(select a creditor)

[Add Creditor](#)

Next Clear

Figure 29-2

NOTE: If the desired creditor is not there or if the address does not match your claim form **click Add Creditor**.

- Click **[Next]**.
- Enter the complete name and address of the creditor. Select the creditor type.
- Click **[Next]**.
- Click **[Submit]**.

- Click on the link **File a Proof of Claim**.

Step 5 The Creditor Selection screen will reappear. Enter the name of the creditor.

- Click **[Next]**.

Select the desired creditor with the **correct address**.

NOTE: A separate pop-up window will appear asking for confirmation that the creditor selected is correct. (**See Figure 29-3**)

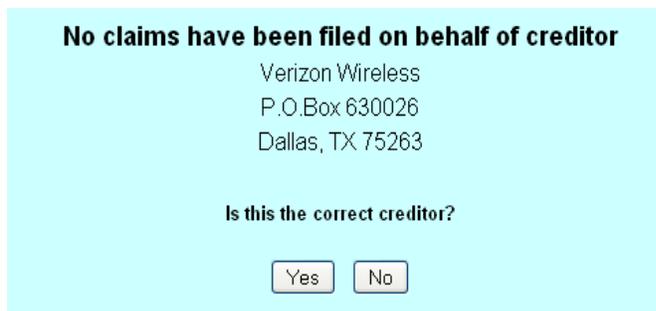


Figure 29-3

- If the creditor selected is correct, click yes. If the creditor selected is not correct, click no.

Step 6 The **Proof of Claim Information** screen displays fields for each claim. (**See Figure 29-4**)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Proof Of Claim Information For
633725 - Verizon Wireless
P.O.Box 630026
Dallas, TX 75263

Case Number: 09-40102	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Creditor <input type="button" value="v"/>
Last Date To File: 01/28/2011	Date Filed: 03/05/2009	
Last Date To File(Govt):		

Amount Claimed

Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
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Description:
Remarks:

Amend options: Clear all Amounts

Figure 29-4

CAUTION: Do not enter the “\$” or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

- Enter the **amount claimed** in the appropriate fields.
- The **Filed By** field offers the options of attorney, creditor, debtor, or trustee. Use the down arrow and select the proper role type.
- The **Description** and **Remarks** fields will appear on the Claims Register.
- The **Total Amount Claimed** field will total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- When you have completed this screen, click **[Next]**.

Step 7 Click **[Browse]**, then navigate to the directory where the appropriate pdf claim form is located and select it with your mouse to attach the claim form. (**See Figure 29-5**)

ECF Bankruptcy Adversary Query

Case 09-40102

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Figure 29-5

NOTE: The PDF file of this claim form may include additional documents as exhibits. These exhibits may be supporting documentation or collateral information. Be use to keep the entire Claim PDF document, with exhibits below the 25 page (or 3MB) limit. If the document is larger than the 25 page or 3MB limit, it will need to be included as attachment. The attachment is available for viewing from the Claims Register Report and is located below the claim number.

Step 8 If a claim and supporting documentation (contracts, invoices or other supporting documents can be linked to this claim) is greater than 25 pages or 3MB then follow the steps below:

Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach supporting pdf documents.

- Click [Browse] then navigate to the drive and directory where the appropriate PDF is located.
- Select the appropriate attachment **type** or enter a description in the **Description Box**.

NOTE: You must enter an attachment type or a description or both.

You cannot leave both of these boxes blank.

- When you click **[Add to List]**, the path and file name are added to the **List** box.
- Click **[Next]**.

Step 9 The Notice of Electronic Claims Filing is then produced and Displayed. This claim is now part of the official court record.

(See Figure 29-6)

U.S. Bankruptcy Court
Northern District of California

Notice of Electronic Claims Filing

The following transaction was received from CANBatyit1 on 3/9/2009 at 12:55 PM PDT

Case Name: Joe Dey and Jane Dey
Case Number: [09-40102](#)
Bank of America
Creditor Name: Attention Bankruptcy Department
1656 California Street
San Francisco, CA 94111
Claim Number: [3](#) [Claims Register](#)
Total Amount Claimed: \$5600.00

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

Document description: Main Document
Original filename: I:\COMMON\DOCS\TRAINING\CM-ECF PDF Forms\Training PDFS\Proof of Claim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1017961465 [Date=3/9/2009] [FileNumber=173348-0]
[8414834bb00ffb986d870d6ba4fa8daf73d010ee31e08082a92860a306dab8ae9e439
5c40a83bc052cd16ddb9be6b797163a6add54827e148238ca23f181717]]

[File another claim](#)

Figure 29-6

- Click the case number hyperlink on the **Notice of Electronic Claims Filing** screen the case docket sheet report will display.

- Click the claim number hyperlink from the **Notice of Electronic Claims Filing** the PDF image of the claim itself will display. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink. Click the Claims Register hyperlink to view the claims register. If you click on the case number link PACER charges will apply. If you click on the claim number you will have the opportunity for your “one free look” at the claim.

- To print a copy of this notice, click the browser **[Print]** icon.

- To save a copy of the this notice, click **[File]** on the browser menu bar and select **Save Frame As**.

- To file another claim click the **File another claim** link.

Step 10 **Claims Register**

To run the Claims Register, click the **Claims Register link** on the Notice of Electronic Claims Filing or click on Query or Reports on the Main Menu Bar and then **Claims Register hyperlink**. PACER charges will apply.

- Enter a File Date range
- Click Run Report