

## Amending a Proof of Claim

Below are instructions on how to amend a proof of claim.

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

**Step 2** The **Bankruptcy Events** screen displays.

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

**Step 3** The **Search for Creditor** screen displays. (See Figure 34-1)



**Figure 34-1**

- 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.

- Click [Next] to search the creditor database for this claimant.

**Step 4** The Creditor Selection screen appears (See Figure 34-2) Click the drop down arrow to select the desired creditor. Click **[Next]**.

**Note:** A separate pop-up window will display asking for confirmation that the creditor selected is correct. In addition, it will lists the numbers of the claims that have been filed for that creditor (if a claim is no longer owned by that creditor, its number appears in parentheses). (See Figure 34-3).

Claims filed on behalf of creditor

Bank of America  
Attention Bankruptcy Department  
1656 California Street  
San Francisco, CA 94111

1, 2, 3

Is this the correct creditor?

**Figure 34-3**

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

**Step 5** The **Proof of Claim Information** screen display fields for each Claim. (See Figure 34-4).

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Proof Of Claim Information For  
633778 - Bank of America  
Attention Bankruptcy Department  
1656 California Street  
San Francisco, CA 94111

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

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

Amend options:  Clear all Amounts

**Figure 34-4**

**Step 6** Enter the claim number in the **Amends Claim# box**. Click the **Find** button to display claims that have been filed in this case in a separate window.

**CAUTION:** If you select a claim to be amended that was filed by the same Creditor, the values from the previous claim are copied in the Proof of Claim screen for editing. If you select a claim to be amended that had been filed by a different creditor, a confirmation/warning screen is displayed.

**Note:** Do NOT use this procedure to transfer a claim from one creditor to another. If you selected Continue, values from the previous claim are copied into the Proof of Claim screen for editing.

- Click the radio button **Clear all Amounts**. The amount claimed fields will now be blank. Enter the amended amount.

**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 34-5**).



**Figure 34-5**

**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 amended claim is now part of the official court record. (See **Figure 34-6**).

U.S. Bankruptcy Court  
Northern District of California

Notice of Electronic Claims Filing

The following transaction was received from CANBatyt1 on 3/9/2009 at 4:32 PM PDT

**Case Name:** Joe Dey and Jane Dey  
**Case Number:** [09-40102](#)  
**Creditor Name:** Bank of America  
 Attention Bankruptcy Department  
 1656 California Street  
 San Francisco, CA 94111  
**Claim Number:** [Amended 1](#) [Claims Register](#)  
**Total Amount Claimed:** \$24000.00

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=173369-0]  
 [44314d9a68c9ac6d4041299ce926e51c3ba9deaf68690a9084a66e5e7fc12c5fe6a6e  
 c607dd6a1566901f1f517e6a45cd0ce646d2724db1854e12b2d3a2ee639]]

[File another claim](#)

**Figure 34-6**

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

- Click the amended 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.