

Transfer of Claim

STEP 1 Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu



STEP 2 The **BANKRUPTCY EVENTS** screen displays.



◆ Click on the [Creditor Filings](#) hyperlink.

STEP 3 The **CASE NUMBER** screen displays.



- ◆ Enter the case number(yy-nnnn) including the hyphen.
- ◆ Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen displays.

The screenshot shows the ECF interface for filing a claim. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Claim action'. The case information is displayed as follows:

08-30007 Lee Bocks and Cindy Bocks		
Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Judge: DM	Assets: y	Case Flag: DebtEd, MEANSNO

Below the case information is a dropdown menu for selecting a document type. The options are:

- Objection to Claim
- Objection to Transfer of Claim
- Transfer of Claim
- Withdrawal of Claim

At the bottom of the form, there are 'Next' and 'Clear' buttons.

- ◆ Scroll down, click to highlight **Transfer of Claim**.
- ◆ Click **[Next]**.

STEP 5 The **PARTY SELECTION** screen displays.

The screenshot shows the ECF interface for filing a claim, specifically the party selection screen. The navigation bar and case information are the same as in Step 4. Below the case information, the text 'Select the Party:' is displayed. A dropdown menu is open, showing the following options:

- Bank of America, [Creditor]
- Bocks, Cindy [Joint Debtor]
- Bocks, Lee [Debtor]
- Holt, Brian [Trustee]
- Office of the U.S. Trustee / SF, [U.S. Trustee]

To the right of the dropdown menu is a link labeled 'Add/Create New Party'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

- ◆ Select the party you represent, if not present Add/Create New Party.
- ◆ Click **[Next]**.
- ◆ Click **[Next]**.

STEP 7 The **SELECT A PDF DOCUMENT** screen appears.

The screenshot shows the ECF 'File a Claim action' screen for case 08-30007 Lee Bocks and Cindy Bocks. The case details are: Type: bk, Chapter: 7 v, Office: 3 (San Francisco), Judge: DM, Assets: y, Case Flag: DebtEd, MEANSNO. Below the details, there is a section for selecting a PDF document. It includes a 'Filename' input field with a 'Browse...' button and a radio button for 'Attachments to Document' set to 'No'. At the bottom, there are 'Next' and 'Clear' buttons.

◆ Associate the pdf file, click **[Next]**.

STEP 8 Enter **Claim Number (s)**:

Click **[Next]**.

STEP 9 Claim No: Status displays

Select **Transfer**.

STEP 10 The **TRANSFER CLAIM** screen appears.

The screenshot shows the ECF 'File a Claim action' screen for case 08-30007 Lee Bocks and Cindy Bocks. The case details are the same as in Step 7. Below the details, there is a section for selecting a transfer type with radio buttons for 3001 (e) 1, 3001 (e) 2, 3001 (e) 3, and 3001 (e) 4. There are three search sections, each with a 'Search for transferee' or 'Search for transferor' input field and a 'Search Creditors' button. The first search section has a 'Transferee selected' field. At the bottom, there are 'Transfer More Claims', 'Next', and 'Clear' buttons.

Click the **radio button** next to the **Transfer type**.

Search for **transferee**, *if not there* Add New Creditor.

Click **Search Creditors** to locate the **Transferor**.

Select name from the list of creditors .

Click **[Next]**.

STEP 11 The **Final Text Editing** screen will appear, enhance the text if necessary and verify the final docket text.

The screenshot shows the ECF interface for filing a claim. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Claim action:'. The main content area displays case information for '08-30007 Lee Bocks and Cindy Bocks', including 'Type: bk', 'Chapter: 7 v', 'Office: 3 (San Francisco)', 'Judge: DM', 'Assets: y', and 'Case Flag: DebtEd, MEANSNO'. A text box for 'Docket Text: Modify as Appropriate.' contains the text: 'Transfer of Claim. (#2). Transferor: Bank of America (Claim No. 2) To eCast Inc.. Filed by Creditor Bank of America. (CANBatyt1,)' with a dropdown arrow on the left. At the bottom, there are 'Next' and 'Clear' buttons.

Click **[Next]**.

Click **[Next]**.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen displays.

The screenshot shows the ECF interface for the 'Notice of Electronic Filing' screen. The navigation bar is the same as in the previous screenshot. The page title is 'File a Claim action:'. The case information is identical to the previous screenshot. Below the case information, the text reads: 'U.S. Bankruptcy Court Northern District of California'. The 'Notice of Electronic Filing' section states: 'The following transaction was received from CANBatyt1, entered on 2/8/2008 at 12:44 PM PST and filed on 2/8/2008'. It lists 'Case Name: Lee Bocks and Cindy Bocks', 'Case Number: 08-30007', and 'Document Number: 16'. The 'Docket Text' section contains the same text as in the previous screenshot: 'Transfer of Claim. (#2). Transferor: Bank of America (Claim No. 2) To eCast Inc.. Filed by Creditor Bank of America. (CANBatyt1,)'.