

Proof of Claim

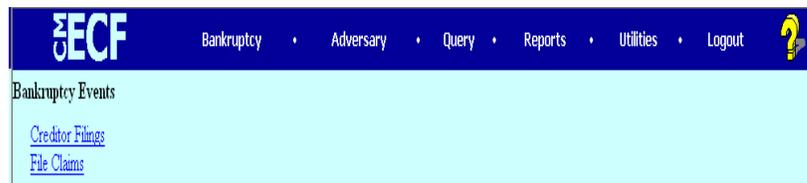
When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

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](#) at the end of this section.

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 displays



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

STEP 3 The **Search for Creditor** screen will display

A screenshot of the 'Search for Creditor' screen in the CM/ECF system. The top navigation bar is the same as in the previous screenshot. The main content area has a light blue background. It features a form with the following fields: 'Case Number' with the value '05-30234', 'Name of creditor' with an empty text box, and 'Type of creditor' with a dropdown menu set to 'Creditor'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

◆ 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.

CAUTION: Initially, always search with 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**. If this search does not reveal the creditor name and address, use the back button, change **Type of Creditor** to **20 Largest** or **Notice of Appearance** and search.

- ◆ Click [**Next**].

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor who matches the search criteria.



NOTE: If no search criteria was entered on the Search for Creditor screen, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors.

- ◆ Select the desired creditor by clicking on it.
- ◆ Click [**Next**].

STEP 5

The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim.

The screenshot shows the 'Proof of Claim Information For' screen. At the top, it identifies the case as '5969 - American Express, P.O. Box 0001, Los Angeles, CA 90096-0001'. The form is divided into several sections: a header with navigation links (Bankruptcy, Adversary, Query, Reports, Utilities, Logout), a main title, and a series of input fields. The 'Amount Claimed' and 'Amount Allowed' sections are highlighted in light blue. The 'Total (Display Only)' fields are also highlighted. At the bottom, there are 'Description' and 'Remarks' fields, and 'Next' and 'Clear' buttons.

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. **Do not enter Amount Allowed** 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.

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**].

- STEP 6** 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.

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

- STEP 7** If a claim and supporting documentation (contracts, invoices, or other supporting documents can be linked to this claim) is greater than 25 pages or 3 MB 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 file 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 8

The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. This claim is now part of the official court record.



- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** screen will present the case docket report.
- ◆ Clicking 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.

NOTE: 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 this notice, click [**File**] on the browser menu bar and select **Save Frame As**.
- ◆ To continue claims processing, return to Step 1.

STEP 9**CLAIMS REGISTER**

- ◆ To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink. PACER charges will apply.
- ◆ Enter a File Date range
- ◆ Click Run Report