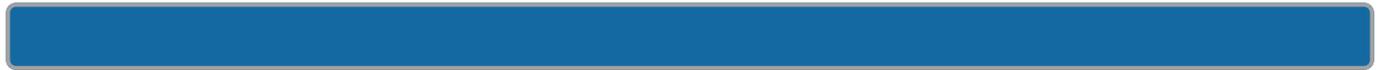




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[Home](#) > [Claims](#) > Transfer of Claim



Click the **Bankruptcy** on the CM/ECF Main Menu.

Click Claims Actions **hyperlink**.

Enter Case Number

Click **Next**.

Select **Transfer of Claim** ⓘ, click **Next**.

Select the Party. If not listed, click Add/Create New Party

Click **Next**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Transfer of Claim**.

Select **Claim (s)** from list.

Click **Next**.

Verify Claim Number:

Select Status (**from the claim status box**)

Click **Next**.

Click the radio button for the Transfer type.

Search for transferee or Add New Creditor ⓘ (**party you are representing**)

Search for transferor. (current owner of the claim, look for the **Claim #** next to the name)

Click **Next**.

Edit the docket pre- text box if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Claims

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