

Transfer of Claim

STEP 1 The **DOCUMENT SELECTION** screen displays.

The screenshot shows the ECF interface for filing a document. The header includes 'ECF' and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is 'File a Document'. Below this, the case information is displayed: '11-30099 Leith Thomas and Kelly Thomas'. Case details include: Type: bk, Chapter: 7 v, Office: 3 (San Francisco), Assets: n, Judge: TEC, and Case Flag: DebtEd, MEANSU. A search box with the placeholder text 'Start typing to find an event.' is present. Below the search box are two columns: 'Available Events (click to select events)' and 'Selected Events (click to...)'.

Available Events (click to select events)	Selected Events (click to...)
Notice of Change of Address	
Reaffirmation Agreement	
Request for Notice	
Request to Remove All E-mails From Case	
Transfer of Claim	
Withdrawal of Claim	
Withdrawal of Document	

At the bottom of the event lists are 'Next' and 'Clear' buttons.

Highlight **Transfer of Claim** from the Available Events list.
Make sure the event name moves under the Selected Events list.

This screenshot is identical to the previous one, but with the 'Transfer of Claim' event moved from the 'Available Events' list to the 'Selected Events' list. The 'Available Events' list now contains: Notice of Change of Address, Reaffirmation Agreement, Request for Notice, Request to Remove All E-mails From Case, Transfer of Claim (highlighted), Withdrawal of Claim, and Withdrawal of Document. The 'Selected Events' list now contains: Transfer of Claim.

Click **[Next]**.

STEP 2 A list of attorneys on the case will display, if you are not an attorney, click **[Next]**.

The screenshot shows the ECF interface with a dark blue header containing the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, and Reports. Below the header, the page title is "File a Document :". The main content area is light blue and displays case information for "11-30099 Leith Thomas and Kelly Thomas". The details include: Type: bk, Chapter: 7 v, Office: 3 (San Francisco), Assets: n, Judge: TEC, and Case Flag: DebtEd, MEANSU. A section titled "Select any additional attorney(s)" contains a dropdown menu with three options: "Lee, Johnson [Debtor]", "Lee, Johnson [Joint Debtor]", and "Lee, Johnson [Creditor]". Below the dropdown is a note: "Click an attorney to see the party s/he represents [type of party shown in brackets]". At the bottom of this section are "Next" and "Clear" buttons.

A warning message will pop-up indicating that you have not selected an attorney. Click **OK**. Click **[Next]**.

STEP 3 Select the party who is filing the **Transfer of Claim**. If not listed, click **Add/Create New Party**.

This screenshot is similar to the previous one, showing the same case details. The section titled "Select the Party:" contains a dropdown menu with six options: "Bank of America, [Creditor]", "Citibank Ford, [Creditor]", "Holt, Brian [Trustee]", "Office of the U.S. Trustee / SF, [U.S. Trustee]", "Thomas, Kelly [Joint Debtor]", and "Thomas, Leith [Debtor]". To the right of the dropdown is a link labeled "Add/Create New Party". At the bottom of the section are "Next" and "Clear" buttons.

Before adding a party, it is recommended that one search the database for the filer to eliminate duplicate records in the system.

STEP 4 Enter the name of the party in the **Last/Business name** field:

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

STEP 5 Click **Search**.

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

ECAST Settlement Corp, 4561 Address the Stars, Los Angeles, CA

Ecast Settlement Corp., 129 Market St., San Francisco, CA

ECAST Settlement Corporation, 12 Main St., San Francisco, CA

eCAST Settlement Corporation, POB 35480, Newark, NJ

eCAST Settlement Corporation, P.O. Box 7247-6971, Philadelphia, PA

eCast Settlement, P.O. Box 123, San Francisco, CA

STEP 5 The Party Search results displays matches, if the party is listed select the name from the list. If there are no matches, the system will return a No Person Found message then proceed to add the party. Click **[Create new party]**.

STEP 6 The **PARTY INFORMATION** screen displays.

Party Information	
eCAST Settlement Corporation SSN / ITIN:Unknown	
Office	<input type="text"/>
Address 1	<input type="text" value="POB 35480"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text" value="Newark"/>
State	<input type="text" value="NJ"/>
Zip	<input type="text" value="07193-5480"/>
County	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Role	<input type="text" value="Creditor (cr:cr)"/>
Party text	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Corporate parent / affiliate..."/>	

Since the party is already in the database, the only change we need to add is the role. Role type **can never** be left blank.

Click [**Submit**]

STEP 7 The **SELECT the PARTY** screen reappears. The party you have selected has now been added to the list of parties in the case. You can continue filing on behalf of this party.

File a Document :		
11-30099 Leith Thomas and Kelly Thomas		
Type: bk	Chapter: 7 v	Office: 3 (San Franci
Assets: n	Judge: TEC	Case Flag: DebtEd, I
Select the Party:		
<input type="text" value="eCAST Settlement Corporation, [Creditor]"/>		Add/Create New Party
<input type="text" value="Bank of America, [Creditor]"/>		
<input type="text" value="Citibank Ford, [Creditor]"/>		
<input type="text" value="Holt, Brian [Trustee]"/>		
<input type="text" value="Office of the U.S. Trustee / SF, [U.S. Trustee]"/>		
<input type="text" value="Thomas, Kelly [Joint Debtor]"/>		
<input type="text" value="Thomas, Leith [Debtor]"/>		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

Click [**Next**].

- STEP 8** Click the **Browse** button and navigate to the file directory where the document of the **Transfer of Claim form number B210A** is located. Select the file and click **Open** on the **File Upload** window.

MECF Bankruptcy Adversary Query Reports Utilities

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

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

Filename

Attachments to Document: No Yes

Click **[Next]**.

- STEP 9** A window will display showing all the claims. Select the claim from the list. The claim number will be added to the Claims Selected field.

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Select claim(s) from list

Claims Selected: 4

Creditor name	Claim #	Total claimed	Date filed
American Express (657500)	4	\$1,522.00	04/20/2011
Bank of America (657501)	2	\$2,345.00	04/19/2011
Bank of America (657514)	3	\$14,502.00	04/19/2011

Click **[Next]**.

STEP 10 Select **Transfer** from the **Claim Status** pick list and click **[Next]**.

The screenshot shows a web form titled "File a Document :". At the top, there is a link for "11-30099 Leith Thomas and Kelly Thomas". Below this, there are three columns of information: "Type: bk", "Chapter: 7 v", and "Office: 3 (San Francisco)"; "Assets: n", "Judge: TEC", and "Case Flag: DebtEd, ME". In the lower section, there is a label "Claim No. 4: Status" next to a dropdown menu. The dropdown menu is open, showing two options: "Transfer" (which is highlighted in blue) and "Withdrawn". At the bottom of the form, there are two buttons: "Next" and "Clear".

STEP 11 Click the radio button for the **Transfer type** according to the Bankruptcy rules. In the **Search for transferee** section, enter the name of the creditor whom the claim is being transferred to.

In the **Search for transferor** section, click the Search Creditors to search for the creditor who is transferring the claim. Select the name of the creditor that includes the claim number to be transferred and click **[Select]**.

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Search for transferee

Transferee selected

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

STEP 12 Repeat this step if there are additional claims to be transferred.

Click **[Next]**.

STEP 13 The Transfer of Claim Fee will appear.

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Fee: \$25

STEP 14 Enhance the docket text as necessary and click **[Next]**.

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

Docket Text: Modify as Appropriate.

Transfer of Claim. (#4). Transfer Agreement 3001 (e) 2 Transferor: American Express (Claim No. 4) To eCast Settlement Corporation . Fee Amount \$25 Filed by Creditor Bank of America . (canbcr1)

STEP 15 The **FINAL DOCKET TEXT** will display. Verify the accuracy of the docket text. If the docket text is correct, click **[Next]**. Please remember, information on this screen will appear on the docket sheet as indicated.

File a Document :

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

Docket Text: Final Text

Transfer of Claim. (#4). Transfer Agreement 3001 (e) 2 Transferor: American Express (Claim No. 4) To eCast Settlement Corporation. Fee Amount \$25 Filed by Creditor Bank of America. (canbcr1)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to locate the page to find the error. This is your last opportunity to make changes to the event.

To abort the transaction, click anywhere on the CM/ECF blue main menu bar located on the top of the page.

STEP 16 Summary of Charges is presented.

The summary of current charges is presented for you to enter payment now or continue filing.

If paying now, click **[Pay Now]** or **[Continue Filing]** to pay later.

Date Incurred	Description	Amount
2013-03-25 09:08:54	Transfer of Claim(11-30099) [claims,trclm] (25.00)	\$ 25.00

Total: \$ 25.00

Pay Now Continue Filing

DO NOT USE "X" TO CLOSE THE PAYMENT WINDOW

- A request to enter credit card information is displayed.
- Use the drop down arrow to select card type.
- Enter the card number.
- Enter the Security Code. (The verification number is a 3-digit number printed on the back of your card. It appears after and to the right of your card number. For American Express it is a 4-digit number on the front of your card.
- Enter the Expiration Date: Use the drop down arrow to select the month and year.
- Click **[Continue with Plastic Card Payment]**.
- Authorize payment by placing a check mark in the authorization box.
- To have a confirmation e-mail sent to you from the U.S. Treasury Department upon completion of this transaction, provide an e-mail address and re-enter it for a confirmation.
- A confirmation of your transaction receipt will display.

NOTE: If fees are not paid by 11:59pm on the date you are filing, you will be locked out of the ECF system until the fees are paid.

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

NOTE: It is recommended to save and/or print this screen for future reference.