

[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**)

Transfer of Claim

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- 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**.
- **A message will appear. IMPORTANT: A fee is due immediately upon filing this Transfer of Claim. Failure to pay the fee will result in a suspension of the CM/ECF account of the filer until all outstanding fees are paid in full.**
- **Click Next. The Fee will appear.**
- ***Review final docket text.***
- Click **Next**.

Manual Chapter: Claims

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