Transfer of Claim

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

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

Click **[Next]**.

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

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**.

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:

STEP 5   Click **Search.**

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		Address 1	POB 35480
Address 2		Address 3	
City	Newark	State	NJ Zip	07193-5480
County		Country	
Phone		Fax	
E-mail			
Role	Creditor (cr:cr)		
Party text			

Submit   Cancel   Clear   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 Francis |
| Assets: n | Judge: TEC | Case Flag: DebtEd, |

Select the Party:

eCAST Settlement Corporation, [Creditor]   Add/Create New Party
Bank of America, [Creditor]
Citibank Ford, [Creditor]
Holt, Brian [Trustee]
Office of the U.S. Trustee / SF, [U.S. Trustee]
Thomas, Kelly [Joint Debtor]
Thomas, Leith [Debtor]

Next   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.

ECF	**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
[   ] [Browse…]
Attachments to Document: ⊙ No ○ Yes

[Next]   [Clear]

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]**.

File a Document :

11-30099 Leith Thomas and Kelly Thomas
Type: bk   Chapter: 7 v   Office: 3 (San Francisc
Assets: n   Judge: TEC   Case Flag: DebtEd, ME

Claim No. 4:
Status

Transfer
Withdrawn

Next   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 [   ] [Search Creditors] [Add New Creditor]
Transferee selected [eCast Settlement Corporation   ]

Search for transferor [   ] [Search Creditors]
  Transferor selected [American Express   ]
      Claim number [4   ]
Search for transferor [   ] [Search Creditors]
  Transferor selected [   ]
      Claim number [   ]
Search for transferor [   ] [Search Creditors]
  Transferor selected [   ]
      Claim number [   ]

[Transfer More Claims]

[Next]   [Clear]

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   ]
[Next]   [Clear]

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)**

[Next] [Clear]

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?
[Next] [Clear]

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.

Summary of current charges		☒
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.

Revision Date 03/25/2013

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.