

Proof of Claim

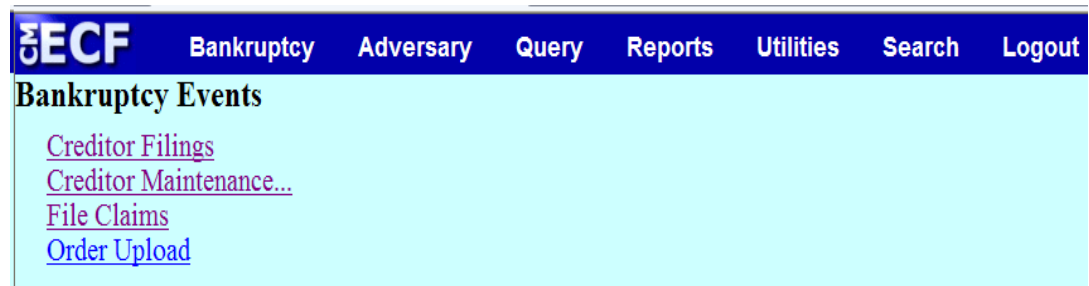
When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

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 Bar.

STEP 2 The **Bankruptcy Events** screen displays.



Click on the **File Claims** hyperlink.

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

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 blank blue bar 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 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.

After you have selected the desired creditor a separate pop-up window will display asking for confirmation that the creditor selected is correct, click **yes**. If the creditor selected is not correct, click **no**. (This will return you to the creditors selection screen to select the correct one).

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim.

ECF						
Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout
Proof Of Claim Information For 657500 - American Express P.O.Box 0001 Los Angeles, CA 90096-0001						
Case Number: 11-30099			Amends Claim #:			
			<input type="text"/> Find			
Last Date To File:			Date Filed: 04/20/2011			
Last Date To File(Govt):						
Amount Claimed						
Unsecured	Secured	Priority	Unknown	Total (Display Only)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Description:						
Remarks:						
Amend options: <input type="radio"/> Clear all Amounts						
<input type="button" value="Next"/>		<input type="button" value="Clear"/>				

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 in Amount Allowed fields!**

The **Filed By** field offers the options of **attorney, creditor, debtor, or trustee**. Use the drop down arrow and select the correct role type.

The **Description and Remarks** fields will appear on the Claims Register.

The **Total Amount Claimed** field will total the vales 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 for **Display Only**. Users may not manually enter an amount in these fields.

When you have completed this screen, click **[Next]**.

STEP 6 Click the **Browse** button and navigate to the file directory where the document of the **Proof of Claim** 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

Attachments to Document: No Yes

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 3 MB 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 (contacts, invoices, or other supporting documents can be linked to this claim) is greater than 25 pages or 3MB 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 file 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.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

U.S. Bankruptcy Court
Northern District of California

Notice of Electronic Claims Filing

The following transaction was received from canb, student2 on 4/20/2011 at 5:39 PM PDT

Case Name: Leith Thomas and Kelly Thomas
Case Number: [11-30099](#)
Creditor Name: American Express
P.O.Box 0001
Los Angeles, CA 90096-0001
Claim Number: [4](#) [Claims Register](#)
Total Amount Claimed: \$1522.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\fakepath\Proof of Claim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1017961465 [Date=4/20/2011] [FileNumber=302943-0]
[2e11029926276a3ed95e87b9453286a076438a0e13644f2adbfa8a0075ee082833b2
518273859e5982a19febd9c7f7601325f37f0814db6e3c0c5c855a4cae3a3]]

[File another claim](#)

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.

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 or **Query** and then Claims Register hyperlink. PACER charges will apply.

Enter a File Date range

Click Run Report