

Proofs 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, you should first add the creditor in Creditor Maintenance and then the claim added to the new creditor record.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENTS** screen displays.
- Click on the File Claims hyperlink.
- STEP 3** The **CREDITOR SEARCH** screen will display.
- Click in the **Case Number** box and enter the correct case number in **yy-nnnnn** format.
 - Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

CAUTION: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type** of **Notice of Appearance** will not be found

unless the **Creditor Type** field is changed to **Notice of Appearance**.

- Click **[Next]** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria.

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors.

- Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

If you are unable to find a creditor after using different search criteria, the [Add Creditor](#) hyperlink allows you to add a creditor to the case (refer to the Creditor Maintenance module for instructions on how to add a creditor).

- Click **[Next]** to continue adding a Proof of Claim.

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

CAUTION: Do not enter the "\$" or commas in the dollar amount fields.

Values default to whole dollars.

Decimals are accepted but not required.

- The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court. Certain events in your court dictionary (such as Withdrawal of Claim) can automatically update this field.
- The Total Amount Claimed fields totals the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are **255 characters** long.
- When you have completed this screen, click **[Next]** to associate

the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
 - Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box.
- The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected.
- PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document. (Refer to the Multi-Part Motions section for instructions)

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. This claim is now part of the official court record.

- Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report. (Pacer login required)
- Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink. (Pacer login required).

- 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**.
- To continue claims processing, click again on **Bankruptcy**, File Claims. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

STEP 8 CLAIMS REGISTER

- To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink.