

# PROOF OF CLAIM


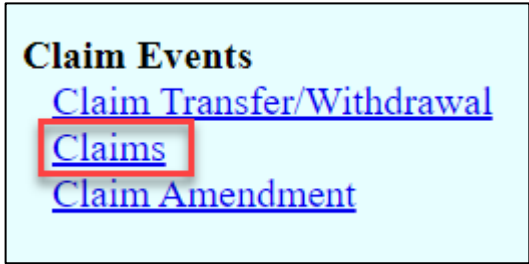
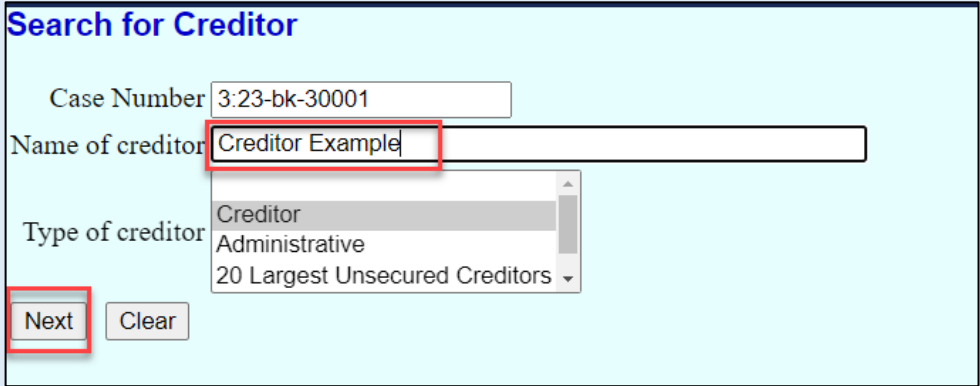
A claim is the creditor’s right to receive payment for a debt owed by the debtor on the date of the bankruptcy filing. A Proof of Claim is the form used by the creditor to indicate the amount of debt owed by the debtor on the date of the bankruptcy filing. All Proof of Claims provided to the court must be on the current official form 410.

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### Filing Proof of Claim via CM/ECF

Attorney’s and creditors with a CM/ECF login and password may file a previously created PDF to the applicable case.

<p>1. Log into CM/ECF and select Bankruptcy menu.</p>	
<p>2. Under Claim Events, select Claims.</p>	
<p>3. You can search all creditors by leaving the “Name of creditor” field blank OR you can search for a specific name like in the example here.</p> <p>Click Next.</p>	

<p>4. If the creditor you searched is not found, select Add Creditor.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Select a Creditor for Claim</b></p> <p>The creditor's <b>name</b> and <b>address</b> must match the <b>name</b> and <b>noticing address</b> provided on the Proof of Claim form.</p> <p>If there are no creditors or the creditor's <b>name</b> or <b>noticing address</b> as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's <b>name</b> and <b>noticing address</b> as provided on the Proof of Claim form.</p> <p>Case 23-30001: Cook E Monster          No creditors found for selected search criteria  <a href="#">Change search criteria</a></p> <p><b>Add Creditor</b></p> <p><a href="#">Add Common Creditor</a></p> <p><a href="#">Edit Creditor</a></p> </div>
<p>5. Verify you're adding a creditor to the correct case.</p> <p>Click Next.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Creditor Processing</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Case Number</b></p> <p>3:23-bk-30001</p> </div> <p><b>Next</b> <b>Clear</b></p> </div>
<p>6. Insert the creditor name and address into the box.</p> <p>Make appropriate selections for creditor type and creditor committee.</p> <p>Click Next.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Case 23-30001 already contains creditors!</b></p> <p><b>Case number 23-30001 Cook E Monster</b></p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p><b>United States Bankruptcy Court, District of Minnesota - Event Specific Filing Instructions</b></p> <p>More than one creditor may be entered below. Separate creditors with a blank line.</p> <p>Each creditor name may have 50 characters.              Each address may be 5 lines. Each address line may have 40 characters.</p> </div> <p style="text-align: center;"><i>Name may be 50 characters. Address may be 5 lines, 40 characters each.              More than one creditor may be entered. Separate creditors with a blank line.</i></p> <p><b>Name and Address</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Creditor Example              123 Main Street              Simpleville, MN 55418</p> </div> <p><b>Creditor type</b> Creditor</p> <p><b>Creditor committee</b> <input checked="" type="radio"/> No <input type="radio"/> Yes    <b>Entity</b> <input type="checkbox"/></p> <p><b>Next</b> <b>Clear</b></p> </div>
<p>7. Click Submit to add creditor.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Total Creditors Entered 1</b></p> <p><b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b></p> <p><b>Have you redacted?</b></p> <p><b>Submit</b></p> </div>

8. Select the link for File a Proof of Claim.

### Creditors Receipt

Case Number	3:23-bk-30001
Total Creditors Added to Database	1

[File A Proof Of Claim](#)  
[Return To Creditor Maintenance Menu](#)

9. You can search all creditors by selecting creditor OR you can search a specific creditor using the “Name of creditor” field.

Click Next.

### Search for Creditor

Case Number

Name of creditor

Type of creditor Creditor  
 Administrative  
 20 Largest Unsecured Creditors

Next

10. Select the creditor filing the proof of claim from the drop down.

Click Next.

### Select a Creditor for Claim

The creditor's name and address must match the name and noticing address provided on the Proof of Claim form.

If there are no creditors or the creditor's name or noticing address as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's name and noticing address as provided on the Proof of Claim form.

Case 23-30001 - Cook E Monster

[Add Creditor](#)

Next

11. If the claim being filed is amending a previously filed claim, find the claim through Amends Claim # search.

If initial filing of claim, fill out appropriate information for claim amount, secured amount and priority amount.

Click Next when complete.

### Proof Of Claim Information For

62558545 - Creditor Example  
 123 Main Street  
 Simpleville, MN 55418

Case Number: 23-30001	<input style="border: 1px solid red;" type="text" value="Amends Claim #:"/> <input type="button" value="Find"/>	Filed By: <input type="text" value="Creditor"/>
Last Date To File:	Date Filed: 06/07/2023	
Last Date To File(Govt):		

Amount Claimed	Secured	Priority
Enter the Total amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)	If all or part of your claim is secured, enter the secured amount (Box 9 on claim)	If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Description:		
Remarks:		

Amend options:  Clear All Amounts

Next

<p>12. Attach Proof of Claim file (claims to be filed on current form version).</p> <p>If you are attaching any documents, make appropriate selection.</p> <p>Click Next.</p>	
<p>13. Click Next to file.</p>	
<p>14. The claim has been filed and assigned a claims register number here.</p>	

Filing Proof of Claim via Electronic Proof of Claim

Creditors with no CM/ECF login and password may utilize the Electronic Proof of Claim module found on Minnesota Bankruptcy Courts public website.

EPOC instructions are listed on the website. Please thoroughly read through the instructions before submitting the electronic proof of claim.

<https://www.mnb.uscourts.gov/epoc>