

Amended Claim

Filing Procedures

- Query the claims register to determine the number assigned to the claim to be amended.
- Make a note if dollar amounts or status (unsecured, secured or priority) will be amended.

- Click *Bankruptcy*
- At *Claim Events* menu click *Claims Amendment*
- Enter the *Case Number*
- Click *Next*
- Enter *name of creditor*
- Type of creditor - this field is defaulted to *Creditor*. If amending an administrative claim, click on the arrow and select *Administrative* to access the administrative claim.
- Click *Next* - select correct name and address from drop-down screen.
- Click *Next* - enter the number of the claim to be amended. Specify the correct amounts of all fields. If the amount for a field should be \$0.00, please enter 0.00 in the text box or the system will use old values from the previous claim.
- Click *Next* after changes are made
- Select *Browse* to attach claim image. Right click on the document. Open the document in Adobe Acrobat. Check the document, than close the Adobe window.
- Click *Open*
- Click *Next* - *Notice of Electronic Filing* will display which will include the claim number that has been amended.
- Click *File Another Claim* to file additional claims (either file another claim in the same case or enter a new case number to file a claim in another case).
- Click *Bankruptcy* to return to main menu after completing claims filing.