

## Claim Assignment/Transfer

### Filing Procedures

- Query the claims register to determine the number of the claim to be assigned or transferred
- Click *Bankruptcy*
- At *Claim Events* click *Transfer/Withdrawal*
- Enter *Case Number*
- Click *Next*
- Select *MNB Transfer of Claim*
- Click *Next*
- Select the Party - select the party to whom the claim is being assigned. If not found, select *Add/Create New Party*. Search for the party by entering the party to whom the claim is being assigned. Search the database. If the party is already in the database, a list with all the parties will display. Click on each party to determine the correct party. If no party is found, click *Create New Party*. Enter the party's name and address. Enter the *Role* of the party from the drop-down screen. Select *Creditor*.
- Click *Submit*.
- Select *party* just added
- Click *Next*
- CHECK THE PARTY ASSOCIATION FOR THE CASE.
- Click *Next*
- Click *Browse* to find the document. Right click on the document. Open the document in Adobe Acrobat. Check the document, then close the Adobe window.
- Click *Open*
- Click *Next*
- Is this an Assignment with Notice? yes/no Select *Yes* if notice should be sent to the original claimant. Select *No* if notice is waived and should not be sent. (If *Yes* is selected a notice will be generated for the clerk's office to send the notice to the original claimant.)
- Click *Next*
- Select the *transfer type or rule*, if known
- Enter the name of the transferee and click *Search* or Click *Search Creditor* and check the drop-down screen to determine if the creditor is already listed. Select the party. If the creditor is not listed, close the screen.
- Click *Add New Creditor*. Enter the name and address of the new creditor.
- Click *Submit*
- Search for *Transferor* (original claimant). Click *search creditors*. Use drop-down screen or scroll down to find the creditor with the claim number being assigned in parentheses. Select *creditor*. Transferor and Claim # will appear on the screen. (Multiple creditors can be selected here, but it works best if only one transfer is made at a time.)
- Click *Next*
- Enter the *claim number* (Entering the claim number here connects the

- assignment to the claims register.)
- Click *Next*. The final docket text appears. If the docket text is correct, click *Next*. *Notice of Electronic Filing* will display with the document number. This docket entry will automatically spread to the claims register and the new creditor will be listed on the claims register.