

Filing Proof of Claim

Filing Procedures

Selecting a Claimant

- Click *Bankruptcy*
- At *Claim Events*, click *Claims*
- Enter the *Case Number*
- Click *Next*
- Enter *Name of Creditor* - type in a portion or all of creditor's name
- Type of creditor - this field is defaulted to *Creditor*.
- Click *Next* (name and address of the creditor will appear)
- Click on *arrow* at the end of the address line to determine whether there are any other creditors with the same name.
- If creditor's name and address *are correct*, skip to *File Proof of Claim*
- If the creditor's name and address *is not correct or is not listed*, do the following:
- Click *Add Creditor*
- Click *Next* - a box will appear. Type the correct name and address of the creditor. The name is limited to 50 characters, the address to 5 lines of no more than 40 characters per line. Creditor type is *Creditor*.
- Click *Next*
- Total creditors entered 1
- Click *Submit* - a receipt will state that the creditor has been added.

File Proof of Claim

- Click *File a proof of claim*
- Enter *Name of creditor*
- Creditor type *Creditor* - name and address of creditor will appear. Click on drop-down menu and select the correct name and address of creditor.
- Click *Next* - enter the claim amounts in the appropriate boxes. The total will automatically appear. Enter description of claim (optional). Enter any remarks (optional). Space is limited in the description and remarks window and only text in the window will appear on the claims register.
- Click *Next*
- *Browse* to find PDF document. Right click on document. Open the document in Adobe Acrobat. Check the document, then close the Adobe window.
- Click *Open*

Attachment to Document No Yes

If the document exceeds 30 pages or 4 megabytes submit it in sections. Save the proof of claim itself as the main document, then attach the exhibits, invoices, contracts, etc., as attachments. Each set of documents should be named exhibits, invoices, contracts etc.

- Answer *Yes* to *Attachments to Document* and add attachments.
- Select type of attachment from drop-down screen. If selections offered do not fit the description of the document, enter the description (e.g., invoices, contracts, mortgage) in the *Description* box)

- Add the file name to the list box below by clicking on *Add to List*. Repeat procedure for additional attachments. If a document is added in error, click on the document in the list and click *Remove from List*.
- Click *Next* when the list of file names is complete. A *Notice of Electronic Filing* will display which will include the claim number assigned to the claim.
- Click *File Another Claim* to file an additional claim (either file another claim in the same case or enter a new case number to file a claim in a different case).
- Click *Bankruptcy* to return to main menu after completing claims filing.

View Proof of Claim

- Click *underscored claim number* to view the proof of claim and all attachments.