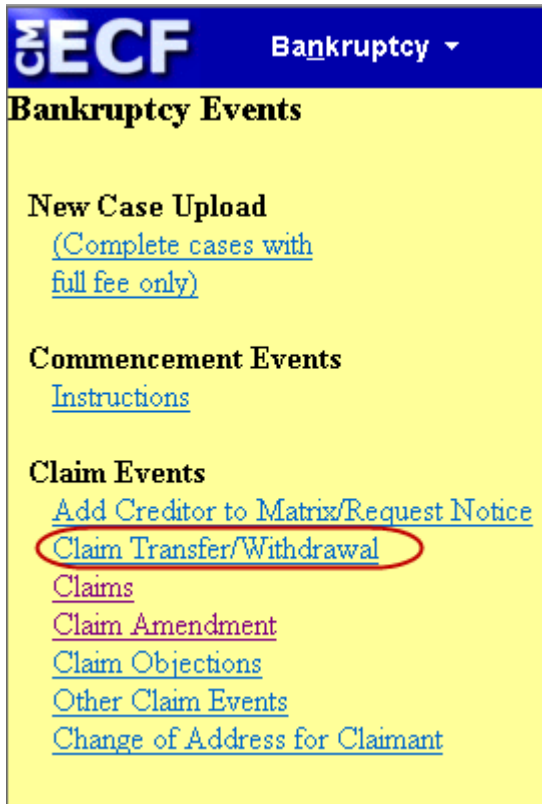


Effective May 1, 2013, creditors will be assessed a \$25 transfer of claim fee for each transfer, including partial transfers. Filers must first log into CM/ECF. Creditors with CM/ECF access and payment capabilities will file transfers of claims as follows:

1. From the **Bankruptcy** menu, select **Claim Transfer/Withdrawal**. This screen is just an example of how a court's menu will appear for creditor filers. Each court may have a variation of this screen.



2. Enter the case number.



3. Select the **Transfer of Claim** event from the **Available Events** list. This is just a sample screen. Each court will have variations of these options.

**ECF** Bankruptcy Adversary Query

### File a Claim action

12-40005 Mars Inc Debtor dismissed 03/21/2013

Type: bk Chapter: 11 v Office:  
Assets: y Debtor disposition: Dismissed for Abuse Judge:  
Case Flag: PlnDue, DISMISSED, BARRED

**Available Events** (click to select events)

- MNE Transfer of claim
- MNE Withdrawal of claim

Next Clear

4. Select any additional attorney(s) OR skip this screen by selecting “Next”. Limited Creditors Users will not see this screen.

**Select any additional attorney(s)**

- Bodas, Margie R [Creditor]
- Bodas, Margie R [Creditor]
- Jamie, Attorney [Debtor]
- Jamie, Attorney [U.S. Trustee]
- Jamie, Attorney [Creditor]
- Liz, AttorneyTest A III [Debtor]
- Pamaty, [Debtor]

*Click an attorney to see the party s/he represents*  
[type of party shown in brackets]

Next Clear

- 5. Select the Party OR Add/Create New Party.

**MECF** Bankruptcy ▾ Adversary ▾

**File a Claim action:**

[12-40005 Mars Inc](#) Debtor dismissed 03/21/2013

Type: bk Chapter: 11 v  
Assets: y Debtor disposition: Dismissed: Abuse  
Case Flag: PhnDue, DISMISSED, BARRED

**Select the Party:**

- DOO, SCOOBY [Creditor]
- JCPENNEY, [Creditor]
- Mars Inc, [Debtor]
- Woodring, Zane [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

- 6. Attach the transfer of claim PDF.

**File a Claim action:**

[1:13-bk-00056 Lawrence Smalls](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)  
Assets: n Judge: LMC Case Flag: CounDue, DebtEd, TEST, MEANSNO

**Filename**  
C:\Users\lorebaughd\Desktop\Transfer

**Attachments to Document:**  No  Yes

Next Clear

- 7. Select the transfer type on this Transfer of Claim processing screen.

To file this pleading, you cannot just type in the name. It must be linked to the court’s claims register. In order to enter the transferee or transferor, you must first search to see if that entity is on the creditor list (matrix). Very often, this creditor is not on the list of creditors the debtor has included with the petition. After entering names or partial names (not case sensitive) to search, you may find the creditor listed. (Make sure the address is correct.)

The screenshot shows the ECF Bankruptcy Adversary Query Reports Utilities interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the word "BARRED" is displayed. The main content area is yellow and contains several sections for entering claim information. The first section is for "Transfer type", with radio buttons for 3001 (e) 1, 3001 (e) 2 (which is selected and circled in red), 3001 (e) 3, and 3001 (e) 4. Below this are two buttons: "Search Creditors" and "Add New Creditor", both circled in red. The "Search for transferee" field is empty, and the "Transferee selected" field contains the text "Business Name,1234 Test Address,City State Zip". The second section is for "Search for transferor", with a "Search Creditors" button circled in red. The "Transferor selected" field contains "JCPenney" and the "Claim number" field contains "2". There are three more identical sections for "Search for transferor" and "Transferor selected" fields, each with a "Search Creditors" button. At the bottom of the form is a "Transfer More Claims" button.

- 8. If the creditor with the correct address cannot be found, it must be added before the claim can be transferred. An example is shown below.

The screenshot shows a dialog box titled "Add new creditor name and address". The text inside the dialog box reads: "Name may be 50 characters. Address may be 5 lines, 40 characters each." Below this text is a text area containing the following address: "B & F Finance", "1123 5th Street", "Milwaukee, WI 53199". At the bottom of the dialog box are two buttons: "Submit" and "Close".

- 9. The creditor name and address will appear on your transfer screen after you click **Submit**.

The screenshot displays the ECF Bankruptcy Adversary Query Reports Utilities interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the word "BARRED" is displayed. The main content area is yellow and contains several forms for transferring claims. The first form is for a transferee, with radio buttons for transfer types 3001 (e) 1, 3001 (e) 2 (selected), 3001 (e) 3, and 3001 (e) 4. It includes a search field for the transferee, a "Search Creditors" button, and an "Add New Creditor" button. Below this is a field for the transferee selected, containing the text "Business Name, 1234 Test Address, City State Zip". The second form is for a transferor, with a search field, a "Search Creditors" button, and a field for the transferor selected containing "JCPenney". It also has a "Claim number" field with the value "2". The third and fourth forms are identical to the second, each with a search field, a "Search Creditors" button, and a "Claim number" field. At the bottom of the form area, there is a "Transfer More Claims" button.

10. To add the creditor previously owning the claim, search the court’s creditor list. You cannot just type in the creditor name or the claim number; they must be linked to this court’s claims register. We’re using **Sun Loan** as the search clue in our example below.

[1:13-bk-00056 Lawrence Smalls](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)  
Assets: n Judge: LMC Case Flag: CounDue, DebtEd, TEST, MEANSNO

Transfer type  3001 (e) 1  3001 (e) 2  3001 (e) 3  3001 (e) 4

Search for transferee

Transferee selected

---

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

11. The creditor match will appear. Try various search techniques if you can’t find the creditor on your first search. Select the creditor and click **Select**. The creditor will then appear on the transfer screen.

**Select creditor**

Sun Loan Company,136 Main Plaza, San Antonio, TX 78205 (Claim # 2)  
Sun Loan Company,136 Main Plaza, San Antonio, TX 78205

12. There is now enough information to finish this event. Click **Next**.

[1:13-bk-00056 Lawrence Smalls](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)  
Assets: n Judge: LMC Case Flag: CounDue, DebtEd, TEST, MEANSNO

Transfer type  3001 (e) 1  3001 (e) 2  3001 (e) 3  3001 (e) 4

Search for transferee

Transferee selected

---

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

13. Select "Yes" if the waiver of notice is attached.

**ECF** Bankruptcy ▾ Adversary ▾

**File a Claim action:**

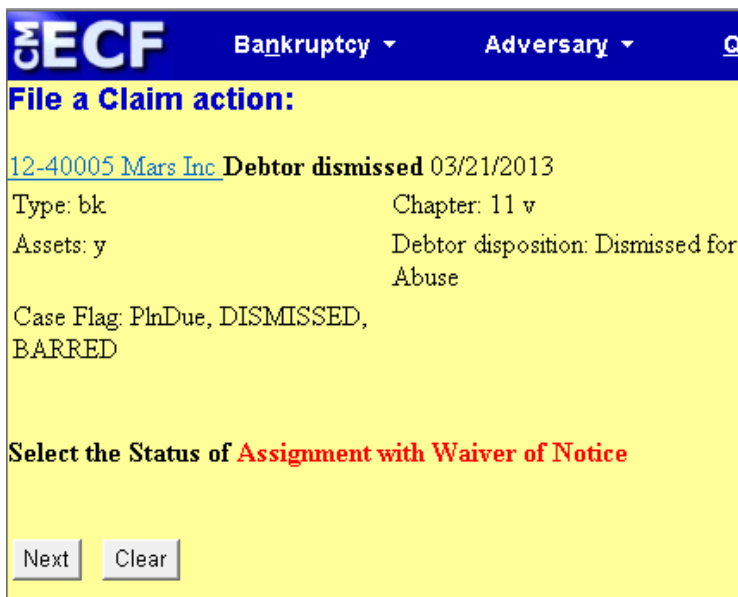
[12-40005 Mars Inc Debtor dismissed 03/21/2013](#)

Type: bk Chapter: 11 v  
Assets: y Debtor disposition: Dismissed Abuse

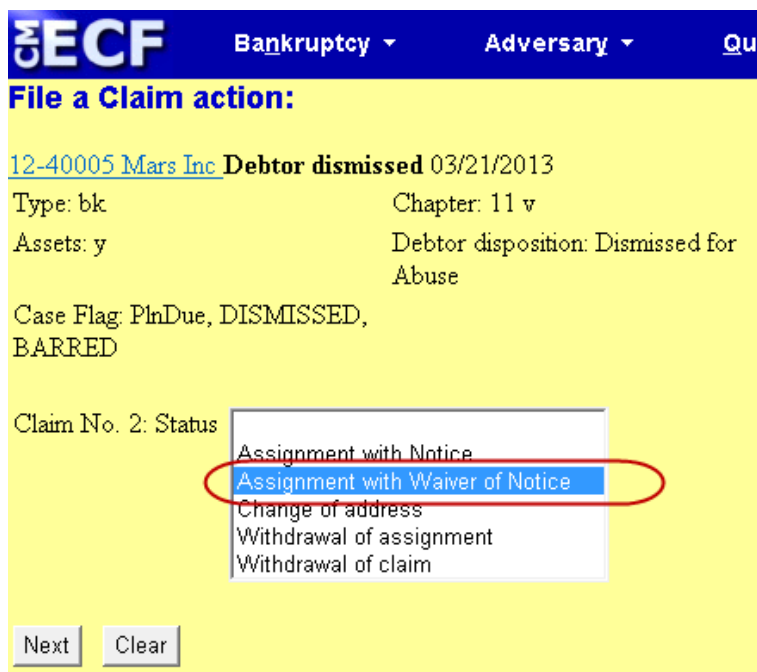
Case Flag: PlnDue, DISMISSED, BARRED

Is a waiver of notice attached?

14. This screen reminds you to select “Assignment of Waiver of Notice” on the next screen.



15. Select “Assignment with Waiver of Notice” if applicable.





16. The \$25 fee is automatically calculated and cannot be edited. The system will multiply \$25 for each claim. For this example, only one claim is being transferred. Click **Next**.

**ECF** Bankruptcy Adversary

**File a Claim action:**

12-40005 [Mars Inc](#) Debtor dismissed 03/21/2013

Type: bk Chapter: 11 v  
Assets: y Debtor disposition: Dismissed for Abuse

Case Flag: PlnDue, DISMISSED, BARRED

**The Transfer of Claim fee is due at the end of this transaction.**

Fee: \$25

Next Clear

17. The final docket text appears. Clicking **Next** commits the transaction to the court’s database.

Docket Text: Final Text

Transfer of claim. Assignment with waiver of notice. Transfer Agreement 3001 (e) 2 Transferor: JCPenney (Claim No. 2) To Business Name. Fee Amount \$25 filed by Creditor JCPENNEY. (Liz, Creditor Test)

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Have you redacted?

Next Clear

18. A summary of the current charges for the claims agent appears. Click **Pay Now** to pay the transfer of claim fee or click **Continue Filing** to file additional transfer of claims. For this example, we will click **Pay Now** to show the payment screens used with pay.gov.

Summary of current charges		
Date Incurred	Description	Amount
2013-04-11 10:38:37	Transfer of Claim (1:13-bk-00056) [claims,trlmckm] ( 25.00)	\$ 25.00
		<b>Total: \$ 25.00</b>

19. From the **Internet Payments Due** screen, you can select the fees you want to pay or click **Select all** to pay all fees in the list. Once the fees to pay are selected, click **Next**.

Internet Payments Due			
<input type="button" value="Select all"/>			
Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2013-04-11 10:38:37	Transfer of Claim (1:13-bk-00056) [claims,trlmckm] ( 25.00)	\$ 25.00

20. A confirmation screen opens, verifying the date, time, description, and amount of the transfer of claim. Click **Pay Now** to pay the fee(s).

Internet Payments Due		
Date Incurred	Description	Amount
2013-04-11 10:38:37	Transfer of Claim (1:13-bk-00056) [claims,trlmckm] ( 25.00)	\$ 25.00
		<b>Total: \$25</b>

21. The payment screen will display next. Enter information in the required fields and click Continue with Plastic Card Payment.

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: Claims Testing margare \*

Payment Amount: \$25.00

Billing Address: \*





Billing Address 2:

City:

State / Province: -----

Zip / Postal Code:

Country: United States

Card Type: \*    

Card Number: \* (Card number value should not contain spaces or dashes)

Security Code: \* [Help finding your security code](#)

Expiration Date: \* / \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- 17 Enter your e-mail address and select the checkbox to authorize a credit card charge. Check the box to authorize payment and click Submit Payment. Optionally enter an email address to have a confirmation email sent

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

[Payment Summary](#) [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Claims Testing Name: margaretc1 Billing Address: 300 S 4th Street Billing Address 2: City: Minneapolis State / Province: MN Zip / Postal Code: 55415 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$25.00 Transaction Date 04/24/2013 12:23 and Time: EDT

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**

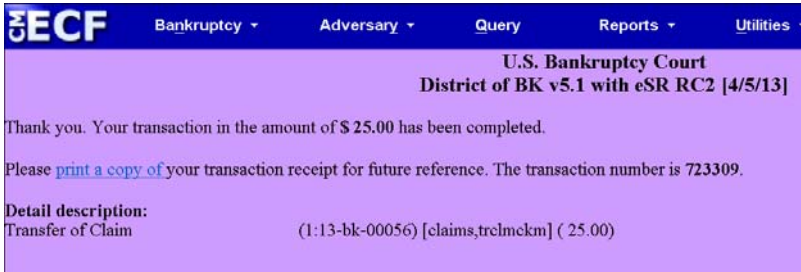
Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

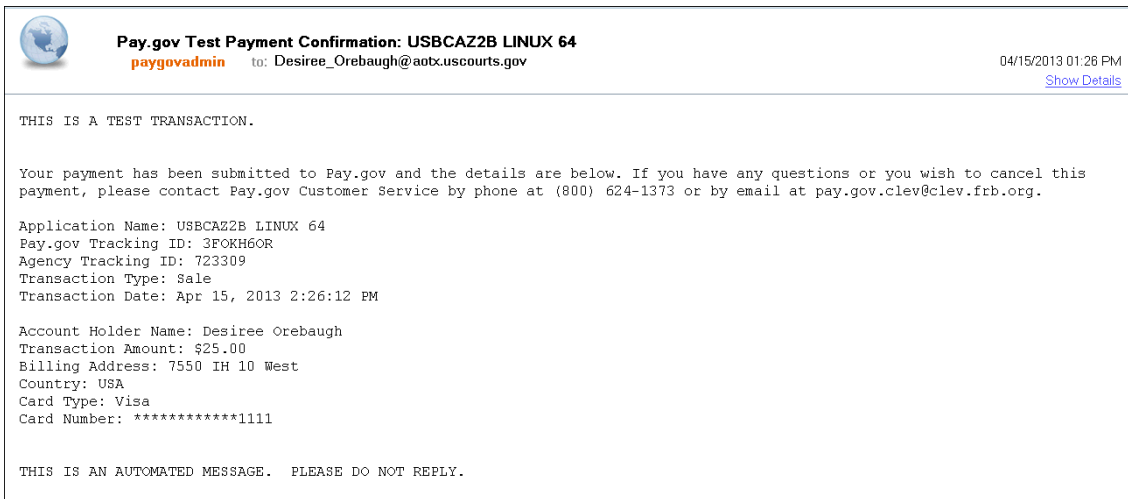
**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- 18 Once payment is received, the transaction receipt displays. Notice you have the option of printing your receipt.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the tabs, the text reads: "U.S. Bankruptcy Court District of BK v5.1 with eSR RC2 [4/5/13]". The main message states: "Thank you. Your transaction in the amount of \$ 25.00 has been completed." It also includes a link to "print a copy of your transaction receipt" and provides the transaction number "723309". A "Detail description:" section shows "Transfer of Claim" with a reference "(1:13-bk-00056) [claims, trclmckm] ( 25.00)".

- 19 If an email address was entered in step 17, an e-mail confirmation will be sent from pay.gov indicating payment has been received.



The screenshot shows an email confirmation from Pay.gov. The subject line is "Pay.gov Test Payment Confirmation: USBCAZ2B LINUX 64". The sender is "paygovadmin" and the recipient is "Desiree\_Orebaugh@aotx.uscourts.gov". The email date is "04/15/2013 01:26 PM" with a "Show Details" link. The body of the email contains the following text: "THIS IS A TEST TRANSACTION." "Your payment has been submitted to Pay.gov and the details are below. If you have any questions or you wish to cancel this payment, please contact Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clev.frb.org." The details listed are: Application Name: USBCAZ2B LINUX 64; Pay.gov Tracking ID: 3FOKH6OR; Agency Tracking ID: 723309; Transaction Type: Sale; Transaction Date: Apr 15, 2013 2:26:12 PM; Account Holder Name: Desiree Orebaugh; Transaction Amount: \$25.00; Billing Address: 7550 IH 10 West; Country: USA; Card Type: Visa; Card Number: \*\*\*\*\*1111. The email concludes with "THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY."