

## Proof of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, the creditor should first be added and then the claim to the creditor record can be filed.

In the following exercise, the creditor is already on the case. If the creditor were not already on the case, the filer would "Add Creditor" when prompted at the screen in Step 4.

***Internet users will access CM/ECF filing, queries and reports using PACER.***

***This module will assume that the internet user has accessed CM/ECF using their PACER username and password.***

**STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1.)



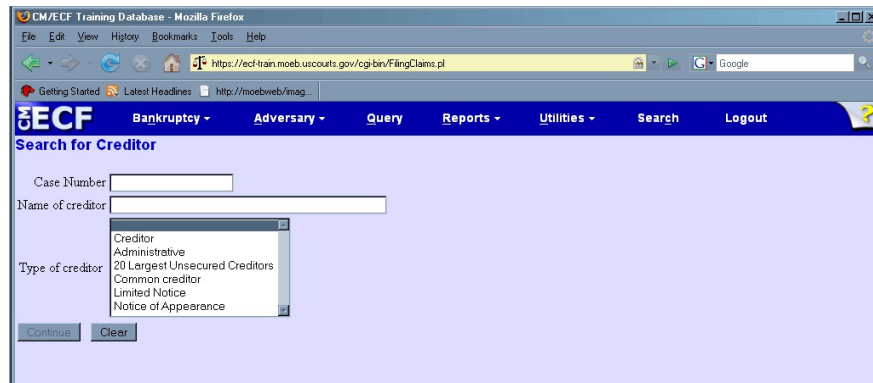
**Figure 1**

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



**Figure 2**

◆ Click on the [File Claims](#) hyperlink.

**STEP 3** The **CREDITOR SEARCH** screen will display. (See Figure 3.)**Figure 3**

- ◆ Click in the **Case Number** box and enter the correct case number in **YY-NNNNN** format.
- ◆ Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

**Search Hints for Creditor Database:**

1. Searching is **case sensitive**. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

**NOTE:** The creditor type selection list includes a blank value so that creditors of all types can be retrieved. Multiple creditor types can be selected; the type of creditor is displayed on the search results list.

- ◆ Click [**Continue**] to search the creditor database for this claimant.

**STEP 4** The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. **(See Figure 4a.)**

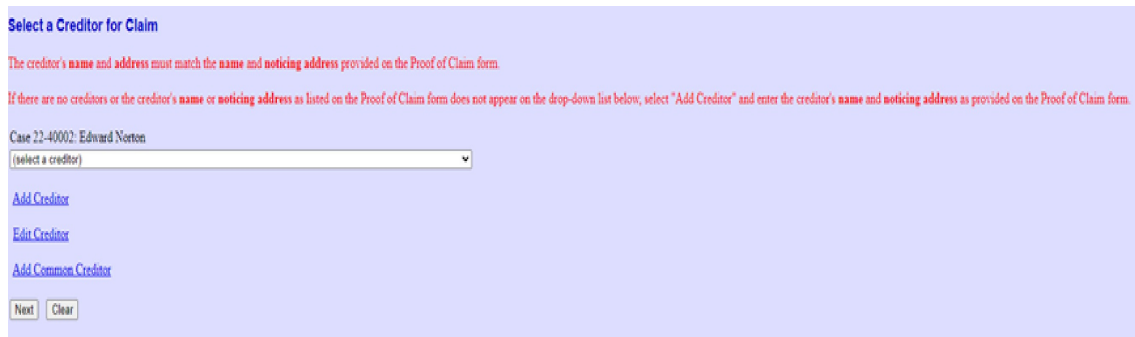


Figure 4a

- ◆ 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, select "Add Creditor" and enter the creditor's name and noticing address as provided on the Proof of Claim form.
- ◆ If creditors are returned from a search and you expand the pulldown list, holding the cursor over a creditor's name will list the number of the claims that have been filed for that creditor. If a claim is no longer owned by that creditor, its number appears in parentheses. Note: users of Internet Explorer Version 6 will not see this display.
- ◆ If creditors are returned from a search, you may see a popup window when you select a creditor; it lists the number of the claims that have been filed for that creditor. **(See Figure 4b.)** If a claim is no longer owned by that creditor, its number appears in parentheses.

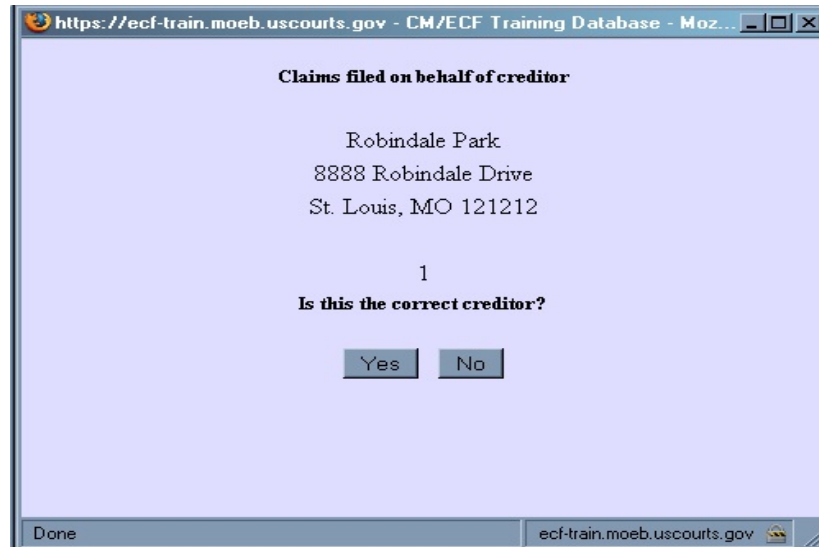


Figure 4b

**NOTE:** If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors (See Figure 4c.)



Figure 4c

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

If you are unable to find a creditor after using various search criteria, click on the [Add Creditor](#) hyperlink in Figure 4a above, and add the creditor's name and address.

- ◆ An **Add Common Creditor** link has been added to allow common creditors to be added to a case from a drop-down menu. Although only **internal** Court users will add common creditors to the drop-down menu, external users will be able to select one or more of the common creditors to add as creditor(s) on a case. The **Edit Creditors** link that appears is only accessible to **internal** Court users. (See Figure 4a.)
- ◆ Click **[Continue]**.

**STEP 5** The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

The screenshot shows the 'Proof of Claim Information' screen for case 25790 - Ameren UE Missouri. The form is divided into several sections:

- Case Information:** Case Number: 15-40072, Amends Claim #: [input] Find, Filed By: [dropdown menu].
- Date Information:** Last Date To File: [input], Date Filed: 12/10/2015, Last Date To File(Govt): 06/06/2016.
- Claimed Amounts:** Three columns for 'Claimed' amounts: Amount Claimed, Secured, and Priority. Each column has a text box and instructions:
  - Amount Claimed:** Enter the Total Amount of Claims as of Date Case Filed (incl. secured, priority, general unsecured & unknown)
  - Secured:** If all or part of your claim is secured, enter the secured amount (Box 9 on claim)
  - Priority:** If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)
- Description and Remarks:** Two text areas for entering details.
- Amend options:**  Clear All Amounts
- Buttons:** Next, Clear

**Figure 5**

- ◆ Enter the data in the appropriate fields for the claim. All fields **must be** completed to ensure claim processes. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- ◆ Enter the **Amount** in the appropriate category. Total amount of claim should be entered in the "Amount Claimed" field.
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- ◆ The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 255 characters long.
- ◆ An aggregate total of all claims is included at the end of the Claims Register.
- ◆ When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

## STEP 6 The PDF Document screen displays. (See Figure 6a.)

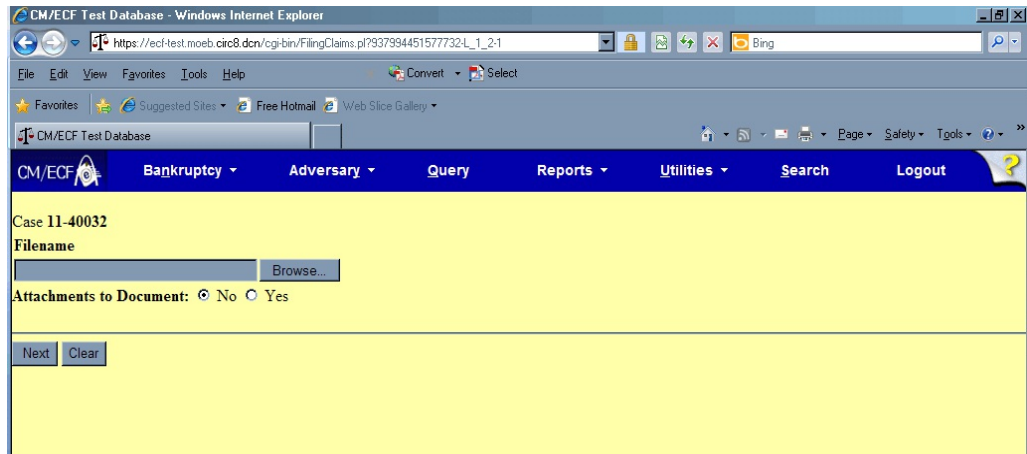


Figure 6a

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 6b.)

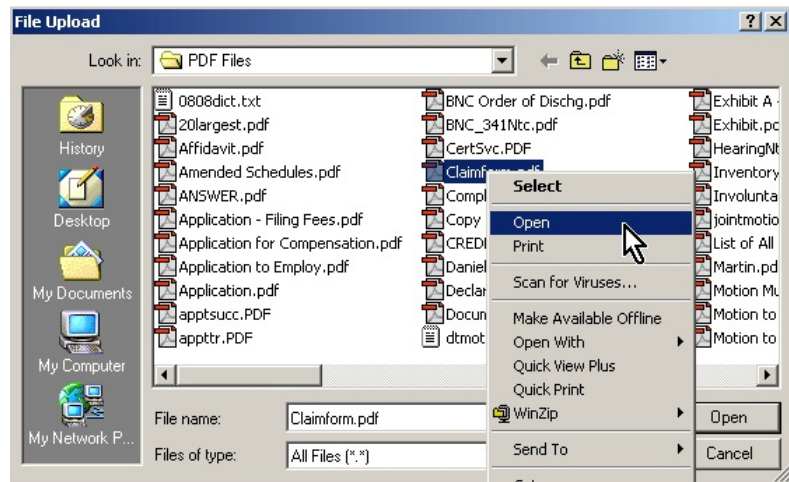


Figure 6b

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)

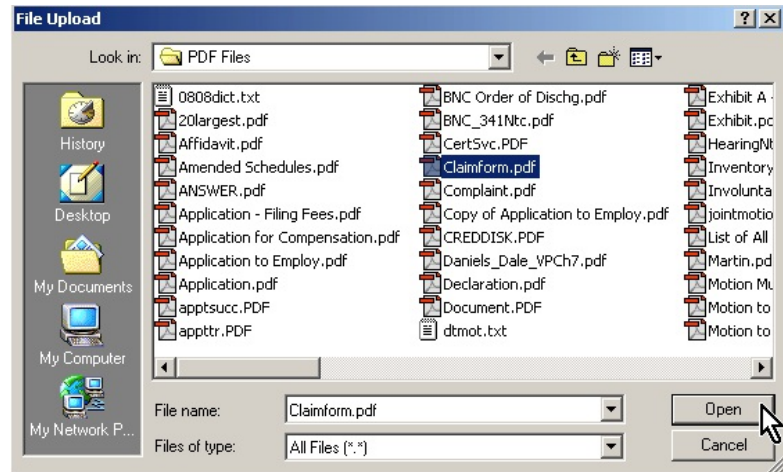


Figure 6c

- ◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See Figure 6d.)

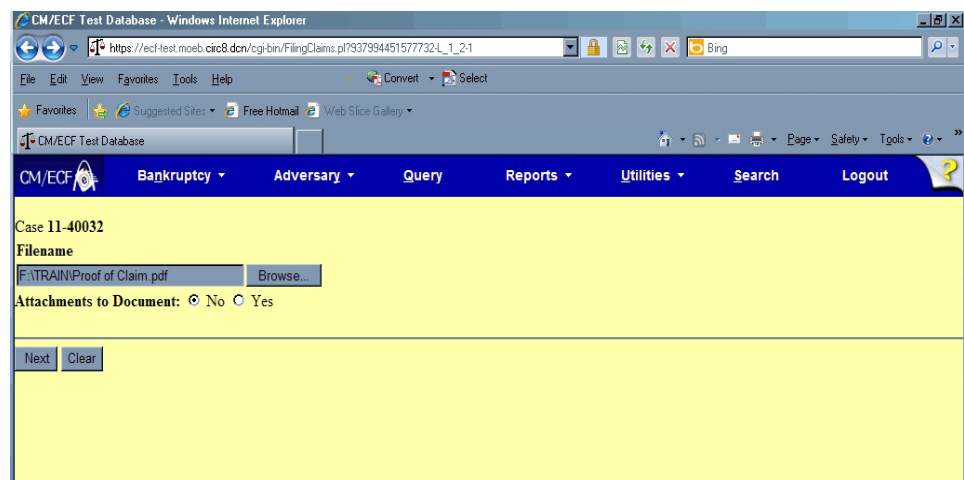


Figure 6d

- ◆ PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

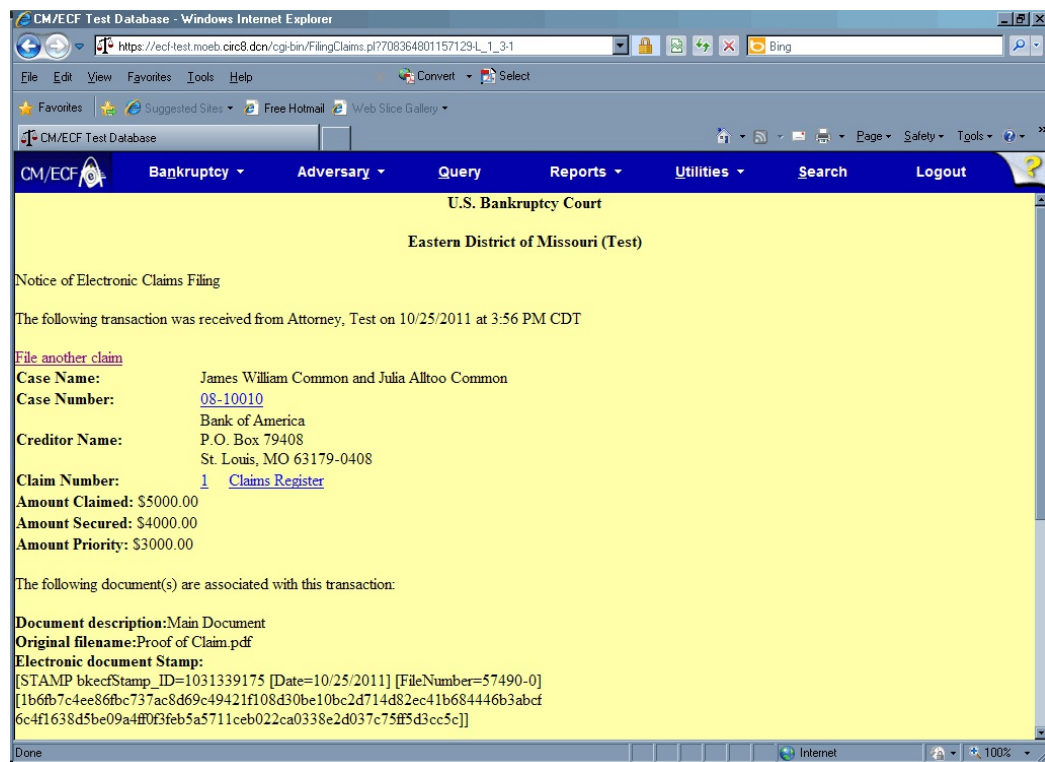
**NOTE:** Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]**.



**STEP 7** The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. (See Figure 7.) This claim is now part of the official court record.



- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report via PACER.
- ◆ Clicking on the document number hyperlink displays the PDF image, via PACER, of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
- ◆ Clicking on the Claims Register hyperlink displays the Claims Register, via PACER. There is a separate CM/ECF Claims Register lesson.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ To continue claims processing, click again on **Bankruptcy, File Claims**. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.



**OBJECTION TO CLAIM / WITHDRAWAL OF CLAIM**

- ◆ To file an Objection to Claim, click **Bankruptcy** on the Main Menu Bar and then Claim Actions hyperlink. Enter the case number, then click Objection to Claim.
  
- ◆ Withdrawal of Claim is also found under **Bankruptcy** on the Main Menu Bar and then Claim Actions hyperlink.