

# Claims Register

The **Claims Register** report can be generated from the [Reports](#) hyperlink on the CM/ECF Main Menu Bar.

*Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.*

*This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.*

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



**Figure 1**

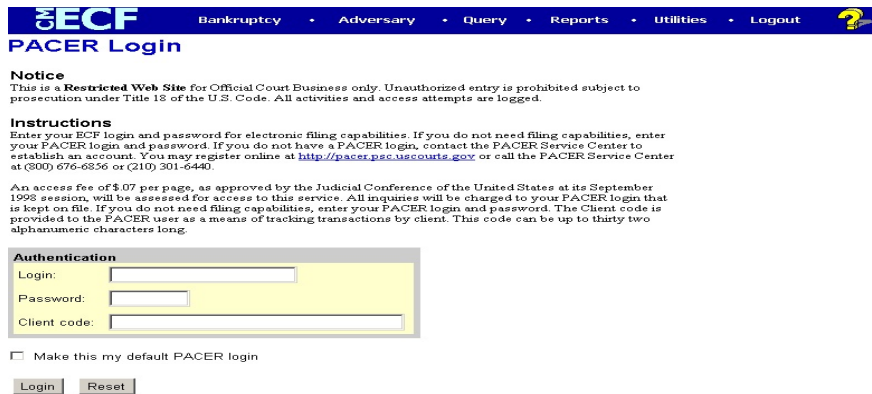
**STEP 2** The **REPORTS** screen will then be displayed. (See Figure 2.)



**Figure 2**

- ◆ Select the [Claims Register](#) hyperlink.

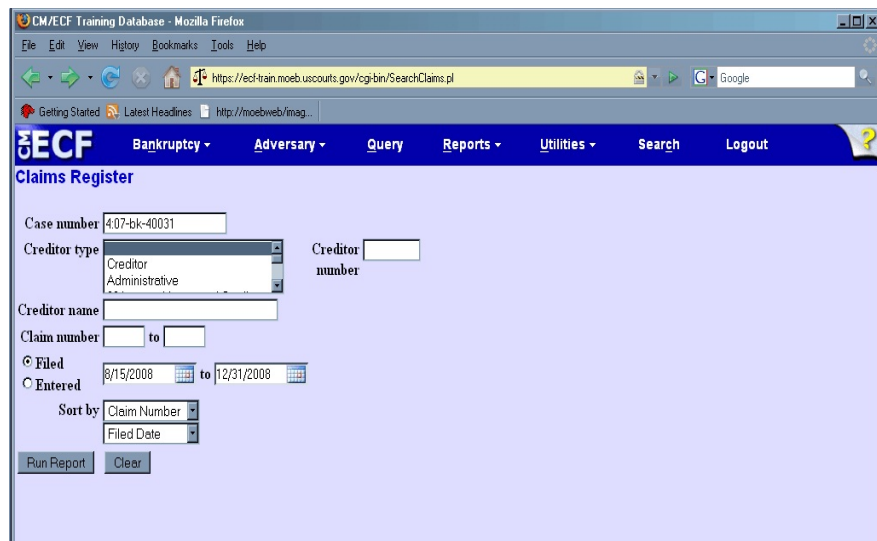
**STEP 3** The PACER login screen will then be displayed (See Figure 3.)



**Figure 3**

- ◆ This screen will appear each time you request a report or query within PACER.
- ◆ After you enter your PACER login and password, and a client code, if desired, click on [**Login**].

**STEP 4** The **Claims Register** information screen displays next. (See Figure 4.)



**Figure 4**

- ◆ Claim Register information can be requested by and limited by:
  - Case Number (a required field)
  - Creditor Type
  - Creditor Number
  - Creditor Name
  - Claim Number or Number Range
  - Filed or Entered Date or Date Range

- ◆ Multiple creditor types may be selected. The type of creditor is displayed on the search results list.
- ◆ To view all claims activity for a case, enter only the case number.
- ◆ Claims can be sorted by

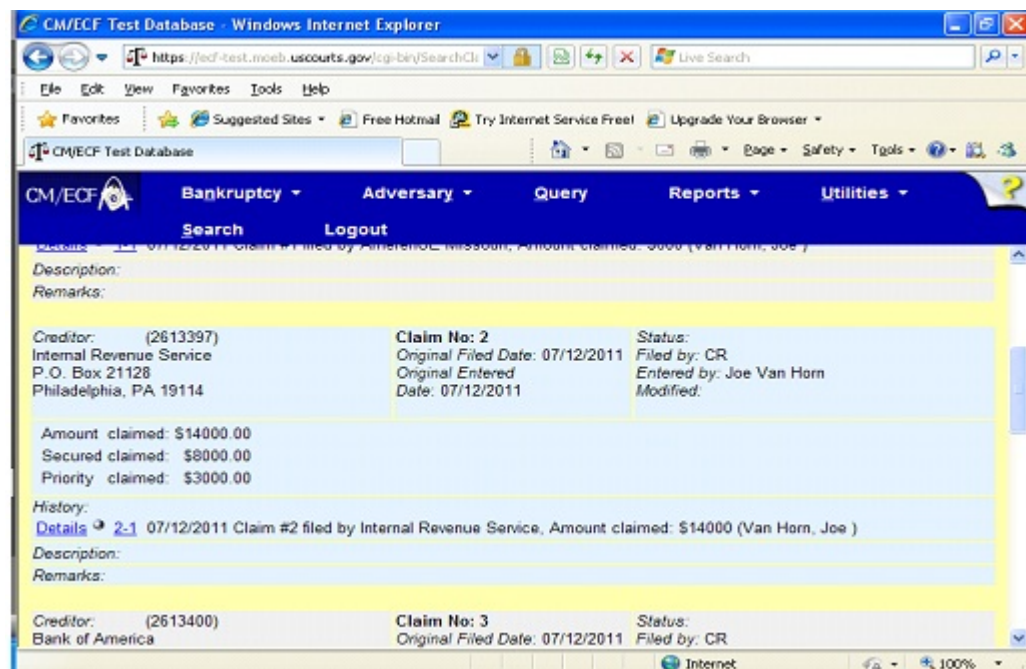
Claim Number  
Creditor Name  
Filed Date

You can specify both a primary and secondary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort.

- ◆ After entering or selecting the desired criteria, click **[Run Report]** to generate the Claims Register report.

**NOTE:** Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

**STEP 5** The **Claims Register** screen is displayed. (See Figure 5.)



**Figure 5**

- ◆ Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.

- ◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
- ◆ Additional information about each claim is displayed on the report.
  - Last Date to File Claims Claims bar date set at the §341 Meeting setting or trustee's asset notice.
  - Last Date to File (Govt) Governmental claims bar date set when the petition was filed for asset cases.
  - Filing Status Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
  - ◆ Docket Status Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
  - ◆ Late Yes or No flag signifying when received according to the claims bar date.
- ◆ In the History section for each claim, there is now a "Details" link for each item which provides additional information.
- ◆ If a claim has been transferred, or the claimant has been changed via editing, a "Claimant History" link is now displayed in the Creditor section.
- ◆ This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.
- ◆ Unless you are logged in with a CM/ECF account, you will not see the silver ball icon for the Notice of Electronic Claims Filing.

- ◆ At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims and a **PACER Transaction Receipt**, which indicates all billable charges. (See Figure 5a.)

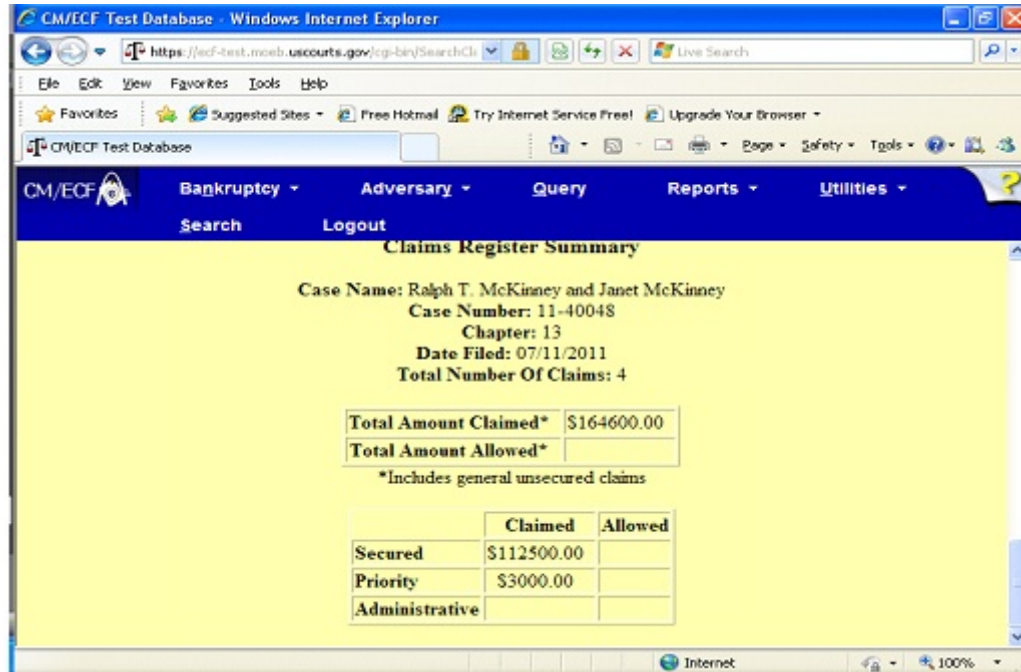


Figure 5a