Claims Register

The **Claims Register** report can be generated from the <u>Reports</u> 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 <u>Reports</u> on the CM/ECF Main Menu. (See Figure 1.)



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



Figure 2

Select the <u>Claims Register</u> hyperlink.

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

SECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout	2
PACER Login	
Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.	
Instructions Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <u>http://pacer.psc.vsc.uts.gov</u> or call the PACER Service Center at (300) 676-6836 or (210) 301-6440. An access for of \$07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Clent code is provided to the FACER user as means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.	
Authentication	
Login:	
Password:	
Client code:	
Make this my default PACER login	
Login Reset	

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.)

CM/ECF Training	Database - Mozilla Firefo:	ĸ						
<u>F</u> ile <u>E</u> dit <u>V</u> iew Hi	istory <u>B</u> ookmarks <u>T</u> ools	Help						
\$\langle\$ \$\cdot \vee\$ \$\langle\$	🛞 🏠 🗗 https:/.	/ecf-train.moeb.uscourts.go	v/cgi-bin/Search(Claims.pl		🙆 ד 🕨 🕻	G • Google	٩
ᠹ Getting Started 💽	Latest Headlines 📄 http://	/moebweb/imag						
SECF	Ba <u>n</u> kruptcy -	<u>A</u> dversary -	<u>Q</u> uery	<u>R</u> eports -	Utilities +	Sear <u>c</u> h	Logout	?
Claims Regist	er							
Case number 40 Creditor type Creditor name Claim number © Filed Sort by Ci File Run Report	IZ-bk-40031 editor ministrative to 5/2008 to 12/3 aim Number led Date lear	/2008	or er					

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.)

30 - P http	as://ecf-test.moeb.uscourt	s.gov/cgi-bin/SearchCk 💌	A 84>	🔇 🍂 Live Search		2
Ele Edit View	Fgvorites Iools Help					
🚖 Pavorites 🛛 🏫	🕫 🏀 Suggested Sites 🔹	🔊 Free Hotmail 👰 Try 1	nternet Service Free	el 🙋 Upgrade Your Brow	user =	
CM/ECF Test Databa	hse		🖞 • 🖾	- 🖂 👼 • Bage •	• Safety • Tools • (0- 13, -3
CM/ECF	Bankruptcy +	Adversary -	Query	Reports +	Utilities +	3
	Search L	ogout				
Description:	1212011 Glaint #1 med	by Amerenoc Missour	, Anount craime	0. 0000 (Van Hom, 30		8
Remarks:						
Creditor: (261 Internal Revenue Se P.O. Box 21128 Philadelphia, PA 19	13397) mice 1114	Claim No: 2 Original Filed L Original Entere Date: 07/12/20	Date: 07/12/2011 d 11	Status: Filed by: CR Entered by: Joe Van Modified:	Horn	
Amount claimed: Secured claimed: Priority claimed:	\$14000.00 \$8000.00 \$3000.00					
History: Details @ 2.1 07/1	12/2011 Claim #2 filed	hy Internal Revenue Se	nice Amount cli	aimed: \$14000 (Van H	(ant not	
Description:	IZZUTT GIBINTEL MEG	by internal revenue de	These, Parloant on	annea. e rioce (van i	10111, 0000)	
Remarks:						
Creditor: (261 Bank of America	13400)	Claim No: 3 Original Filed L	Date: 07/12/2011	Status: Filed by: CR		IIII,
				G Internet	Q - 4	100% *

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