Transfer of Claim

Users may transfer a claim from one creditor to another.

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

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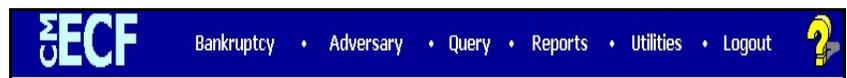
Figure 1

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

Figure 2

◆   Select the Creditor Filings hyperlink.

STEP 3   Click in the **Case Number** box and enter the correct case number in *YY-NNNNN* format. **(See Figure 3.)**

Figure 3

STEP 4   The **Available Events** screen appears **(See Figure 4.)**
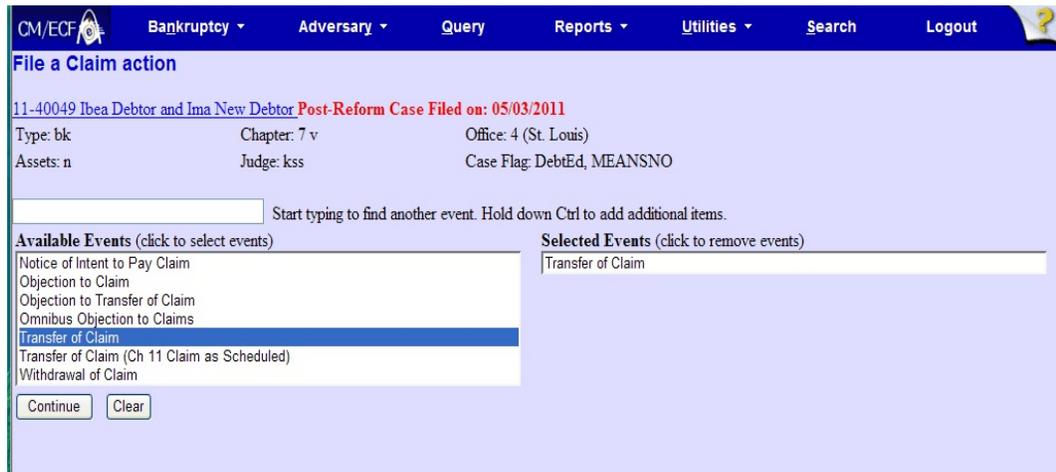
Figure 4

◆   Choose Transfer of Claim and click Continue.

STEP 5   The **File a Claim action** screen displays next. Choose Add/CreateNew   Party **(See Figure 5.)**
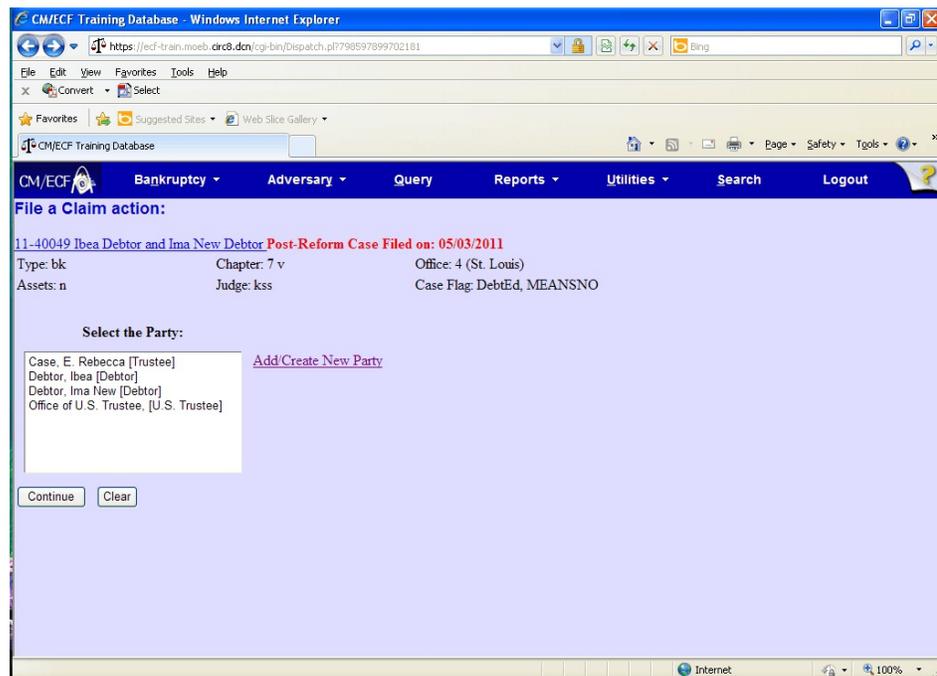
Figure 5

STEP 6   Enter Last/Business Name of Creditor **(See Figure 6)**.
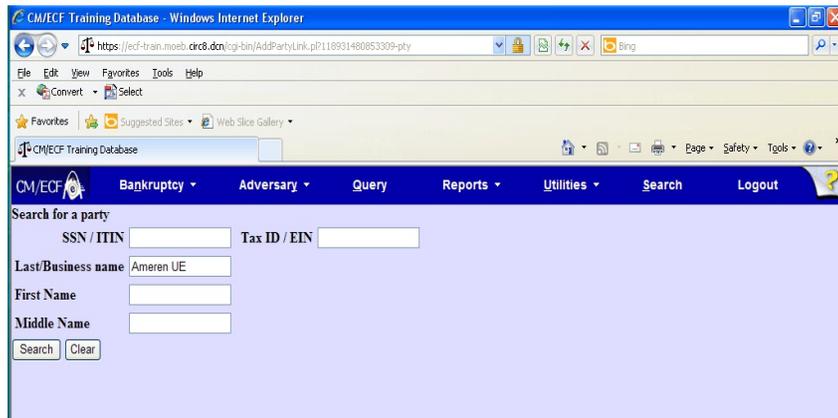
Figure 6

◆   Click Search.

STEP 7   Click on creditor name in list. **(See Figure 7)**
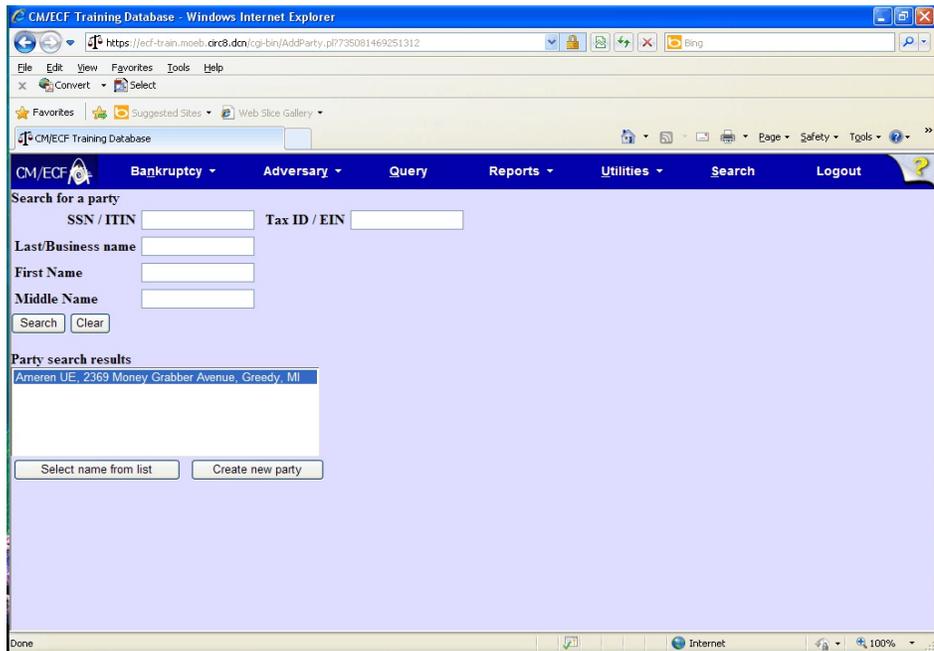
Figure 7

STEP 8   Choose Creditor as Role type **(See Figure 8)**

Figure 8

◆   Click Submit.

STEP 9   Select the Party **(See Figure 9)**

Figure 9

◆   Click Continue.

The Party Association screen appears with the following message:

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

♦   Click Continue.

STEP 10 The **PDF Document** screen displays. **(See Figure 10.)**
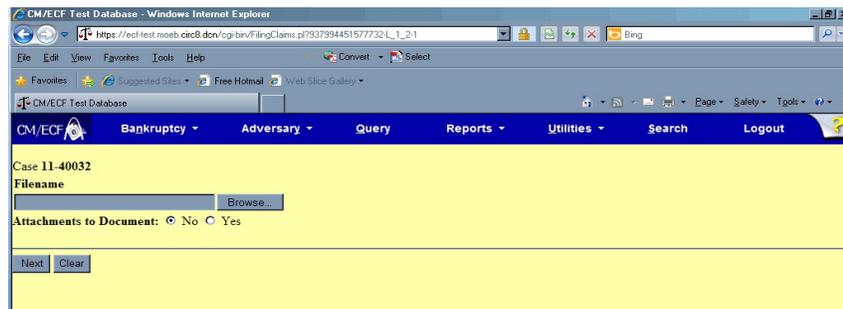
Figure 10

◆ 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 10b.)**
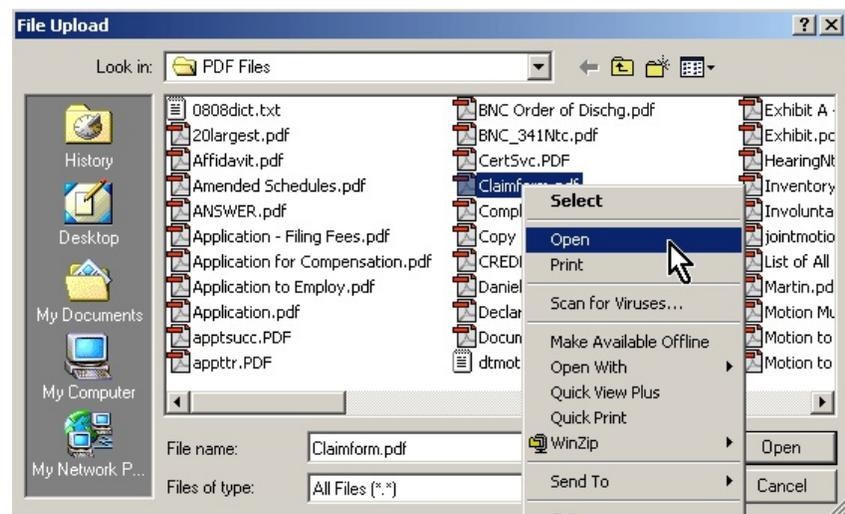
Figure 10b

• 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 10c.)**
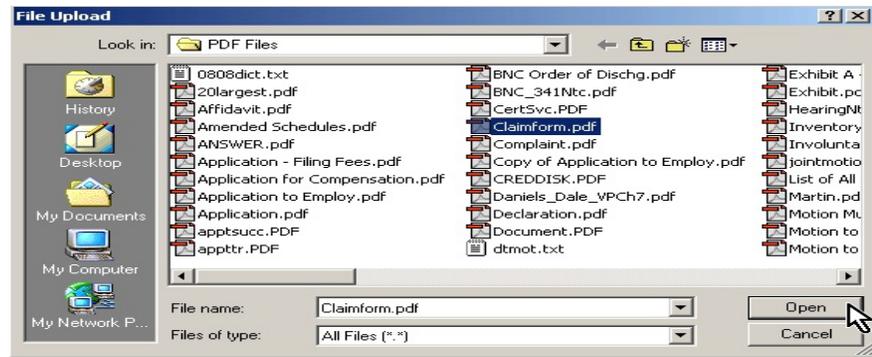
Figure 10c

- The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected.   **Click Continue.**

- The **Filing Fee** screen will appear with the message:

  IMPORTANT: There is a filing fee associated with the filing of this document. This filing fee <u>must be paid</u> on the date the Transfer of Claim is filed with the Court.
  This filing fee can be paid online using the CM/ECF credit card module. If the Transfer of Claim filing fee is not paid, the Court may take appropriate actions to collect the fee.

- **Click Continue.**

STEP 11   The File a Claim action screen appears **(See Figure 11).**
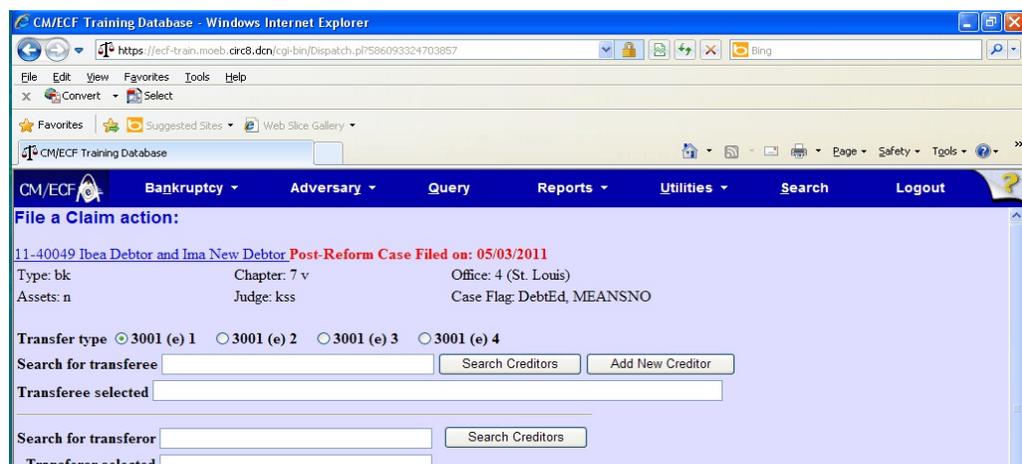
Figure 11

♦   Choose Transfer type.

♦   Search for Transferee. You may search for a current creditor or add a new creditor. If adding a new creditor, you must enter in this format **(See Figure 12).**

Figure 12

♦   Search for Tranferor - Click Search Creditors.

♦   Select creditor **(See Figure 13).**

Figure 13

♦   Enter Claim number

♦   Click Continue

The Fee Screen appears.

♦   Verify the fee amount is correct.

♦   Click Continue

STEP 14   The **FINAL TEXT** screen displays.
(See Figure 14.)

◆   Verify the final docket text.
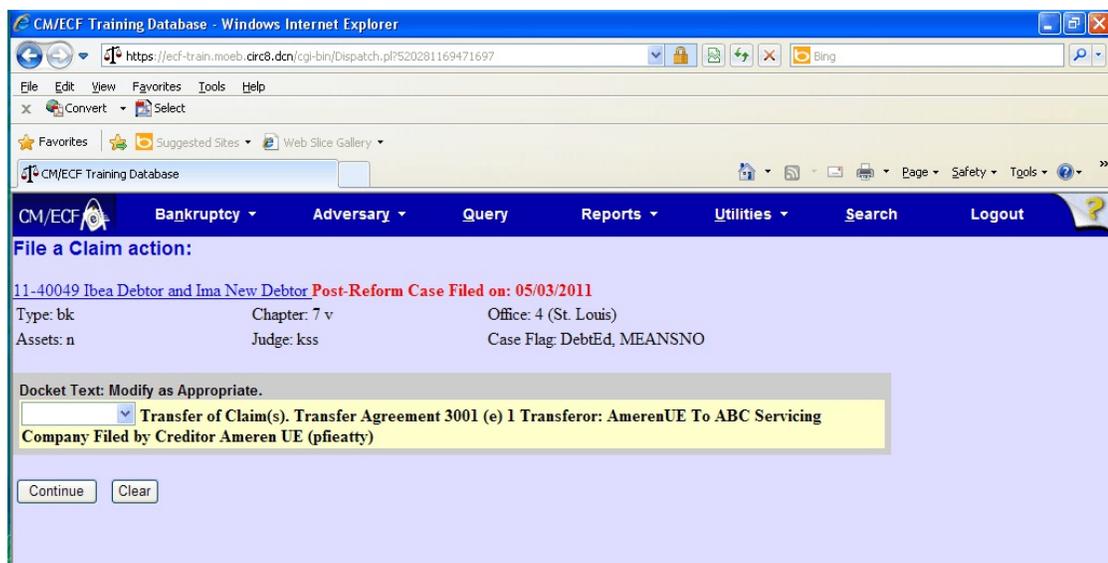
Figure 14

◆   **CAUTION!!** This is your last opportunity to change this event.
Clicking **[Continue]** will submit this amended schedule to the
database.

◆   If the final docket text is incorrect, click on your browser's **[Back]**
button to find the screen to be modified.

◆   To abort or restart the transaction, click the **Bankruptcy** hyperlink
on the **CM/ECF Main Menu** bar.

◆   If correct, click **[Continue]**.