## **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 <u>Bankruptcy</u> on the CM/ECF Main Menu. (See Figure 1.)



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

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Bankruptcy Events	i					
<u>Creditor Filings</u> <u>File Claims</u> <u>Claims Upload</u>						
Figure 1						

#### Figure 2

- Select the <u>Creditor Filings</u> hyperlink.
- **STEP 3** Click in the **Case Number** box and enter the correct case number in *YY-NNNNN* format. (See Figure 3.)

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Figure 3			

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

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	St	tart typing to find anot	ner event. Hold de	own Ctrl to add addi	tional items.		
Available Events (	click to select events)			Selected Events	(click to remove ever	nts)	
Notice of Intent to Pa	y Claim			Transfer of Claim			
Objection to Claim	of Claim						
Omnibus Objection t	o Claims						
Transfer of Claim							
Transfer of Claim (Ch	11 Claim as Scheduled	i)					
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Continue Clear	·						

## Figure 4

- Choose Transfer of Claim and click Continue.
- STEP 5The File a Claim action screen displays next. Choose<br/>Add/CreateNew Party (See Figure 5.)

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

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

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Figure 7

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

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Party text								
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Click Submit.

## **STEP 9** Select the Party (See 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.)

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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.)

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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.)

File Upload					? ×
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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).

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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).

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Add new creditor name and address Name may be 50 characters. Address may be 5 lines, 40 characters each.	
ABC Servicing Company 123 Main Street St. Louis, MO 63102	
Submit Close	

Figure 12

- Search for Tranferor Click Search Creditors.
- Select creditor (See 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.

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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].