CHAPTER 11

PROOFS OF CLAIM

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Filing a Proof of Claim involves entering the claim data. In CM/ECF, all filed claims must be associated with a creditor record for the case in which the claim is being filed.

STEP 1 Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

STEP 3 The **Search for Creditor** screen displays. **(See Figure 1)**

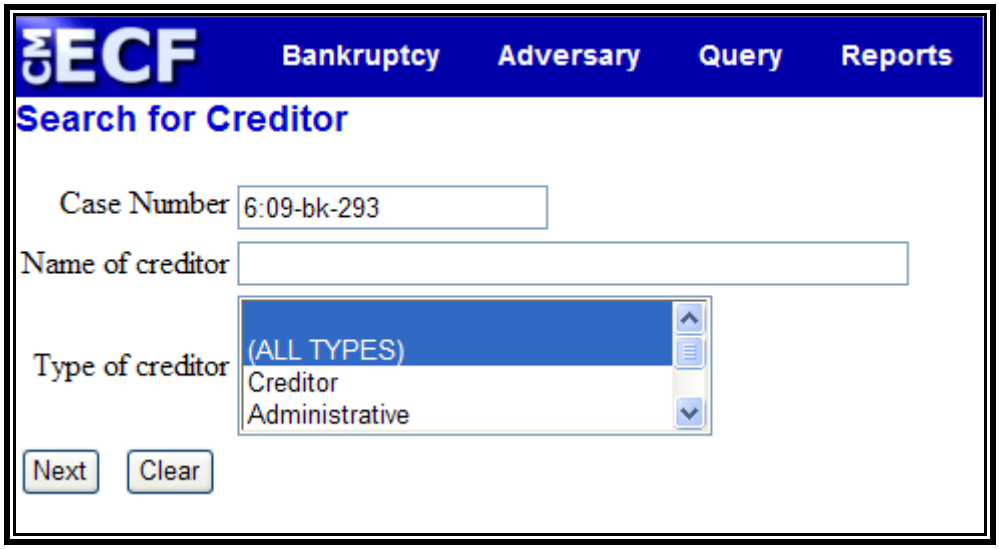

Figure 1

- Enter the complete case number (office code-yy-bk-nnnnn).
- Leave the **Name of creditor** field blank to receive a list of all creditors in the case.
- The **Type of Creditor** box should remain at its default of "All Types".
- Click **[Next]** to continue.

STEP 4 The **Select a Creditor for Claim** screen displays. **(See Figure 2a, 2b)**

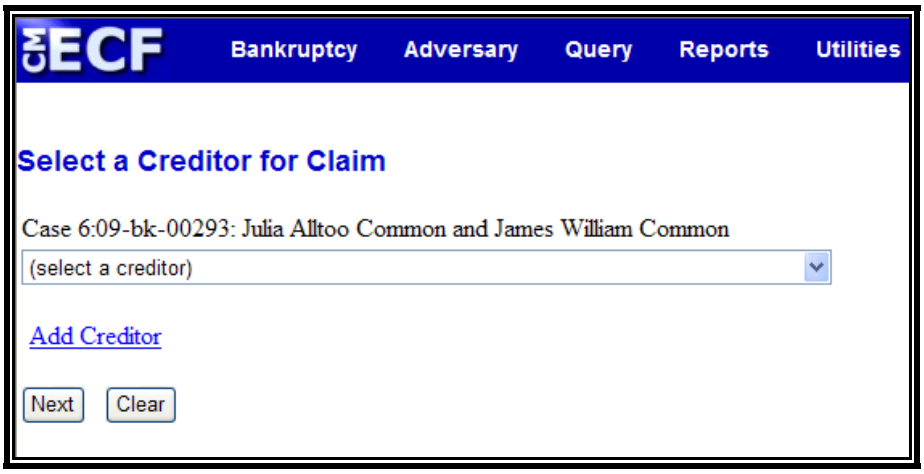

Figure 2a

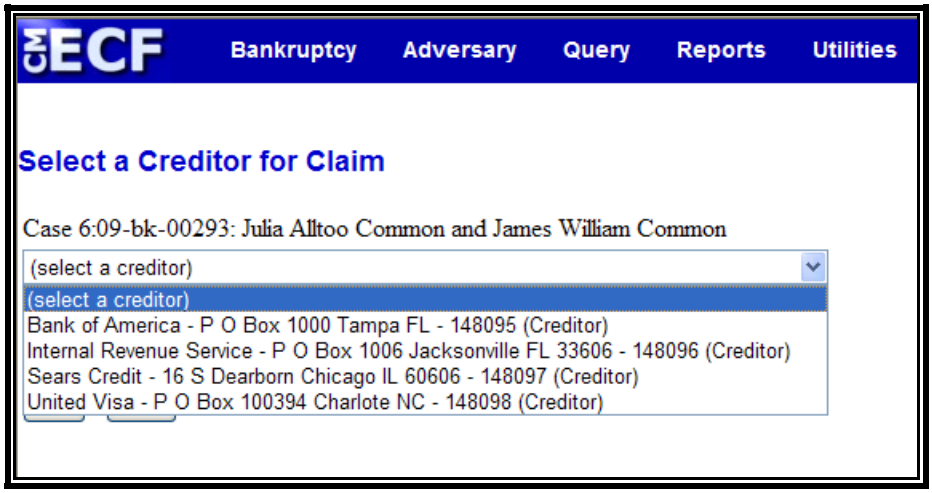

Figure 2b

- Verify the case name and case number displayed.
  - If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- Click the down arrow ▼ to reveal the list of creditors.
  - If the creditor's name and address are **correct**, click the creditor to highlight and click **[Next]** to continue and proceed to **Step 8**.

- If the creditor's name and address are **incorrect** or the creditor does not appear, click outside the box and then click the Add Creditor hypertext link and proceed to **Step 5**.

STEP 5 The **Creditor Processing** screen displays.

- Verify the case number.
- Click **[Next]** to continue.

STEP 6 The **Add Creditor(s)** screen displays. **(See Figure 3)**

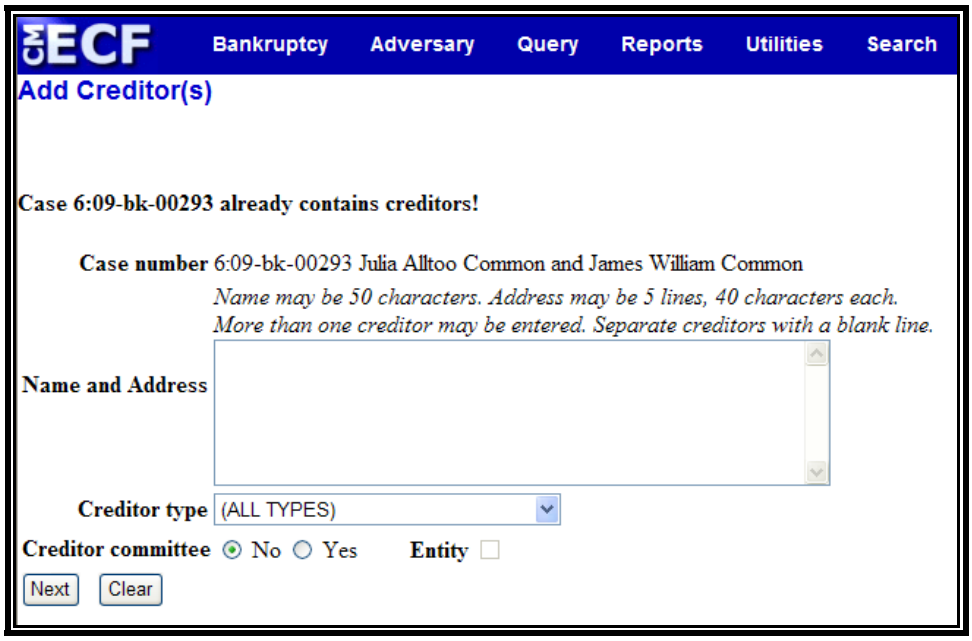

Figure 3

- Enter the creditor's name and address in the text box. The name and address **must not** exceed five lines.
- The **Type** field defaults to "**ALL TYPES**". No action is necessary.
- The **Creditor committee** field defaults to "**No**". No action is necessary.
- If there are additional creditors to enter, separate each creditor with a blank line. **(See Figure 4)**

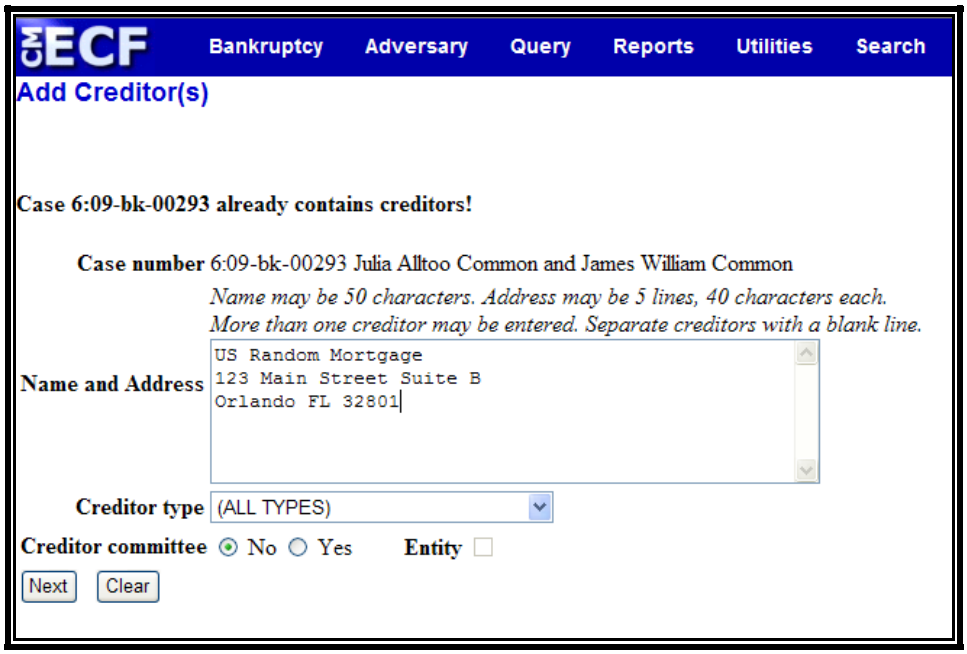

Figure 4

- Click the **[Next]** button to continue.
- The "**Total Creditors Entered**" will display.
- Click **[Submit]** to continue.

STEP 7 The **Creditors Receipt** screen displays. **(See Figure 5)**

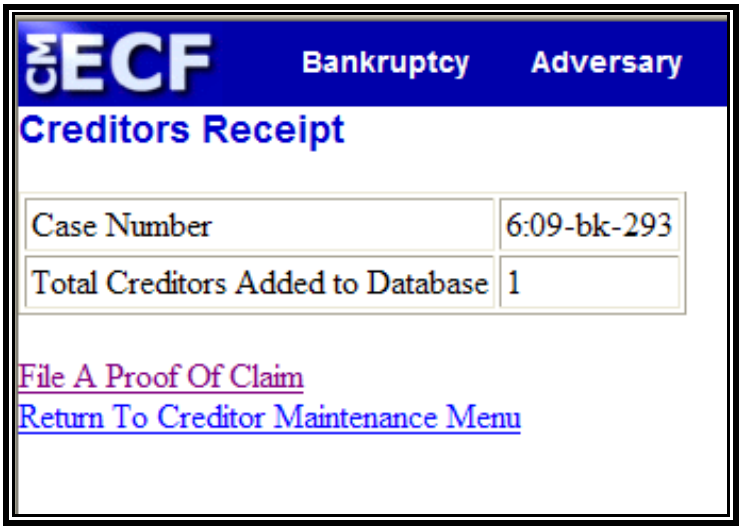

Figure 5

- Click the File A Proof Of Claim hypertext link. This will bring you back to **Step 3**; proceed through **Steps 3 and 4** and continue to **Step 8**.

STEP 8 The **Previous Claims Filed** screen displays. **(See Figure 6)**

Figure 6

- If previous claims have been filed by the selected creditor, they will be listed in the box that appears.
- If the creditor information shown is for the creditor filing this claim, click "**Yes**". If the creditor shown is incorrect, click "**No**".

STEP 9 The **Proof of Claim Information** screen displays. **(See Figure 7)**

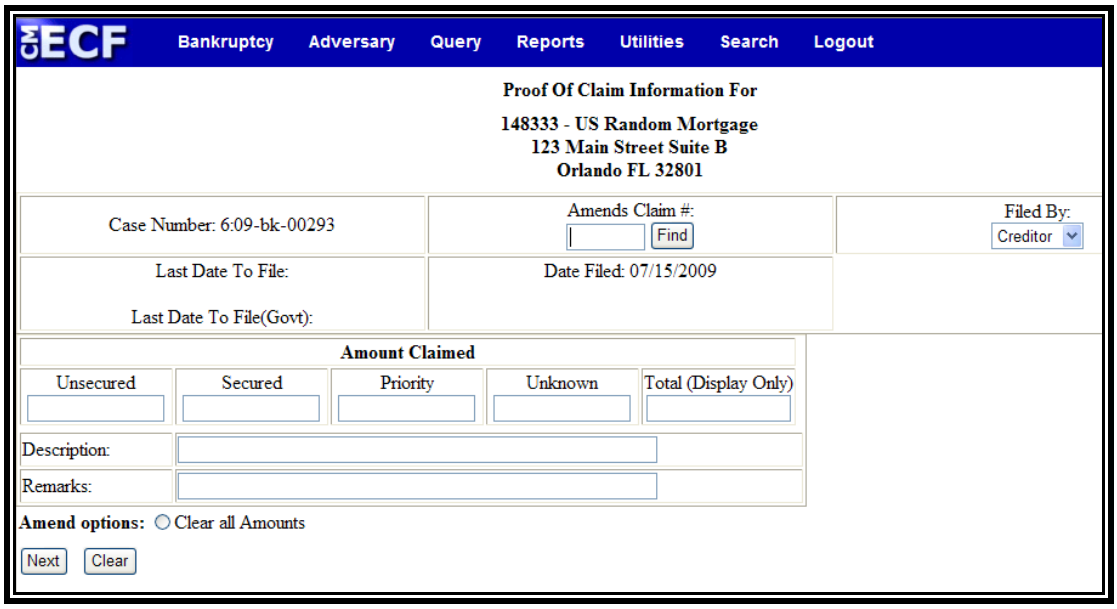

Figure 7

- Verify creditor name and case number.
- Enter the data in the appropriate fields. Do not enter the "$" or commas in the dollar amount fields.
- Click the down arrow ▼ to reveal the list of **Filer Types**. Click to highlight the appropriate filer: **Debtor, Creditor or Trustee**.
- The **Total Amount Claimed** fields total the values of Unsecured, Secured, Priority and Unknown. **Note**: The **Total** fields are marked *display only*. You are unable to enter information into these fields. The totals will automatically calculate based on the amounts entered.
- The **Description** and **Remarks** fields are available to add more detail to the proof of claim. Any information added to these fields will appear on the Claims Register. Both fields are 60 characters long.

  Note: A remark is required for all Fed.R.Bankr.P 3004 claims filed in the Orlando and Jacksonville divisions as follows:

  - **Orlando** - Pursuant to FRBP 3004
  - **Jacksonville** - Filed by Debtor
- Verify information entered.
- Click **[Next]** to continue.

STEP 10 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the "Choose File" pop-up screen to associate the PDF file with the docket entry.
- The **Attachments to Document** option defaults to **No**. If you have attachments to the document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for instructions, if necessary).

- This is the **final** screen before submission.
- Click **[Next]** to continue.

STEP 11 The **Notice of Electronic Claims Filing** screen displays.

- Clicking on the case number hypertext link on the **Notice of Electronic Claims Filing** screen will present the docket report for this case.
- Clicking on the claim number hypertext link displays the PDF image of the claim itself.
- 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**.
- You may also save the notice through the browser **File/Save** option.