

Claims Register

The Claims Register Report shows the list of claims filed in a particular case. This module demonstrates the steps to take to generate a Claims Register Report.

- STEP 1** Click the [Reports](#) hyperlink on the CM/ECF Main Menu.
- STEP 2** The **Reports** screen displays.
- ◆ Select the [Claims Register](#) hyperlink.
- STEP 3** The **Claims Register Information** screen displays. (See Figure 1)

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Claims Register

Case number

Creditor type
 Creditor Administrative

Creditor name

Claim number to

Filed to

Entered

Sort by

Figure 1

- ◆ Enter the complete **Case Number** (office code-yy-bk-nnnnn).
- ◆ The **Creditor Type** defaults to 'blank' which means 'all' Creditor Types will be included in the report. If you wish to limit the report to a specific Creditor Type, click the down arrow ▼ to find and select the Creditor Type.
- ◆ The **Creditor Number** field can be used to limit the report to only one claim.

- ◆ The **Creditor Name** field can be used to limit the report to only one creditor.
- ◆ The **Claim Number XX to XX** field can be used to limit the report to a consecutive group of claims.
- ◆ Selecting **Filed** will result in the report showing the dates claims were filed.
- ◆ Selecting **Entered** will result in the report showing the dates claims were entered on the docket.
- ◆ The **Terminal Digits** field allows the report to be limited by terminal digit(s).
- ◆ The **Sort by** field defaults to Claim Number then Filed Date. Click the down arrow ▼ to reveal the list of other options for report sorting:
 - Claim Number
 - Creditor Name
 - Filed Date
- ◆ Click **[Run Report]** to generate the Claims Register.

STEP 4 The **Claims Register Summary** displays. (See Figure 2)

Claims Register

8:02-bk-00001-PMG Casey Knu and Anel Merritt

Judge Paul M. Glenn

Debtor Name: KNU,CASEY

| | | |
|------------------------|---|---|
| Claim No: 1 | Creditor Name: GMAC P. O. Box Tampa, FL 33601 | Last Date to File Claims: 07/03/2003 Last Date to File (Govt): 03/26/2003 Filing Status: Docket Status: Late: N |
| Claim Date: 07/02/2002 | Amends Claim No: Amended By Claim No: | Duplicates Claim No: Duplicated By Claim No: |
| Class | Amount Claimed | Amount Allowed |
| Secured | \$10000.00 | |
| Total | \$10000.00 | |
| Description: | | |

Figure 2

- ◆ The claim information is displayed for the selected claim. The case name/number is a hypertext link to the docket sheet; the claim number is a hypertext link to the claim image.

- ◆ At the end of each Claims Register report is a Claims Register **Summary**. (See Figure 3)

Claims Register Summary

Case Name: Casey Knu and Anel Merritt
 Case Number: 8:2002-bk-00001-PMG
 Chapter: 7
 Date Filed: 06/12/2002
 Total Number Of Claims: 3

| | Total Amount Claimed | Total Amount Allowed |
|----------------|----------------------|----------------------|
| Unsecured | | |
| Secured | \$32000.00 | |
| Priority | | |
| Unknown | | |
| Administrative | | |
| Total | \$32000.00 | |

Figure 3

- ◆ To print the **Claims Register**, click the **[Print]** icon on the browser toolbar.

Claims Listing

The Claims Listing Report is a Florida Middle District report which displays a list of claim numbers, creditors, file dates, and claim amounts in a particular case. Use the same criteria to run the Claims Listing Report as the Claims Register. **(See Figure 4 for sample report)**

Middle District of Florida
 Claims Register
8:03-bk-04408-MGW Robert Johnson

Judge MICHAEL WILLIAMSON
 Claims Bar Date: , Chapter: 7

| Claim Number | Creditor Name | Filing Date | Amount Claimed |
|--------------|--------------------|-------------|----------------|
| 1 | Cindy Adobe | 05/13/2003 | \$600.00 |
| 2 | Vincent Perez | 05/16/2003 | \$1500.00 |
| 3 | GMAC | 05/16/2003 | \$2500.00 |
| 4 | Blue Sky Financial | 05/16/2003 | \$1500.00 |
| 5 | Cindy Adobe | 05/16/2003 | \$650.00 |

Figure 4

Claims Summary

The Claims Summary is a Florida Middle District report that can be used as an abbreviated Claims Register report. The Claims Summary does include the party who filed the claim. Use the same criteria to run the Claims Summary Report as the Claims Register. **(See Figure 5 for sample report)**

| | | |
|--|--|---|
| Middle District of Florida Claims Register 8:03-bk-04408-MGW Robert Johnson Judge MICHAEL WILLIAMSON Debtor Name: JOHNSON,ROBERT | | |
| Claim No: 1 | Creditor Name: Cindy Adobe | Last Date to File Claims: Filed by: Trustee |
| Claim Date: 05/13/2003 | Amends Claim No: Amended By Claim No: | Duplicates Claim No: Duplicated By Claim No: |
| Class | Amount Claimed | Amount Allowed |
| Unsecured | \$600.00 | |
| Total | \$600.00 | |

Figure 5