

CHAPTER 15

PROOFS OF CLAIM

Proofs of Claim

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.

— Click the [File Claims](#) hypertext link.

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

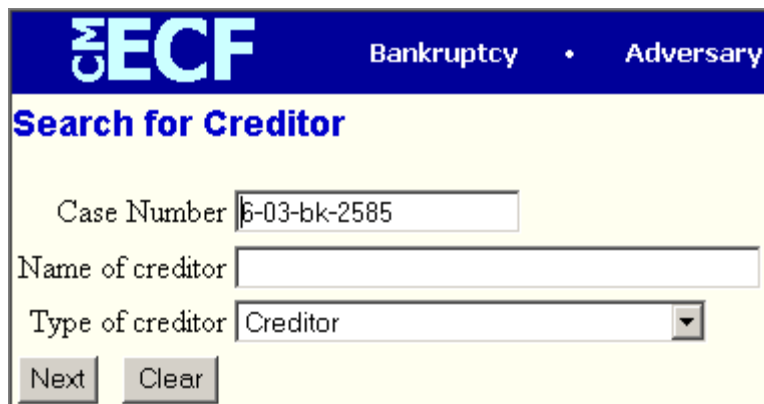



Figure 1

- 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 “creditor”.
- Click **[Next]** to continue.

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

- 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.
 - If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- 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)

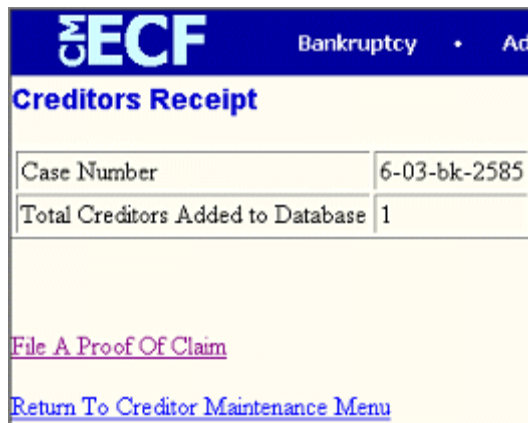
Figure 3

- Enter the creditor's name and address utilizing the **Name**, **Address 1**, **Address 2**, **Address 3** and **Address 4** fields. **Do not** utilize the **Address 5** field.
- The **Type** field defaults to "**Creditor**". No action is necessary.
- The **Creditor committee** field defaults to "**No**". No action is necessary.
- If there are additional creditors to enter, leave the radio button set to "**Continue To Enter**" and continue entering creditors. If there are no additional creditors to enter or creditor entry is complete, click the radio button next to "**Last Entry**" and **[Next]** to continue.

Note: If there are no additional creditors and "**Continue to Enter**" is clicked instead of "**Last Entry**" you must click the browser **[Back]** button to change the option. Clicking "**Last Entry**" on a blank input screen will result in an error message. If the error message is displayed, click **[OK]** and then the browser **[Back]** button to change the option.

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

STEP 7 The **Creditors Receipt** screen displays. (See Figure 4)



Case Number	6-03-bk-2585
Total Creditors Added to Database	1

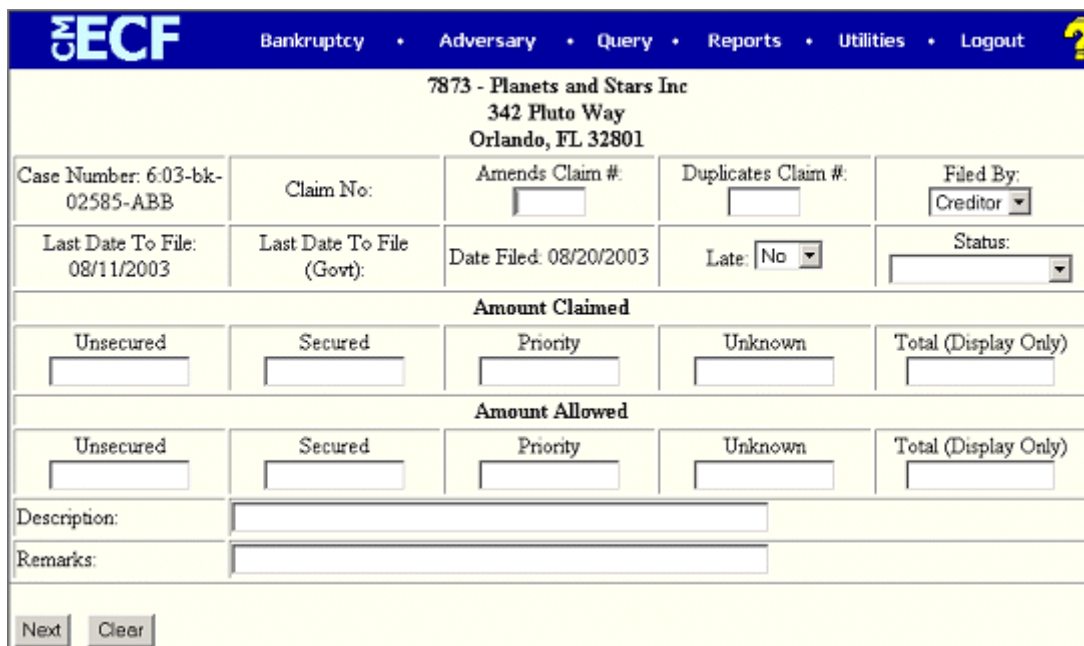
[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 4

- Click the [File A Proof Of Claim](#) hypertext link. This will bring you back to **Step 3**.

STEP 8 The **Proof of Claim Information** screen displays. (See Figure 5)



7873 - Planets and Stars Inc 342 Pluto Way Orlando, FL 32801				
Case Number: 6-03-bk-02585-ABB	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File: 08/11/2003	Last Date To File (Govt):	Date Filed: 08/20/2003	Late: No	Status:
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Amount Allowed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Description:				
Remarks:				
Next Clear				

Figure 5

- 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; **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.
- Verify information entered.
- Click **[Next]** to continue.

STEP 9 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the PDF file for this claim is located. View the image before selecting the document to be sure you have chosen the correct file; right click on the highlighted filename and click on **open**. View the image in Adobe Acrobat, then close Acrobat when you have finished. Once you have verified the correct document has been selected, double-click on the PDF file to select it and associate it with the claim.
- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- This is the **final** screen before submission.
- Click **[Next]** to continue and officially submit the proof of claim.

STEP 10 The **Notice of Electronic Claims Filing** displays.

- Clicking on the case number hypertext link on the **Notice of Electronic Claims Filing** will present the docket report for this case.
- Clicking on the document number hypertext link displays the PDF image of the claim itself.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.

- 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.