

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)

CM/ECF Bankruptcy • Adversary • Query • Reports •

Claims Register

Case number

Creditor type Creditor number

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.

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:		

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

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.

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	

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

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

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)**

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

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

Figure 5

criteria to run the Claims Summary Report as the Claims Register. (See Figure 5 for sample report)