

## Claims Entry

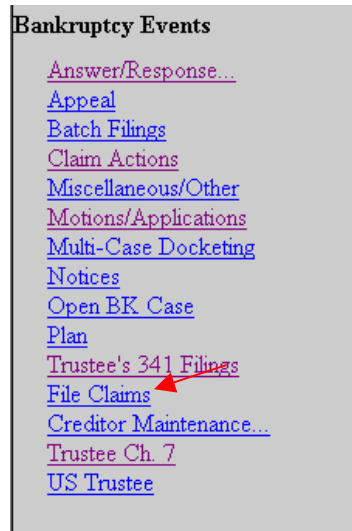
When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor database. If the creditor cannot be located on the case, they should first be added and then the claim added to the new creditor record.

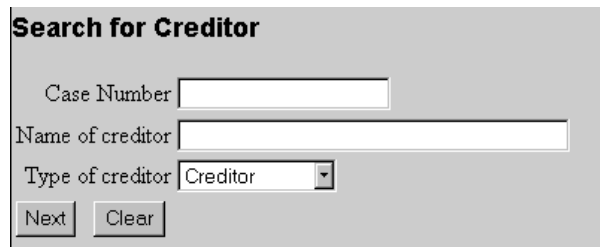
1. Click on **Bankruptcy** on the CM/ECF Main Menu bar.



2. Click on **File Claims**.

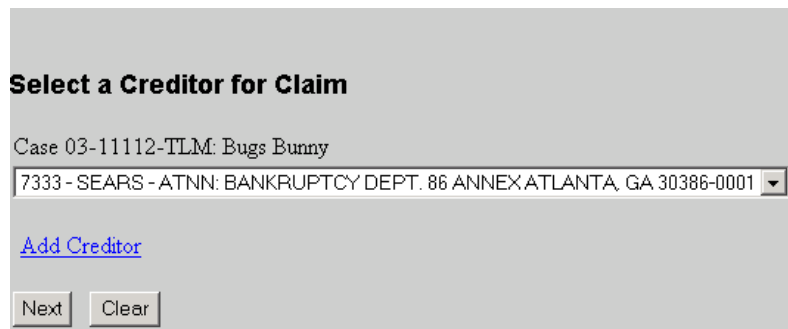


3. The Creditor Search screen displays.

A grey rectangular box titled 'Search for Creditor'. It contains three input fields: 'Case Number' (a text box), 'Name of creditor' (a text box), and 'Type of creditor' (a dropdown menu with 'Creditor' selected). Below the fields are two buttons: 'Next' and 'Clear'.

4. Enter the case number. Example: 03-11112

5. Click on **Next** for a list of all creditors in this case.
  - **NOTE: Do not change** the default of Creditor in the Type of Creditor box. When a matrix is uploaded into the system, the Creditor Type field defaults to Creditor. The Creditor Type must match the creditor information. If creditors are stored on the database as a different Creditor Type you will have to search by that Type. A creditor with a Creditor Type of Admin will not be found unless the Creditor Type field is changed to Admin.
6. The Creditor Selection screen displays the creditor(s).



**Select a Creditor for Claim**

Case 03-11112-TLM: Bugs Bunny

7333 - SEARS - ATNN: BANKRUPTCY DEPT. 86 ANNEX ATLANTA, GA 30386-0001

[Add Creditor](#)

Next Clear

7. Click on the drop-down arrow to display all of the creditors. Select the desired creditor by clicking on it with your mouse if using the drop-down select window.
  - Verify the address of the creditor listed in the computer to the address listed on the claim.
    - If the address on the claim is different than the computer click on **Add Creditor** (see instructions below) and add the creditor with the correct address into the system. The creditor's address listed on the claim supercedes what is in the computer per Bankruptcy Rule 2002(g)(1)(A).
8. If the creditor is not listed, check the Creditor Mailing Matrix then:
  - Click on **Add Creditor** button.
  - Click on the **Next** button.
  - Enter the creditor's name, address, city, state and zip.
  - If this is the only claim to enter in this case click on the **Last Entry** button.

- Click on the **Next** button.
- Click on the **Submit** button.
- If the creditor is listed or after entering a creditor:
- Click on the **File a Proof Of Claim** link.
- Start back at #3.

9. The Proof of Claim Information screen displays fields for each claim.

Proof Of Claim Information For				
8796 - Ford Motor 10 Car Road Tulsa, OK 74133				
Case Number: 03-11058-TLM	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Trustee <input type="text"/>
Last Date To File:	Last Date To File(Govt):	Date Filed: 10/13/2003	Late: <input type="text" value="No"/>	Status: <input type="text"/>
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Amount Allowed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/>	<input type="button" value="Clear"/>			

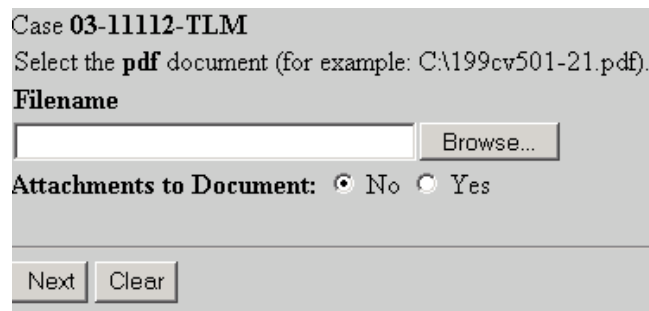
- The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- The optional **Status** filed displays the Claim status of Allow Amend, Expunge, Reclassify, Reduce, Withdraw.
- There is an **Amount Claimed** and **Amount Allowed** section to record. Both of these amounts will appear on the Claims Register.
- **NOTE: Do not enter** the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register. (These fields are Display Only. Users may not manually enter an amount in these fields.)

- The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are **255 characters** long.

10. Click on the **Next** button to continue.

### Selecting the PDF document:

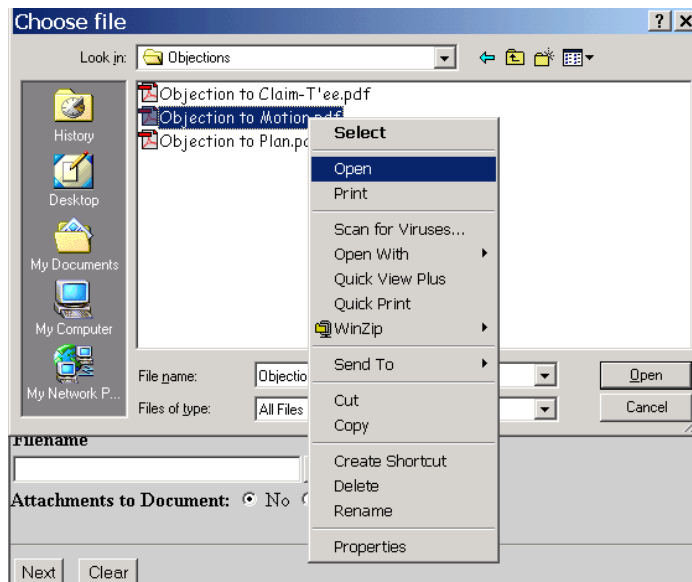
11. Select the PDF document by clicking on the **Browse** button.



The screenshot shows a software window titled "Case 03-11112-TLM". Below the title, it says "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label above a text input field. To the right of the input field is a "Browse..." button. Below the input field, there is a label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the window, there are two buttons: "Next" and "Clear".

12. Browse to the appropriate drive and folder.

13. Locate the appropriate document and right click.



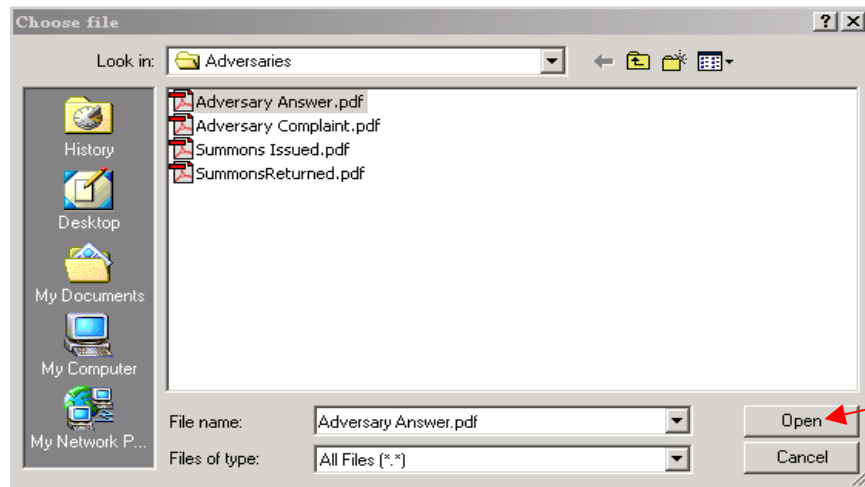
14. Left click on **Open**.

15. View the document to insure this is the proper pleading.

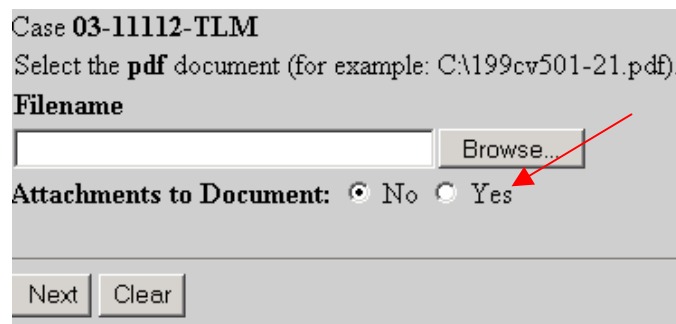
16. Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.



17. Left click on the **Open** button in the Browse dialog box. If needed, minimize Adobe Acrobat to see the Browse dialog.



18. PDF attachments to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the YES radio button to the right of the Attachments to Document prompt to attach the PDF document.



19. Click on the **Next** button. You will have no further opportunity to modify this submission if you continue. If there are no modifications to be made to the docket text, click on the **Next** button. If you need to modify the docket text, click on the **Back** button to the appropriate screen and make corrections.

Remember, once you change a screen, you must complete all screens after that point again.

## Notice of Electronic Filing:

20. The Notice of Electronic Filing will appear.

Notice of Electronic Claims Filing

The following transaction was received from Malloy, Patrick on 10/13/2003 at 1:05 PM CDT

**Case Name:** Bugs Bunny  
**Case Number:** [03-11112-TLM](#)  
**WARNING:CASE CLOSED ON 10/03/2003**  
Ford Motor  
**Creditor Name:** 10 Car Road  
Tulsa, OK 74133  
**Claim Number:** [4](#)  
**Total Amount Claimed:** \$500.00

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**F:\Intracourt\CMECF\Test Pleadings\Trustee\Objection.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1052166465 [Date=10/13/2003] [FileNumber=15171-0]  
[4047c167499ddb1c543f78aa9018606686e663a3e1ab9b4b1d3466c38d2ba30fb8df  
c12350d0e0cf116ba30283346179bd8f98c2b706560013b81225affc820e]]

**03-11112-TLM Notice will be electronically mailed to:**

**03-11112-TLM Notice will not be electronically mailed to:**