Slide 1 – WELCOME



Slide 2 - NAVIGATION INSTRUCTIONS

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court
Navigation Instructions
Table of Contents:
Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either
The arrow in the top left corner of the screen, Table of Contents
Or
The TOC button in the Navigation bar.
Playback Controls:
Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle.
You can turn the audio on or off by clicking the speaker icon.
Additional Information:
Additional information on this module will be displayed when the mouse hovers over the "i".
Additional filing information is displayed when the mouse hovers over the tip star icon.
Select Start when you are ready to begin
START

Slide 3 - OBJECTIVE



Slide 4 - CM/ECF MAIN SCREEN



After successfully logging into CM/ECF, select Bankruptcy.

Slide 5 - BANKRUPTCY EVENTS

SECF	Ba <u>n</u> krupt o y	<u>A</u> dversary	Query	<u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	?
Bankruptcy I	Events							
Answer/Re	sponse							
Appeal		New R3	Menu Ite	ms				
Claim Actio	ons	Case U	Jpload					
Creditor M	aintenance							
File Claims	Select	File Claims						
Motions/Ap	oplications/Present	ments						
Open Volur	tary Case							
Open an In	voluntary Case							
Other								
Plan								
Upload Pro	posed Order							
Judge/Trust	ee Assignment							
https://sef.tes		hin /Filin of lained	4.1 ml					
nups://ecr-train.nj	/en.uscourts.gov/cgi	-oin/FilingCialmsL	.tu.pi					

At the Bankruptcy Events menu, select File Claims.

Slide 6 - ENTER CASE NUMBER

SECF	Ba <u>n</u> krupt e y	<u>A</u> dvers a ry	<u>Q</u> uery	<u>R</u> eports	<u>U</u> tiliti e s	Sear <u>c</u> h	Logout	3
Search for C	reditor							
Case Number	11-70047	Find T	his Case					
Name of creditor		Construction						
Type of creditor	Creditor 👻							
Next Clea	r							

At the Search for Creditor screen, enter the case number, 11-70047.

Slide 7 - SEARCH CREDITOR DATABASE

+ uscourts.gov https://	ecf-train.nyeb. usco	o <mark>urts.gov</mark> /cg	i-bin/FilingClair	- 🚖 - C	Google		۹ 🍙
SECF Bankruptey	<u>A</u> dversary	<u>Q</u> uery	<u>R</u> eports	<u>U</u> tilities	Sear <u>c</u> h	Logout	3
Search for Creditor							
Case Number 8:11-bk-70047							
Name of creditor Creditor Name							
Type of creditor Creditor -							
Next							
Select Next							

Enter the name of the creditor and select **Next** to search the creditor database.

Slide 8 - ADD CREDITOR

+ uscourts.gov https://ecf	-train.nyeb. uscourts.gov /cgi	i-bin/FilingClaim 🏫 👻 🕑	🛃 + Google	۹ 🍙
SECF Bankruptey	<u>A</u> dversary Query	<u>R</u> epo r ts <u>U</u> tilities	Sear <u>c</u> h Log	jout 🤶
Select a Creditor for Claim				
Case 8-11-70047-ast: Frank Samuel	s and Merideth Samuels			
No creditors found for selected search	th criteria			
Add Creditor Select Add	Creditor			
Next Clear				

If the entered creditor is not found in a search of the creditor database, the filer must select the Add Creditor hyperlink.

Slide 9 - ENTER CREDITOR NAME

Search for Creditor Case Number 8:11-bk-70047 Name of creditor Bell Atlantic Visa Card Type of creditor Creditor • Next Clear Select Next	♦ ↓ uscourts.gov https:/	/ecf-train.nyeb. uscourts.	.gov/cgi-bin/FilingClair	r 🟫 🔻 😋 🛃 🕶 🤆	Google	۹
Search for Creditor Case Number 8:11-bk-70047 Name of creditor Bell Atlantic Visa Card Type of creditor Creditor Next Clear Select Next	SECF Bankruptey	<u>A</u> dversary <u>Q</u>	uery <u>R</u> epo r ts	<u>U</u> tilities Se	ar <u>c</u> h Logout	3
Case Number 8:11-bk-70047 Name of creditor Bell Atlantic Visa Card Type of creditor Creditor • Next Clear Select Next	Search for Creditor					
Name of creditor Bell Atlantic Visa Card Type of creditor Creditor Next Clear Select Next	Case Number 8:11-bk-70047					
Type of creditor Creditor Next Clear Select Next	Name of creditor Bell Atlantic Vis	a Card				
Next Clear Select Next	Type of creditor Creditor -					
Select Next	Next					
	Select Next					

For this lesson in the **Name of creditor** box, type Bell Atlantic Visa Card. Do not make any changes in the **Type of creditor** box. Select **Next**.

Slide 10 - SELECT CREDITOR

E.

SECF Bankruptey Adversary Query Reports Utilities Search Logout Select a Creditor for Claim
Select a Creditor for Claim
Select a Creditor for Claim
The second s
Case 8-11-70047-ast: Frank Samuels and Merideth Samuels
(select a creditor)
BELL ATLANTIC VISA CARD - ATTN: BANKRUPTCY PO BOX 15583 WILMINGTON DE 19886 - 50016
Next Clear Select the creditor, Bell Atlantic Visa Card

At the Select a Creditor for Claim screen, highlight and select Bell Atlantic Visa Card.

Slide 11 - VERIFY CREDITOR INFORMATION

SECF Ba	n <u>n</u> krupt e y	<u>A</u> dversary	Query	<u>R</u> epo r ts	<u>U</u> tiliti e s	Sear <u>c</u> h	Logout	3
Select a Credito	or for Clai	im						
Case 8-11-70047-as	t: Frank Sam	uels and Meride	th Samuels					
BELL ATLANTIC VIS.	A CARD - AT	TN: BANKRUPT	CY PO BO	X 15583 WILM	INGTON DE 1	9886 - 50016	•	
Add Creditor	🕘 Train D	atabase: nyeb_trai	in - Mozilla F	irefox			×	
Next Clear	4 usco	urts.gov https://e	ecf-train.nyel	b.uscourts.gov/	cgi-bin/claimlis	t.pl?5879,5001	· 수	
	1	No claims ha	ve been	filed on be	half of cree	ditor	Â	
		BE	LL ATLAN	NTIC VISA C	CARD			
			ATTN: BA	ANKRUPTC	Y			
			PO B	OX 15583			E .	
			WILMING	TON DE 19	886			
			Is this the	correct credito	r?			
			Yes	No			÷	
			1	Select Yes				

The dialogue box on this screen indicates **No claims have been filed on behalf of creditor**, Bell Atlantic Visa Card. If this is the correct creditor, select Yes.

Slide 12 - PROOF OF CLAIM INFORMATION

(scourts.gov	https://ecf-train.nye	b. uscourts.gov	/cgi-bin/Filing	Claim 🏠 🗝 🕑	Goog 🗧	le	۹
SECF Bankruptc	y ▼ <u>A</u> dversary ×	Query	<u>R</u> eports -	<u>U</u> tilities▼	Sear <u>c</u> h	Logout	3
		Proof Of	Claim Inform	nation For			
		50016 - BEL ATT J WILM	L ATLANTIC N: BANKRUI PO BOX 1558 MINGTON DE	VISA CARD PTCY 3 19886			
Case Number: 8-11-	ł	Amends Claim	#: 1		Filed By: Creditor 👻		
Last Date To Last Date To File	Last Date To File: Last Date To File(Govt):			2012			
			Claimed				
Amount Claimed 500.00 Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)	Secured If all or part of your cl secured, enter the secured and (Box 4 on claim)	aim is If all o entitle	Priority or part of your cl ed to priority, ent priority amount (Box 5 on claim)	aim is er the			
Description:							
Remarks:							
Amend options: O Clear a	11 Amounts						

On this screen please note the **Proof of Claim Information** for the selected creditor, including the date of filing of the claim. The **Filed By** box indicates which party in the case is filing the Proof of Claim. For this lesson retain the default selection as **Creditor**.

The filer must enter the total **Amount Claimed** first, the **Secured**, **Priority**, **General Unsecured & Unknown** portions. For this lesson, enter \$500.00.

- If all or part of the claim is secured, as indicated on Box 4 of the Proof of Claim form, enter the secured amount.
- If all or part of the claim is entitled to priority, as indicated on Box 5 of the Proof of Claim form, enter the priority amount.
- Use the Description field only when necessary.

Select Next.

Slide 13 - BROWSE FOR THE FILE TO UPLOAD

SECF	Ba <u>n</u> krupt e y	<u>A</u> dversary	Query	<u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	?
Case 8-11-70047-a Filename	ıst	Sele	ect Browse					
Attachments to D	ocument: 🖲 Ì	No 🛇 Yes	-					
Have you redacte	d?							
Next Clear								

Select **Browse** to upload the previously prepared Proof of Claim file.

Slide 14 - FILE UPLOAD



The File Upload box appears. Highlight and select the file; Proof of Claim # 2. Please note the Tip star.

TIP: Right click on the file that is being uploaded to confirm that it is the correct document.

Select Open.

Slide 15 - FILENAME

E.

SECF	Ba <u>n</u> krupt o y	<u>A</u> dversary	<u>Q</u> uery	<u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	3
Case 8-11-7004	7-ast							
Filename D:\Proof of Claim	n # 2.pdf	Browse_	1					
Attachments to	Document: 🔍 🛛	No 🔘 Yes	- -					
Have you redac	ted?							
Next Clear Select Next								

The file name appears in the Filename box. Select Next.

Slide 16 - NOTICE OF ELECTRONIC CLAIMS FILING

Г

	<u>n</u> kruptcy +	<u>A</u> dversary +	Query	<u>R</u> eports •	<u>U</u> tilities •	Sear <u>c</u> h	Logout	3
			U	.S. Bankruptey C	ourt			2
			East	ern District of Ne	w York			
	1							
Notice of Electronic C	laims ruing		-		-			
The following transact	ion was received	from Cox, Dwayne	or 8/13/2012	at 10:41 AM EST				
File another claim								
Case Name:	Frank Sa	muels and Merideth	Samuels					
Case Number:	8-11-70	047-ast						
	ATTN- I	ILANTIC VISA CA BANKRUPTCY	RD					
Creditor Name:	PO BOX	15583						
	WILME	IGTON DE 19886						
Claim Number:	500.00	ms Kegister						
Amount Secured:	500.00							
Amount Priority:								Ξ
The following docume	nt(s) are associa	ted with this transac	tion:					
Document descriptio	n:Main Docum	ent						
Original filename:F	roof of Claim #	1.pdf						
Electronic document [STAMP bkecfStamp	t Stamp: ID=979333796	[Date=7/6/2012] [F	ileNumber=132	2036-01 [
e34d669cbc5e4d41731	745659844450	2b3e7ca4523d1c980	c81532a84e23	8a12a3bc06				
52afa5604e1affe1bf97	f0ffe755611b8	f8393bd1af2a47df11	5dbefa8]]					
8-11-70047-ast Notic	e will be elect	ronically mailed to		i.				
p fname Attorney9 or	behalf of Cred	tor Citibank						
Attorney9@here.com								
8-11-70047-ast Notic	e will not be e	lectronically mail	ed to: 🛛 🔶	_				312
Allan B Mandalaohn							CONTINUE	
33 Queens Street							CONTINUE	1
POB 510								
Syosset, NY 11791								

The **Notice of Electronic Claims Filing** appears. The notice displays the date and time of filing of the claim, the creditor information and the claim number. The claim is now part of the official court record.

An e-mail of the Notice of Electronic Claims Filing is transmitted to the e-mail address indicated on the filer's ECF account. In the e-mail filers must select the **Claim Number** hyperlink to view the Proof of Claim. This is referred to as the Free Look. If the filer loses the Free Look the filer must query the **Claims Register** through PACER.

Notice will be electronically mailed - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.

Notice will not be electronically mailed - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

Slide 17 - AMENDED PROOF OF CLAIM

ECF	Ba <u>n</u> krupt e y	<u>A</u> dversary	Query	<u>R</u> epo r ts	<u>U</u> tiliti e s	Sear <u>c</u> h	Logout	
nkruptcy l	Events							
Answer/Re	sponse							
Appeal		New R3	Menu Ite	ms				
Claim Actio	ons	Case I	Jpload					
Creditor M	aintenance							
File Claims	Select	File Claims						
Motions/A	oplications/Present	ments						
Open Volu	atary Case							
Open an In	voluntary Case							
Other	, on and a group of the							
Plan								
Upload Pro	posed Order							
Judge/Trust	ee Assignment							
s://ecf-train.n	yeb.uscourts.gov/cgi	-bin/FilingClaimsL	td.pl					

To file an amendment to an existing claim, you will need to know the claim number. This information may be found on the Claims Register in PACER, and will be entered on the Proof of Claim information screen.

For this lesson, return to the Bankruptcy Events screen and select File Claims.

Slide 18 - AMENDED CLAIM - CASE NUMBER

SECF	Ba <u>n</u> krupt o y	<u>A</u> dversary	<u>Q</u> uery	<u>R</u> eports	<u>U</u> tilities	Sear <u>c</u> h	Logout	?
Search for C	reditor							
Case Number	11-70047	Find T	his Case					
Name of creditor				1				
Type of creditor	Creditor -							
Next Clear	r							

For this lesson, enter the case number, 11-70047.

Slide 19 - AMENDED CLAIM - CREDITOR SEARCH

(ecf-train.nyeb. usco	ourts.gov/cgi	i-bin/FilingClair	r 🟫 - C	🚽 🗝 Google		۹
	<u>A</u> dversary	<u>Q</u> uery	<u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	3
Search for Creditor							
Case Number 8:11-bk-70047							
Name of creditor Bell Atlantic Visa	Card						
Type of creditor Creditor -							
Next Clear							
School News							
Select Next							
5							_

Enter the **Name of creditor** whose claim is being amended. For this lesson, enter Bell Atlantic Visa Card. Do not make any changes in the **Type of creditor** box.

Select Next.

Slide 20 - AMENDED CLAIM - SELECT CREDITOR

SECF	Ba <u>n</u> krupt o y	<u>A</u> dversary	Query	<u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	3
Select a Cre	editor for Cla	im						
Case 8-11-700-	47-ast: Frank Sam	uels and Meride	th Samuels					
(select a credito	or)						-	
(select a credito				(15502)A/II A/		0000 50010		
Add Creditor	C VISA CARD - AT	TIN: BAINKRUP I	CT PO BO	15563 WILIVI	NGTONDEI	9000 - 50016		
Next Cle	ar		Select t	he creditor, Be	ll Atlantic Visa	Card		
			78					
-								

At the Select a Creditor for Claim screen, highlight and select Bell Atlantic Visa Card.

Slide 21 - VERIFY CREDITOR & CLAIM INFORMATION

SECF	Ba <u>n</u> kruptoy	<u>A</u> dversary	<u>Q</u> uery	<u>R</u> epo r ts	<u>U</u> tiliti e s	Sear <u>c</u> h	Logout	3
Select a Cre	ditor for Cla	im						
Case 8-11-7004	7-ast: Frank Sam	uels and Meride	th Samuels					
BELL ATLANTIC	VISA CARD - AT	TN: BANKRUPT	CY PO BO	X 15583 WILMI	INGTON DE 1	9886 - 50016	•	
Add Creditor	Tr	ain Database: nyeb	o_train - Moz	tilla Firefox				
Next Clea	. (F	uscourts.gov http	os://ecf-train	.nyeb. uscourts.	gov /cgi-bin/cla	imlist.pl?5879,5	5001(合)	
			Claims f	iled on behalf of	f creditor			
			BELL AT	LANTIC VIS	SA CARD			
			ATTN	N: BANKRUI O BOX 1558	PICY 33			
			WILM	INGTON DE	19886		E	
			Is this	2 the correct cre	editor?			
			Select Yes	Yes No			•	

The dialogue box on this screen indicates that a claim has been filed on behalf of the selected creditor, Bell Atlantic Visa Card. If this is the claim to be amended, select Yes.

Slide 22 - AMENDED PROOF OF CLAIM INFORMATION

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	upt e y <u>A</u> dve	ersary <u>C</u>	Query <u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	3
	:	Proof (50016 - BE AT WIL	Of Claim Informat ELL ATLANTIC V TTN: BANKRUPI PO BOX 15583 LMINGTON DE 1	ion For ISA CARD CY 9886]		*
Case Number: 8-11	-70047-ast		Amends Claim #:	Select the F	ind box	Filed By: Creditor 👻	
Last Date To Last Date To File	File: e(Govt):	D	Date Filed: 08/14/20	12			
			Claimed				
Amount Claimed Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)	Secured If all or part of yo is secured enter the secured (Box 4 on cla	ur claim If amount tim)	Priority all or part of your class entitled to priority, en the priority amount (Box 5 on claim)	im ter			
Description:							
Remarks:							
Amend options: Clear	r all Amounts						

On the **Proof of Claim Information** screen, please note the details for the selected creditor, and the date of filing of the amended claim. The **Filed By** box indicates which party in the case is filing the amended Proof of Claim. For this lesson retain the default selection as "Creditor".

The filer must indicate the number of the claim to be amended. If the claim number is unknown, select the **Find** box to locate the correct claim to be amended.

Slide 23 - CLAIM DIALOGUE BOX

*	◆ uscourts.gov https://ecf-t	rain.nyeb. uscourts.gov /cg	ji-bin/FilingClair ☆ ▾	C 🚼 - Google		٩	•
S	ECF Bankruptey A	dversar) <u>Q</u> uery	<u>R</u> eports <u>U</u> til	ities Sear <u>c</u> h	Logout		?
		Proof Of Clai	m Information For LANTIC VISA CA	ARD			Â
		ATTN: B. PO B	ANKRUPTCY OX 15583				
		WILMING	TON DE 19886				
	Case Number: 8-11-70047-ast	Amen	ds Claim #: Find		Filed By: Creditor ▼		
	🕙 Train Database: nyeb_train - Mozill	a Firefox	4 (811) (2012)]	
	uscourts.gov https://ecf-train.n	yeb. uscourts.gov /cgi-bin/	/get_claim_data.pl?case	eid=5879&creditorid	=50016&claim 🏠		
	Creditor Name ↓			Claim #	Date filed		E
	BELL ATLANTIC VISA CARD			2	08/14/2012		
Er	Citibank			1	05/20/2011		
0							
u							
De							
Re							-
Amo	end options: © Clear all Amount:	5					
Ne	ext Clear						+

The dialogue box appears with a list of all filed claims.

Slide 24 - FIND CREDITOR

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SECF	Ba <u>n</u> krupt e y	<u>A</u> dversary	Query	<u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	?
		Pro 50016 - W	of Of Clair BELL ATI ATTN: BA PO BO VILMING	n Informatio LANTIC VI ANKRUPTC OX 15583 TON DE 19	n For SA CARD Y 886			*
Case Numb	er: 8-11-70047-a	st	Ameno 2	ds Claim #: Find		C	Filed By: Creditor →	
Last Da	Date To File: Train Database:	nyeb_train - Moz https://ecf-train	Date File tilla Firefox	d: 08/14/2012	get_claim_dat	a.pl?caseid=5879	acreditorid= 🏠	
Amount Clai	Creditor Name↓	il				Claim #	Date filed	
Enter the Total A	BELL ATLANTIC	VISA CARD			_	2	08/13/2012	
Claim as of Dat Filed (incl. secured, p general unsecured & un	PO BOX 15583 WILMINGTON I	DE 19886		cree	Highlight an litor, Bell Atl	d Select the antic Visa Card		
Description: Remarks:								
Amend options	javascript:addClair	nsDataL ATLAN	TIC VISA CAR	D ')				
Next Clear								-

On this screen, highlight and select the creditor, Bell Atlantic Visa Card.

Slide 25 - AMENDMENT INFORMATION

(wscourts.gov	https://ecf-train.n	yeb. uscourts.gov /co	gi-bin/FilingClair	r 🟫 - C	<mark>∛]</mark> + Google		۹
ЗЕС Г Ва <u>л</u> кг	upt e y <u>A</u> dve	rsary <u>Q</u> uery	<u>R</u> eports	<u>U</u> tilities	Sear <u>c</u> h	Logout	3
	5	Proof Of Cla 0016 - BELL AT ATTN: B PO F WILMING	im Informatio LANTIC VI ANKRUPTO 30X 15583 3TON DE 19	on For SA CARD XY 886			*
Case Number: 8-11	-70047-ast	Amer 2	nds Claim #: Find			Filed By: Creditor 👻	
Last Date To Last Date To Fil	File: e(Govt):	Date File	ed: 08/14/2012	2			
		C	laimed	_			E
Amount Claimed 500.00	Secured	I	Priority	-			
Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)	If all or part of you is secured, enter the secured o (Box 4 on clai	r claim If all or po is entitled mount the pri m) (Box	art of your claim to priority, ente ority amount 5 on claim)	*			
Description: Remarks:	uis button						
Amend options: Clear	ar all Amounts						

Returning to the Proof of Claim Information screen, select the Amend options button to clear all dollar amounts.

Slide 26 - AMENDED AMOUNT CLAIMED

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ЗЕС Г Ва <u>л</u> ки	upt e y <u>A</u> dve	rsary <u>Q</u> uery	<u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	?
	5	Proof Of Cla 60016 - BELL AT ATTN: E PO F WILMING	im Information LANTIC VI SANKRUPTC BOX 15583 GTON DE 19	n For SA CARD Y 886			
Case Number: 8-11	-70047-ast	Amer 2	nds Claim #: Find			Filed By: Creditor 👻	
Last Date To Last Date To Fil	File: e(Govt):	Date File	ed: 08/14/2012	2			
		(Claimed	-			r E
Amount Claimed 555.00 Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)	If all or part of you is secured, enter the secured (Box 4 on cla	r claim is entitled amount im) (Box	rtority art of your claim to priority, enter ority amount 5 on claim)	*			
Description:							
Remarks:							
Amend options: © Clear Next Clear	ar all Amounts						

For this lesson, Claim # 2 is amended to indicate a new general unsecured dollar amount, \$555.00.

Slide 27 - FINAL AMENDED CLAIM INFORMATION

(Contemporter Section Contemporter Section Contempo	https://ecf-train.i	nyeb. uscourts.gov	/cgi-bin/FilingClai	n 🏫 + 🕑	😽 + Google		۹
SECF Валкг	upt o y <u>A</u> dve	rsary <u>Q</u> uer	y <u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	3
	5	Proof Of C 50016 - BELL A ATTN: PO WILMIN	laim Informatio ATLANTIC VI BANKRUPTO BOX 15583 NGTON DE 19	on For SA CARD CY 886			
Case Number: 8-11	-70047-ast	Am 2	ends Claim #: Find			Filed By: Creditor -	
Last Date To Last Date To Fil	File: e(Govt):	Date I	iled: 08/14/201	2			
		10 M I	Claimed	_			E
Amount Claimed 555.00	Secured		Priority				
Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)	If all or part of you is secured, enter the secured (Box 4 on cla	ur claim If all or is entitle amount the p im) (Bo	part of your clain ed to priority, ente priority amount px 5 on claim)	1 7*			
Description:							
A Select Next A Select Next Next Clear	ar all Amounts						

After entering the amended Amount Claimed, select Next.

Slide 28 - BROWSE AMENDED PROOF OF CLAIM FILE

SECF	Ba <u>n</u> krupt o y	<u>A</u> dvers a ry	<u>Q</u> uery	<u>R</u> epo r ts	<u>U</u> tiliti e s	Sear <u>c</u> h	Logout	3
Case 8-11-70047 Filename	7-ast	Se Browse_	lect Browse					
Attachments to	Document: 💿 1	No 🔘 Yes						
Have you redac	ted?							
Next Clear								

Select Browse to upload the previously prepared Amended Proof of Claim file.

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Slide 29 - UPLOAD AMENDED PROOF OF CLAIM FILE



The File Upload box appears. Highlight and select the file, Amended Proof of Claim. Please note the Tip star.

TIP: Right click the file that is being uploaded to confirm that it is the correct document.

Select Open.

Slide 30 - FILENAME

SECF	Ba <u>n</u> krupt o y	<u>A</u> dvers a ry	<u>Q</u> uery	<u>R</u> epo r ts	<u>U</u> tilities	Sear <u>c</u> h	Logout	?
Case 8-11-7004	7-ast							
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Have you redac	ted?							
Next Clear Select Next								

The file name appears in the Filename box. Select Next.

Slide 31 - NOTICE OF ELECTRONIC CLAIMS FILING



The **Notice of Electronic Claims Filing** for the amended claim appears. The notice displays the date and time of filing of the amended claim, the creditor information and the amended claim number. The amended claim is now part of the official court record.

An e-mail of the Notice of Electronic Claims Filing is transmitted to the e-mail address indicated on the filer's ECF account. In the e-mail filers must select the **Claim Number** hyperlink to view the Amended Proof of Claim. This is referred to as the Free Look. If the filer loses the Free Look the filer must query the **Claims Register** through PACER.

Notice will be electronically mailed - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.

Notice will not be electronically mailed - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

Slide 32 – SUMMARY

