

# Notice of Appearance and Request for Notice

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Revised 8/11/09

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
- STEP 2** The BANKRUPTCY EVENTS screen is displayed. Click on the Notices hyperlink.
- STEP 3** The CASE NUMBER screen is displayed. Enter case number and verify with hard copy of document. Click on the **[Next]** button to continue.

***NOTE:** If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this filing, or enter the correct case number (YY-NNNNN), to include the hyphen.*

- STEP 4** The EVENT SELECTION screen is displayed. Click to highlight **Notice of Appearance and Request for Notice** event, then click on the **[Next]** button to continue.
- STEP 5** Click **“Next”** to move to the next page of entry.
- STEP 6** Click **“Next”** to move to the next page of entry. There should be no need to “Select any additional attorney(s)” at this screen. You are filing the as a non-attorney with a “limited password”..
- STEP 7** At the PARTY SELECTION screen - if the Creditor’s name does not appear in the “Select the Party box. **Click on the [Add/Create New Party]** hyperlink to add the creditor.
- ◆ Enter the creditor’s name in the Last/Business name field and click on the **[Search]** button to continue. You may also enter a first name (if applicable) to perform a more specific search.

- ◆ The **PARTY SEARCH RESULTS** screen is displayed. **If there are matches found in the system.** Your name search may have found your party and may have also found more than one record from our database having the same name. Clicking on each of the names will display a window showing the party's name and address information for verification.
- ◆ **Select name from list.** It is very important that you change the Role box to reflect that this is a **Creditor**. Then click "**Submit**"

You may then Skip to **STEP 8** to complete your entry.

**If there are no matches found**, the system will return a **No Person Found** message. Proceed to add the creditor party by clicking [**Create New Party**]

The PARTY INFORMATION screen will appear. **Change the Role to Creditor**, and then click on the [**Submit**] button to continue. Do not add **any** address information on this screen.

**STEP 8** You can now choose your creditor from this screen, then click on the [**Next**] button to continue.

**STEP 9** The **PDF DOCUMENT** screen is displayed. Click on the [**Browse**] button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**.

This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.

Close or minimize the Adobe application after verifying the correct file

- ◆ Click **Open** on the File Upload dialogue box

Accept the default setting of **No** to the **Attachments to Document** prompt if you have no additional pdf files to attach to this entry.

- ◆ Click on the **[Next]** button to continue.

**STEP 10** **Display Message** - *On the next screen, enter the name of the creditor, the law firm or company name and the complete address as they appear on the Notice of Appearance. DO NOT BYPASS THE NEXT SCREEN.*

**STEP 11** Click once again on the **[Next]** button to continue.

**STEP 12** The **FINAL DOCKET TEXT** screen will be displayed.

Review the docket text carefully. This is your last opportunity to make any changes before this entry becomes an official part of the case docket.

If the information displayed is correct, click **[Next]** to continue.

The **NOTICE OF ELECTRONIC FILING** screen is displayed.

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case. (via PACER)
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed. (via PACER)
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Page As**.

## Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case title
- ◆ Docket text
  - Text produced from docket event
  - Annotated text in italics
  - Attachment type, description and attachment number, which is a hyperlink to the PDF file of the attached document.
- ◆ **Associated PDF documents:**
  - Document description: Defaults to the Main Document being filed.
  - Original filename: The full directory path and filename from firm or court's PC or network.
  - Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
  - Document description: The first document entered on the attachment screen (if any).
  - Original filename: The full directory path and filename from the firm or court's PC or network.
  - Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.
- ◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

◆ **Notice will not be electronically mailed to:**

Name and traditional mailing address of other parties on the case who have not furnished their e-mail address with the court.

**NOTE:** Subscribers to electronic noticing will be given “one free look” at the PDF document that was filed. This message will appear on each notice:

**\*\*NOTE TO PUBLIC ACCESS USERS\*\***

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

## **Queries and Reports**

◆ Attorneys, trustees, and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees must go through the PACER system.

◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they must access it through the Public Access to Electronic Records (PACER) program

Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. (See Figure 10b.)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

### PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

Client code:

Make this my default PACER login

**Figure 10b**

# ENTERING PROOFS OF CLAIM

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



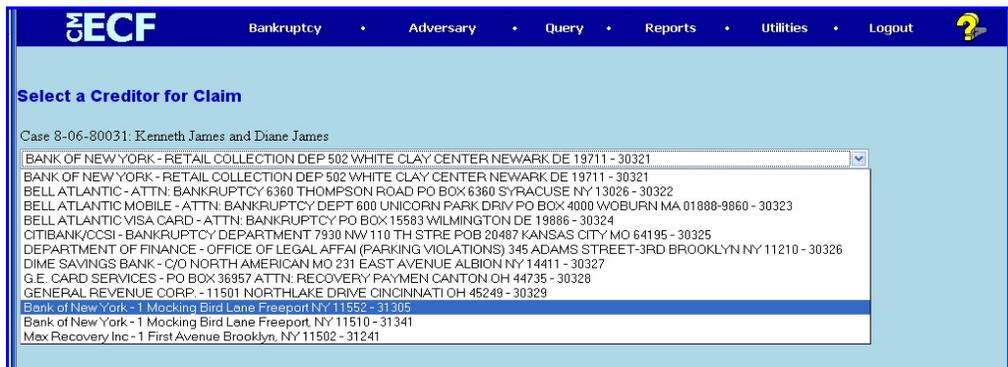
**STEP 2** The **BANKRUPTCY EVENTS** screen displays. Click on the **File Claims** hyperlink.



**STEP 3** The **CREDITOR SEARCH** screen will display. Click in the **Case Number** box and enter the correct case number in **YY-NNNNN** format.



If you want all creditors for a case to appear, leave the **Name of creditor** field blank and click next, the system will display a pick list of all existing creditors for the case selected.



If you are looking for a specific creditor, type the name in the **Name of creditor** field.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "Search for Creditor". The form contains three input fields: "Case Number" with the value "06-80031", "Name of creditor" with the value "Bank of New York", and "Type of creditor" with a dropdown menu set to "Creditor". At the bottom of the form, there are two buttons: "Next" and "Clear".

**Note the search hints that follow:**

**Search Hints for Creditor Database:**

1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

- ◆ Click **[Next]** to search the creditor database for this claimant.

**STEP 4** The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria.



The screenshot shows the ECF interface for "Select a Creditor for Claim". The page title is "Select a Creditor for Claim". Below the title, the case information is displayed: "Case 8-06-80031: Kenneth James and Diane James". A dropdown menu is open, showing a list of creditors, with "BANK OF NEW YORK - RETAIL COLLECTION DEP 502 WHITE CLAY CENTER NEWARK DE 19711 - 30321" selected. Below the dropdown menu, there is a link labeled "Add Creditor". At the bottom of the form, there are two buttons: "Next" and "Clear".

- ◆ Clicking on the down arrow button will produce this view. Select the desired creditor by clicking on it with your mouse if using the drop-down select window.
- ◆ If the selected creditor has a **different address** than the one shown on the claim, do not attach the claim to this creditor, **ADD** the creditor to the case with the new address and attach the claim to that creditor.

- ◆ If you are **unable** to find a creditor after using different search criteria, the [Add Creditor](#) hyperlink allows you to add a creditor to the case (refer to the later section “**Entry of Individual Creditors**” on how to add a creditor - see page 6).
- ◆ Click **[Next]** to continue adding a Proof of Claim.

**STEP 5** The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. Enter the data in the available fields for the claim. Do **NOT** enter the “\$” or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

The screenshot shows the 'Proof of Claim Information' screen for case 31305 - Bank of New York. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout. The main content area is titled 'Proof Of Claim Information For' and lists the creditor: '31305 - Bank of New York, 1 Mocking Bird Lane, Freeport NY 11552'. Below this are several input fields: 'Case Number: 8-06-80031', 'Amends Claim #' (empty), 'Filed By: Attorney' (dropdown menu), 'Last Date To File:' (empty), and 'Date Filed: 07/21/2006'. There are also fields for 'Last Date To File(Govt):' (empty). The 'Amount Claimed' section has four columns: 'Unsecured' (1000.00), 'Secured' (empty), 'Priority' (empty), and 'Unknown' (empty), with a 'Total (Display Only)' field showing 1000.00. The 'Amount Allowed' section has a 'Total (Display Only)' field (empty). At the bottom, there are 'Description:' and 'Remarks:' text areas, and 'Next' and 'Clear' buttons.

**Claim No-** Number will be assigned after the claim is entered at the Notice of Electronic Filing screen

**Amends Claim #** - Enter the original claim number.

**Filed By-** defaults to creditor but it offers options of attorney debtor or trustee. Select the appropriate party

**Amount Claimed-** Fill in the appropriate amounts

**[Note:** You must enter an amount in one or more of the four fields. If you do not enter an amount in any field, no amount will appear on the claims register.]

**Description** - Bypass this option unless extra information is necessary.

**Remarks** - Bypass this option unless extra information is necessary.

- ◆ When you have completed this screen, click **[Next]** to attach the PDF file of the claim to the creditor.

**STEP 6** The **PDF Document** screen displays. Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse. The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected

Case 8-06-80031  
Select the pdf document (for example: C:\199cv501-21.pdf).  
Filename  
D:\MYFILES\ATTY-TRNG-DOCS\disk [Browse...]  
Attachments to Document:  No  Yes  
Next Clear

- ◆ PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. Click the **No** radio button to the right of the **Attachments to Document** prompt if you have no exhibits,
- ◆ Click the **Yes** radio button if you have **additional exhibits** that you would like to accompany the main pdf file that has already been attached under the filename box. Exhibits can be no larger than **20** pages.

Case 8-06-80031  
Select the pdf document (for example: C:\199cv501-21.pdf).  
Filename  
D:\MYFILES\ATTY-TRNG-DOCS\disk [Browse...]  
Attachments to Document:  No  Yes  
Next Clear

- ◆ Follow the instructions on the screen ( Step 1, 2, and 3) as you proceed to attach additional pdf files to support your proof of claim.

The screenshot shows the ECF system interface for attaching a document. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "Select one or more attachments." and shows "Case 8-06-80031".

Step 1: "Enter the pdf document that contains attachment (for example: C:\appendix.pdf)."  
 Filename: D:\MYFILES\ATTY-TRNG-DOCS\disk [Browse...]

Step 2: "Select a document type, and/or enter a description."  
 Type: Exhibit | Description: 1 - Contract of Sale

Step 3: "Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button."  
 Add to List | Remove from List | Next

**STEP 7** The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced with the claim number and displayed. This claim is now part of the official court record.

The screenshot shows the ECF system interface displaying a "Notice of Electronic Claims Filing". The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "U.S. Bankruptcy Court Eastern District of New York".

Notice of Electronic Claims Filing

The following transaction was received from McLarty-Carter, Simone on 7/24/2006 at 9:37 AM EST

**Case Name:** Kenneth James and Diane James  
**Case Number:** [8-06-80031](#)  
**Creditor Name:** Bank of New York  
 1 Mocking Bird Lane  
 Freeport NY 11552  
**Claim Number:** [3](#) [Claims Register](#)  
**Total Amount Claimed:** \$1000.00

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

**Document description:** Main Document  
**Original filename:** D:\MYFILES\ATTY - TRNG-DOCS\disk info\2003 pdf files\clm.bank of NY.pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=979333796 [Date=7/24/2006] [FileNumber=74975-0] [d99e6c14e30a46e0f0247ab67f7ec3add23b966a826f893218f71b617c82c04620f685f675ce432e995011401b9028649b98fc47a2378722c00c7562966f0c37]]

[File another claim](#)

- ◆ To continue claims processing, click again on **Bankruptcy, File Claims**. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

# ENTERING INDIVIDUAL CREDITOR

**STEP C1** Click on the “add creditor” link



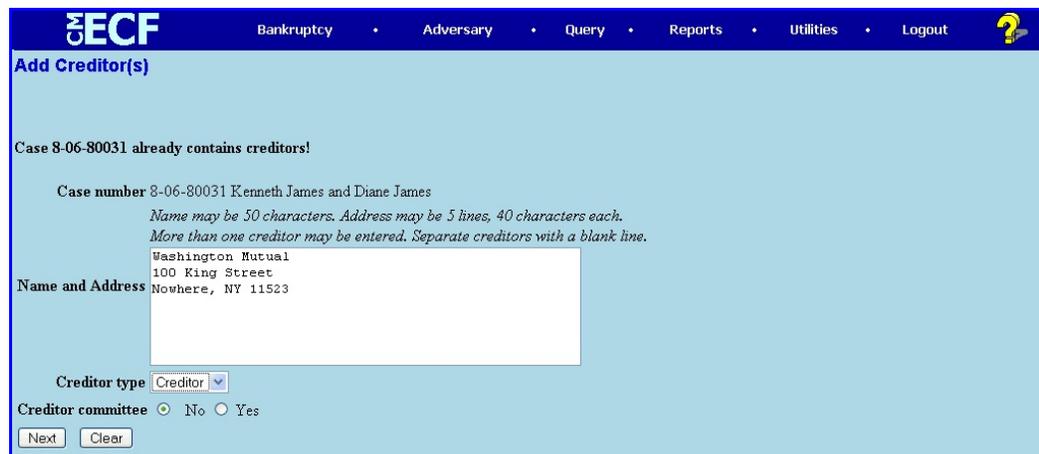
The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Select a Creditor for Claim". Below this, the case information is displayed: "Case 8-06-80031: Kenneth James and Diane James". A dropdown menu is open, showing "BANK OF NEW YORK - RETAIL COLLECTION DEP 502 WHITE CLAY CENTER NEWARK DE 19711 - 30321". Below the dropdown, there is a link labeled "Add Creditor" with an arrow pointing to it. At the bottom, there are "Next" and "Clear" buttons.

**STEP C2** System will prompt you to enter the case number or verify the one that is already in the box



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Creditor Processing". Below this, there is a "Case Number" field. The field contains "06-80031" and a tooltip is visible, showing "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the field, there are "Next" and "Clear" buttons.

**STEP C3** A screen will appear that will allow you to type in the Creditors' name and address information (use the information from your hard copy of the proof of claim form you have filled out)



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Add Creditor(s)". Below this, there is a message: "Case 8-06-80031 already contains creditors!". The case information is displayed: "Case number 8-06-80031 Kenneth James and Diane James". Below this, there is a text area for entering the creditor's name and address. The text area contains "Washington Mutual", "100 King Street", and "Nowhere, NY 11523". Below the text area, there is a "Creditor type" dropdown menu set to "Creditor". Below this, there is a "Creditor committee" section with radio buttons for "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

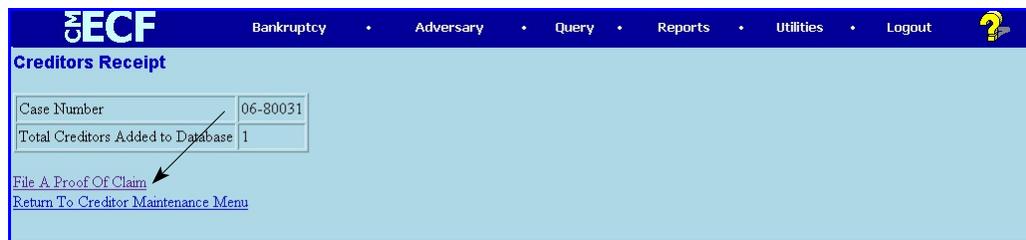
Please type address information on separate lines as shown above. Only on Chapter 11's will you need to verify if your creditor is a part of the Creditor Committee. Click “**Next**” to move forward.

**STEP C4** Click “ **Submit** ” and you should receive a receipt that indicates your creditor’s name has just been added to the database.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Add Creditor(s)". The main content area is light blue and contains the text "Total Creditors Entered 1" and a "Submit" button.

**STEP C5** You may now select “ **File A Proof Of Claim**” and use the above directions from page 1 of this section to begin adding your claim.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Creditors Receipt". The main content area is light blue and contains a table with the following information:

Case Number	06-80031
Total Creditors Added to Database	1

Below the table, there are two links: [File A Proof Of Claim](#) and [Return To Creditor Maintenance Menu](#). An arrow points from the "File A Proof Of Claim" link to the "Total Creditors Added to Database" cell in the table above.

# ENTERING AN AMENDED PROOF OF CLAIM

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**\*\*IMPORTANT\*\*** When filing an amended claim, you will need to know the claim number of the claim that is being amended. This information will be entered on the proof of claim information screen.

## Step-by-Step Procedure:

It is recommended that you go to the Claims Register to verify and note the claim number of the claim that is being amended. If no claim is there, please proceed to the procedure for filing a new claim.

1. Log in to the ECF Live System: <https://ecf.nyeb.uscourts.gov/cgi-bin/login.pl>
2. Select [**Bankruptcy>File Claims**] from the ECF Menu Bar
3. The Search for Creditor screen will display. Enter case number & click Next

*Note: Leave the Name of Creditor field blank. A browse window listing all creditors on the case will appear at the next screen. Also, DO NOT CHANGE THE CREDITOR TYPE - keep at default type "Creditor".*

4. You will verify the name of the Debtor(s) and see a drop down box. Click the Drop Down Arrow to the right of the "*select a creditor box*". Locate the creditor for which you would like to file the amended claim. Click on their name and the system will verify the name and address of that claimant.

*Is this the correct creditor?* Read the information presented in the box and answer the question to continue filing your amended claim.

- o **If you answered "yes", proceed to step 5**
- o **If no, select Add Creditor** . This will allow you to add the creditor information in creditor processing ( go to Creditor Manual Series 7100 - Filing a Proof of Claim)

5. The Proof of Claim Information screen will display. Complete the following fields:

- \* Amends Claim # - insert claim number of claim being amended
- \* Filed By - Default is “**creditor**” click down arrow to make selection if not filing on behalf of a creditor.
- \* Amount Claimed

Proof Of Claim Information For				
39595 - Citibank 225 Kings Highway Brooklyn, NY 11261				
Case Number: 1-08-40351	Amends Claim #: 1	Filed By: Creditor		
Last Date To File:	Date Filed: 10/31/2008			
Last Date To File(Govt):				
Amount Claimed				
Unsecured 700.00	Secured 0.00	Priority 0.00	Unknown 0.00	Total (Display Only) 700.00
Description:				
Remarks:				
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

6. Click **Next**

The PDF Document selection screen will display.

7. Click **Browse** button and navigate to locate the appropriate PDF document/file

8. View file to verify the correct file is being selected to upload (\* highlight file and right click to preview and then close window.)

9. Click **Open** button to accept file to upload and filename will appear in the browse window

**Attention! This is your final opportunity to modify the entry before submitting the filing.**

10. Click **Next** to complete filing process

The Notice of Electronic Filing will display. It is the verification that the filing has been sent electronically to the court.

The following transaction was received from Mclarty-Carter, p\_fname on 10/31/2008 at 10:39 AM EST

Case Name: Ruth Johnson and James Johnson  
Case Number: [1-08-40351](#)  
Creditor Name: Citibank  
225 Kings Highway  
Brooklyn, NY 11261  
Claim Number: [Amended 1](#) [Claims Register](#)  
Total Amount Claimed: \$17.00

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

Document description: Main Document  
Original filename: D:\MYFILES\ATTY - TRNG-DOCS\disk info\0181234m.pdf  
Electronic document Stamp:  
[STAMP bkccfStamp\_ID=979333796 [Date=10/31/2008] [FileNumber=93364-0]  
[7332060155006d08b903c122a9d62c71061b7cc4e745fe3d9ea8d37ceedd34007c1be  
d23beb3b7a4a8c2b837a5772e7884f42954bae34addfaab9d8bbb5b0977]]

1-08-40351 Notice will be electronically mailed to:

1-08-40351 Notice will not be electronically mailed to:

p\_fname Mclarty-Carter

If you click on the link next to Claim Number entitled **“Claim Register”** you will have to log in to your PACER Account to view the register. See below.

### Eastern District of New York Claims Register

**[1-08-40351 Ruth Johnson and James Johnson](#)**

Chapter: 7  
Office: Brooklyn Last Date to file claims:  
Trustee: Last Date to file (Govt):

Creditor: (39595) Citibank 225 Kings Highway Brooklyn, NY 11261	Claim No: 1 Original Filed Date: 10/30/2008 Original Entered Date: 10/30/2008 Last Amendment Filed: 10/31/2008 Last Amendment Entered: 10/31/2008	Status: Filed by: CR Entered by: Mclarty-Carter, p_fname Modified:
Unsecured claimed: \$7.00 Secured claimed: \$6.00 Priority claimed: \$2.00 Unknown claimed: \$2.00 <b>Total claimed: \$17.00</b>		
History: <a href="#">Details</a> 1-1 10/30/2008 Claim #1 filed by Citibank, total amount claimed: \$12590 (Mclarty-Carter, p_fname) <a href="#">Details</a> 1-2 10/31/2008 Amended Claim #1 filed by Citibank, total amount claimed: \$700 (Mclarty-Carter, p_fname) <a href="#">Details</a> 1-3 10/31/2008 Amended Claim #1 filed by Citibank, total amount claimed: \$17 (Mclarty-Carter, p_fname)		

**There is a [File Another Claim](#) link located at the bottom of the notice if you need to file another claim, or you may go to Bankruptcy>File Claim.**

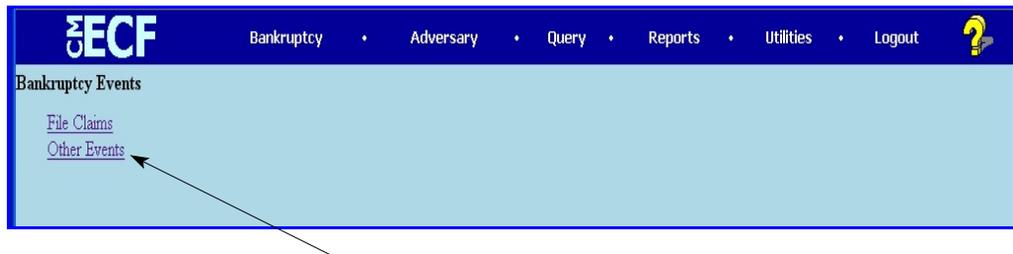
**Copies of this notice and the document filed are e-mailed to all participants who receive electronic notification in the case. You have a period of 15 days for a one-time, free look at the document filed.**

# TRANSFERRING A PROOF OF CLAIM

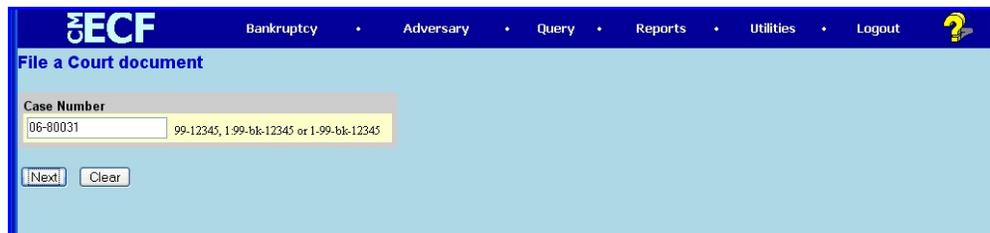
**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.



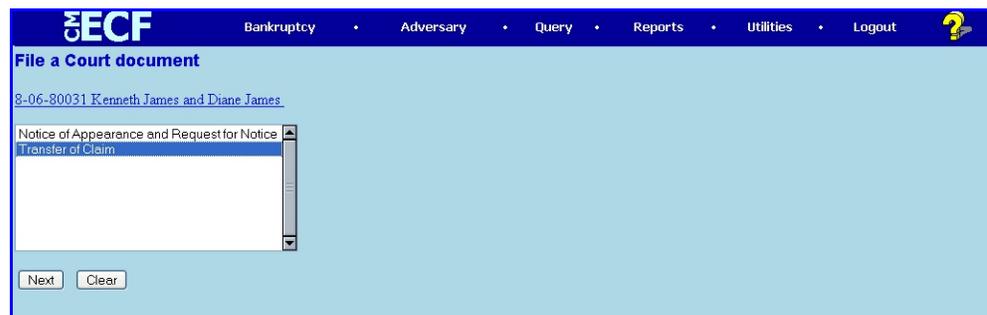
**STEP 2** The **BANKRUPTCY EVENTS** screen displays. Click on the **Other Events** hyperlink.



**STEP 3** The **File a Court document** screen will display. **Enter** the correct case number in **YY-NNNNN** format.



**STEP 4** Select from the menu "**Transfer of Claim**" by using your mouse to click and highlight as your selection.



**STEP 5** Click **“Next”** to move forward



**STEP 5A** **“Select any additional attorney(s)”** screen will appear. Click **“Next”** to move to the next page of entry. There should be no need to make a selection at this screen. You are filing the claim as a non-attorney due to the password you have been issued.



**STEP 6** **“Select the Party”** from the box that is the filer of the transfer of claim by clicking your mouse to highlight their name as your selection.



*Figure 6a*

- ◆ **If they are not listed in the box** you need to click your mouse on the selection **“Add/Create New Party”** hyperlink. This will allow you to add the party you represent to the case and allow you to select them as the filer.

*(Note: In most cases you will follow this process because this would be your first entry on this case in the ECF system)*

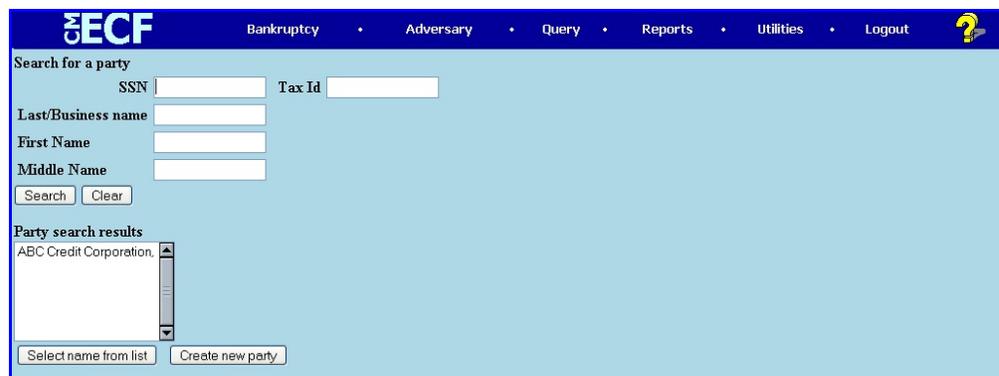
- ◆ **Enter Name of the creditor** that is filing the Transfer of Claim using Upper and lower case typing in the Last/Business Name box. Click **“Search”** with your mouse to perform a “database search” of your creditors name to see if a profile is already in our system. **(figure 6b)**



The screenshot shows the ECF search interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, there is a search form titled "Search for a party". The form includes fields for SSN, Tax Id, Last/Business name (containing "ABC Credit Corpora"), First Name, and Middle Name. There are "Search" and "Clear" buttons at the bottom of the form.

**Figure 6b**

- ◆ If your filers name is already in our system you will get a listing to look through in the box labeled **“Party search results”** and it will allow you to preview the highlighted selection that matches your Creditors information. **(See Figures 6c and 6d below.)**



The screenshot shows the ECF search interface after a search. The search form is still visible at the top. Below it, there is a section titled "Party search results" which contains a list box with "ABC Credit Corporation" selected. At the bottom of the list box, there are two buttons: "Select name from list" and "Create new party".

**Figure 6c**

- ◆ You may have more than one listing of the same name. Be sure to exhaust your search by clicking and viewing each entry by using the preview function that the browsers offer.
- ◆ The example below is a perfect choice as a selection because there is no information on the profile except the name of the creditor. That is all you need for the entry.

- ◆ Once you find a match for your Creditor's Name make sure you click your mouse to highlight your selection **and click your mouse on "Select Name from list."**

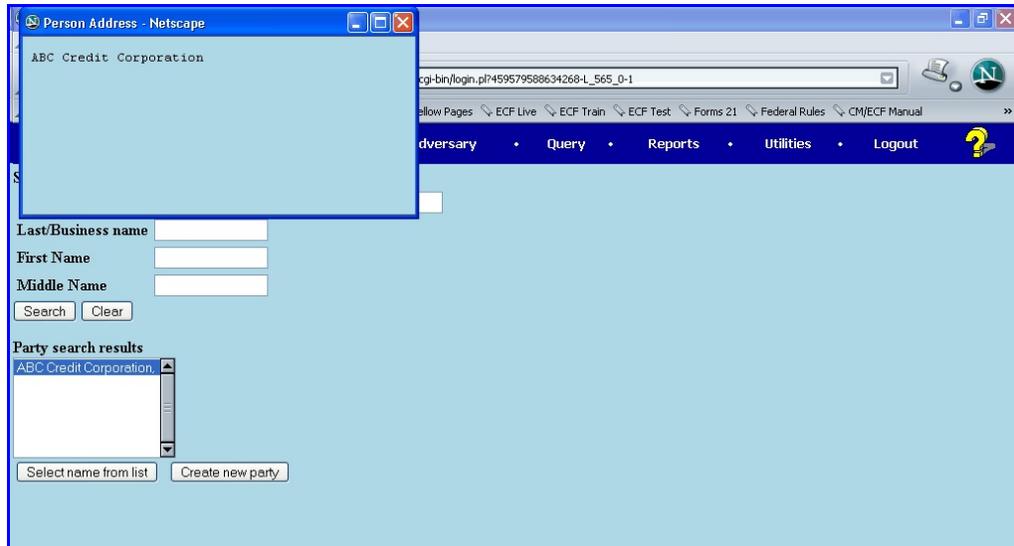


Figure 6d

- ◆ Verify the name is correct and change the "Role Box" to "Creditor." There is nothing else that should be added on this screen.
- ◆ Click "Submit" and continue to Step 7

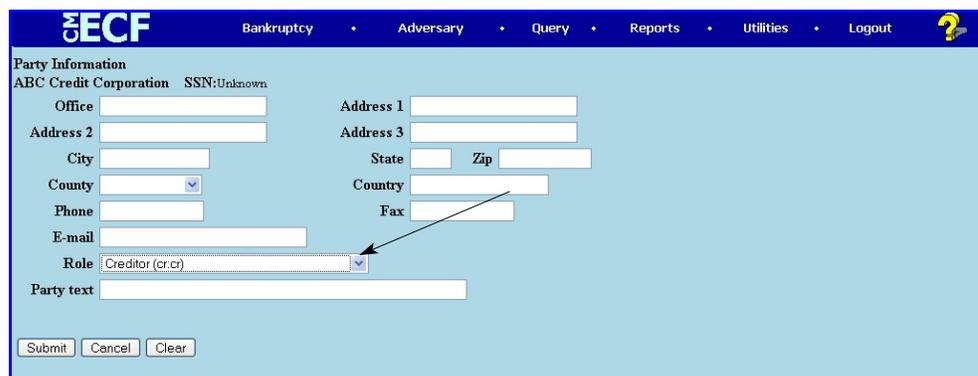


Figure 6e

- ◆ **If the search has not found a match** to the name you have entered then you will receive a message **“No person found”** and you will then click your mouse on the **“Create New Party”** box.

The screenshot shows the ECF search interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a search form with fields for SSN, Tax Id, Last/Business name, First Name, and Middle Name. There are Search and Clear buttons. Below the search form, it says 'Party search results' and 'No person found.' At the bottom, there is a 'Create new party' button.

Figure 6f

- ◆ The system will present you with name of the party you entered as your filer of the Transfer of claim. **The only thing** you are asked to do on this screen is change the **“Role box”** from Debtor to **“Creditor”** by clicking the drop down box and highlighting the selection. No other information is needed on this screen.
- ◆ Click **“Submit”** to continue the filing.

The screenshot shows the ECF Party Information form. It has a navigation bar at the top with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form is titled 'Party Information' and contains various fields: Last name (ABC Credit Corporation), First name, Middle name, Generation, Title, SSN (222-11-1234), Tax ID, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, Role (Creditor (cr-cr)), and Party text. There are Submit, Cancel, and Clear buttons at the bottom. An arrow points to the Role dropdown menu.

Figure 6g

**STEP 7** “Select the Party” screen should now have the name of your creditor in the box to be highlighted and selected as the filer of this entry. Click “Next” to move forward.

**STEP 8** Click the “Browse” box to locate and attach the PDF file that you have prepared as your “Transfer of Claim” paperwork .

- ◆ If you have more than one (1) PDF file to attach in the entry Click the radio button “yes” next to “ Attachments to Document message.” This will bring up a screen as seen below to attach additional PDF files within your entry. You should follow steps 1 thru 3 to complete this process.
- ◆ **Click** with your mouse on “Next” to move forward only after you have finished adding all your additional attachments .

**STEP 9** The screen appearing next will allow you to enter the information about the Transfer of claim. Follow the bullets to properly complete this entry below.

- ◆ **First**, click the radio button next to what “**Transfer Type**” you are filing pursuant to the Bankruptcy Rule number.

**Figure 9a**

- ◆ **Second**, search for the creditor who will be the new owner (the *transferee*) by entering your Creditor’s Name in the “**Search for a Transferee**” box and click **search creditor box**.

Figure 9b

- ◆ ***If there is a match from the search***, the creditor can be added as the recipient or new owner of the claim by selecting the creditor from the search results.

Figure 9c

[Note: Usually this is not the case, you must add the creditor/transferee to the case as discussed in the steps below]

- ◆ ***If, however, this creditor does not appear in the creditor search***, the system presents this message and one can then select the ***“Add New Creditor”*** button. Remember to close the select creditor box.

Figure 9d

- ◆ The Add New Creditor button presents a large text box for adding a new creditor's name and address to the case instead of separate fields for name and each address line. This is now the same format used in the category "Other - Credit Maintenance."
- ◆ Review and then click "**Submit**" to continue the entry.

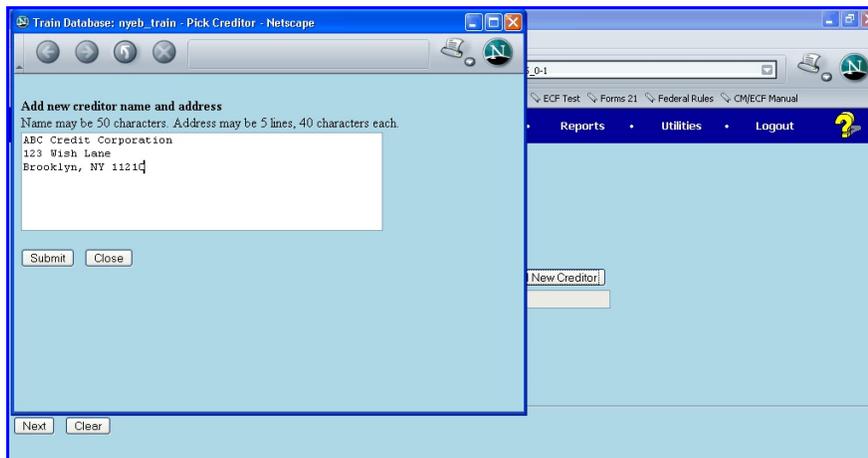


Figure 9e

**[Note: You could also copy and paste the creditor addresses for more efficient processing from any word processing file. Note the new specifications, "Name may be 50 characters. Address may be 5 lines, 40 characters each."]**

- ◆ The screen below will appear and allow you to continue putting information to complete the Transfer of Claim.

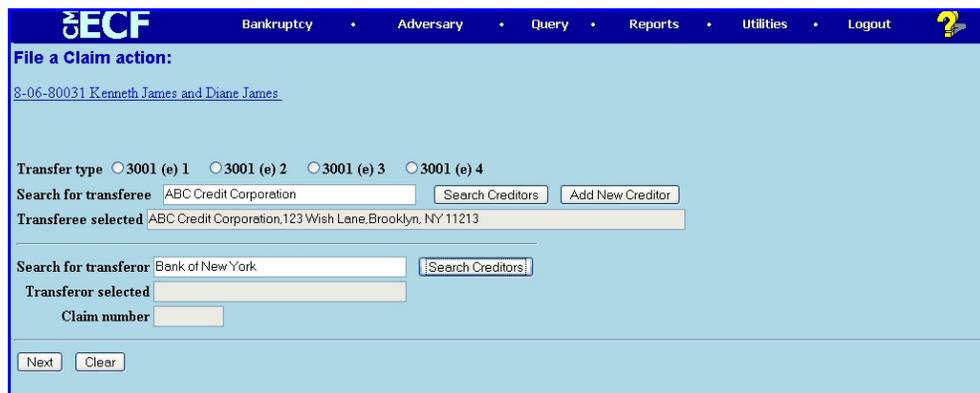


Figure 9f

- ◆ The **Transferor** must be a scheduled creditor or have filed a claim on this case. Type the name of the creditor and search for the correct entry. If there is more than one match from the search, as shown below, select the correct one.

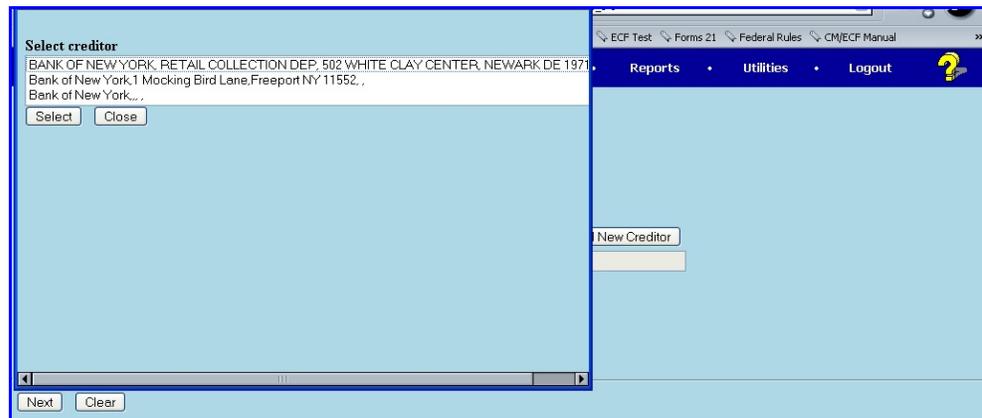


Figure 9g

- ◆ Once this creditor is selected, that name and claim number will appear on the screen. It is not possible to edit the Transferor selected or Claim number field.
- ◆ **If you select** a Creditor’s name that **has not** filed a proof of claim, you will receive a message that no claim has been filed.

**[Note: For a transfer of claim under section 3001(e)2 or (e)4 there must be a Proof of Claim on file or you will receive a message “Please recheck claims register for correct proof of claim number”. For a transfer of claim under rule 3001 (e)1 or (e)3, there will be no claim on file due to it being a scheduled claim. ]**

**STEP 10** Click “Next” to continue.



**STEP 11** The Docket Text: **“Modify as Appropriate”** screen will appear and will allow you to add “Prefix text” information only by clicking on the drop down box arrow. If you don’t need to add any prefix information leave white space in the box.

◆ Click **“Next”** to move forward.

The screenshot shows the ECF interface for filing a court document. The header includes the ECF logo and navigation links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "File a Court document:" followed by the case number "8-06-80031 Kenneth James and Diane James". The "Docket Text: Modify as Appropriate." section features a dropdown menu with a list of document types. The selected text in the dropdown is "Notice of Assignment of Claim. Transfer Agreement 3001 (e) 2 Transferor: BANK OF NEW YORK ABC Credit Corporation Filed by ABC Credit Corporation . (scart, )".

**STEP 12** The Docket Text: **“Final Text”** screen appears and allows you one final chance to review the entry before submission.

The screenshot shows the ECF interface for the final review of a court document. The header and case information are the same as in Step 11. The "Docket Text: Final Text" section displays the text: "Notice of Assignment of Claim. Transfer Agreement 3001 (e) 2 Transferor: BANK OF NEW YORK (Claim No. 5) To ABC Credit Corporation Filed by ABC Credit Corporation. (scart, )". Below this text is a red attention warning: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the section are two buttons: "Next" and "Clear".

◆ Click **“Next”** to submit your entry to the System as seen on the below screen.

**STEP 13**

**The NOTICE OF ELECTRONIC FILING** is then produced with the docket entry number and display. Print receipt and keep for your records.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Court document:" followed by the case number and name: "8-06-80031 Kenneth James and Diane James". The main content area displays the following information:

**U.S. Bankruptcy Court  
Eastern District of New York**

Notice of Electronic Filing

The following transaction was received from scart, entered on 12/18/2006 at 10:56 AM EST and filed on 12/18/2006

**Case Name:** Kenneth James and Diane James  
**Case Number:** [8-06-80031](#)  
**Document Number:** [11](#)

**Docket Text:**  
Notice of Assignment of Claim. Transfer Agreement 3001 (e) 2 Transferor: BANK OF NEW YORK (Claim No. 5) To ABC Credit Corporation Filed by ABC Credit Corporation. (scart.)

**Document description:** Main Document  
**Original filename:** D:\Attorney Trng\p df files\objection.pdf

**Electronic document Stamp:**  
{STAMP bkecfStamp\_ID=979333796 [Date=12/18/2006] [FileNumber=78656-0]  
{0b3aa381233236313c98742b51f15f7808c5175831cfff3ab2fea7b35dfafab888c3d  
0be3011dae88966a3170c95542442d16cf9ce3e1c97535b000372d4d5f64}}

**8-06-80031 Notice will be electronically mailed to:**

Simone McLarty-Carter Simone\_Carter@nyeb.uscourts.gov, smcqqk@yahoo.com

**8-06-80031 Notice will not be electronically mailed to:**

Attorney10  
70 Hudson Avenue  
Floral, NY

Chase Manhattan Bank  
.  
Max Recovery Inc  
.  
Washington Mutual