

ENTERING PROOFS OF CLAIM

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



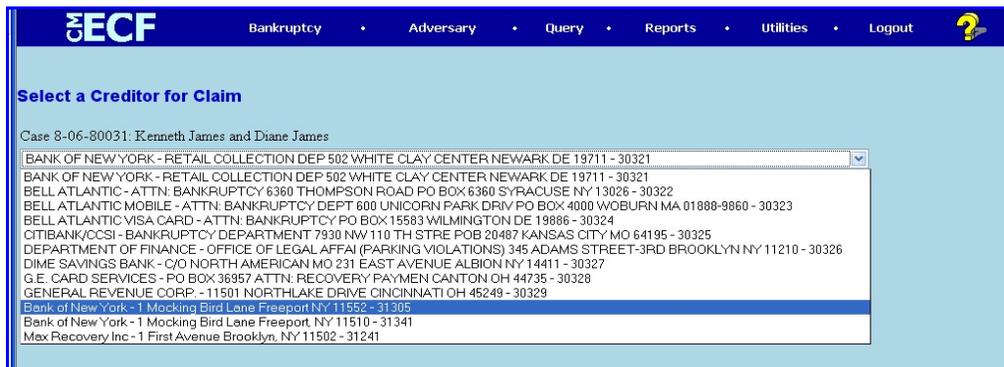
STEP 2 The **BANKRUPTCY EVENTS** screen displays. Click on the **File Claims** hyperlink.



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 Search for Creditor form. The form has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is light blue and contains the following fields: Case Number (06-80031), Name of creditor (Bank of New York), and Type of creditor (Creditor). There are Next and Clear buttons at the bottom.

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 Select a Creditor for Claim form. The form has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is light blue and contains the following fields: Case 8-06-80031: Kenneth James and Diane James, and a drop-down menu showing BANK OF NEW YORK - RETAIL COLLECTION DEP 502 WHITE CLAY CENTER NEWARK DE 19711 - 30321. There are Next and Clear buttons at the bottom.

- ◆ 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, and 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 #' (with a small input box), 'Filed By: Attorney' (with a dropdown menu), 'Last Date To File:', 'Date Filed: 07/21/2006', and 'Last Date To File(Govt):'. A section titled 'Amount Claimed' contains four input fields: 'Unsecured' (with '1000.00' entered), 'Secured', 'Priority', and 'Unknown'. To the right of these is a 'Total (Display Only)' field showing '1000.00'. Below this is an 'Amount Allowed' section with a 'Total (Display Only)' field. At the bottom, there are 'Description:' and 'Remarks:' fields, each with a text input box. Finally, there are 'Next' and 'Clear' buttons at the very bottom left.

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 (Electronic Case Filing) 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 user is prompted to "Select one or more attachments." for Case 8-06-80031. Step 1 asks the user to enter the PDF document path, with a text box containing "D:\MYFILES\ATTY-TRNG-DOCS\disk" and a "Browse..." button. Step 2 asks the user to select a document type and enter a description, with a dropdown menu set to "Exhibit" and a text box containing "1 - Contract of Sale". Step 3 asks the user to add the filename to a list box below. The list box is currently empty, with "Add to List" and "Remove from List" buttons. A "Next" button is at the bottom.

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" for Case 8-06-80031. The notice is dated 7/24/2006 at 9:37 AM EST and was received from McLarty-Carter, Simone. The case details are as follows:

- 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 notice also lists the associated document(s):

- 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]]

At the bottom, there is a link to "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

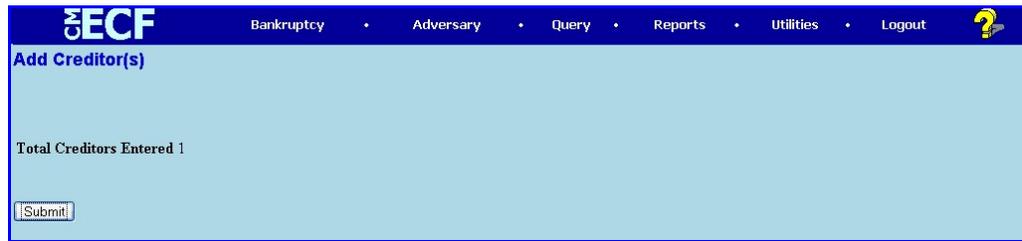
The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Creditor Processing". Below this, there is a "Case Number" field. The field contains "06-80031" and a tooltip is visible with the text "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 are instructions: "Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line." A text area contains the following information: "Washington Mutual", "100 King Street", "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.

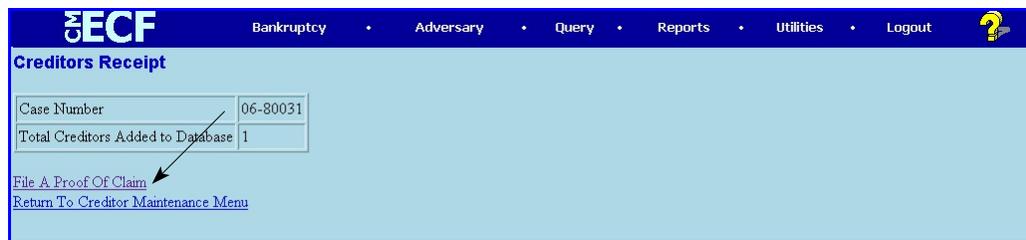
Please type address information on separate lines as shown above. Only on Chapter 11's will you need to verify if your creditor is a part of the Creditor Committee. Click “**Next**” to move forward.

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 data:

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.