

# TRANSFERRING A PROOF OF CLAIM

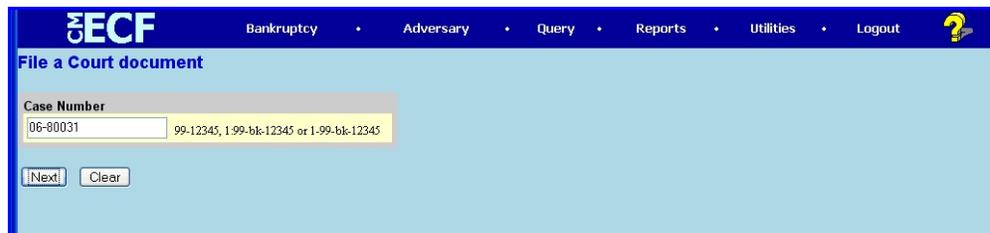
**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.



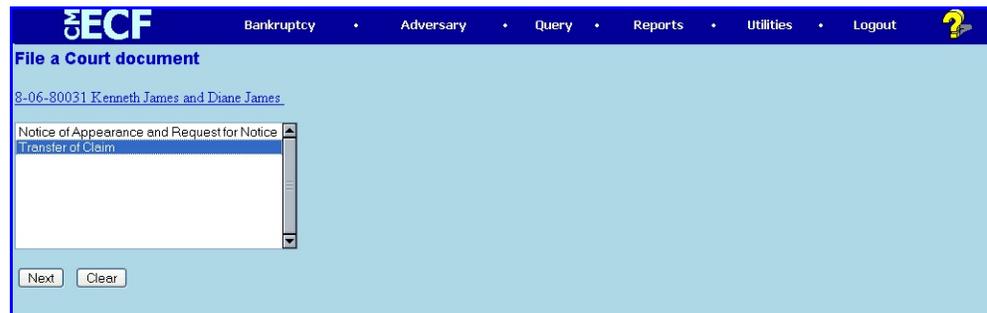
**STEP 2** The **BANKRUPTCY EVENTS** screen displays. Click on the **Other Events** hyperlink.



**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)*

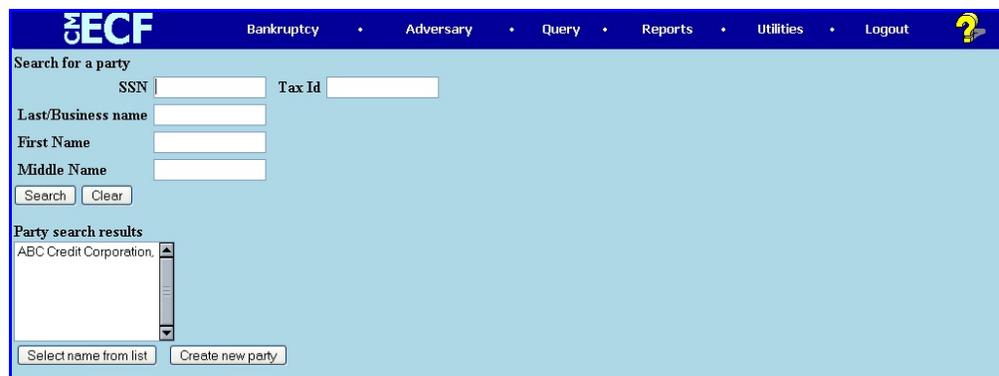
- ◆ **Enter Name of the creditor** that is filing the Transfer of Claim using Upper and lower case typing in the Last/Business Name box. Click **“Search”** with your mouse to perform a “database search” of your creditors name to see if a profile is already in our system. **(figure 6b)**



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 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 visible at the top. Below it, the "Party search results" section is displayed, showing a list of results. The first result is "ABC Credit Corporation". There are "Select name from list" and "Create new party" buttons at the bottom of the results section.

**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."**

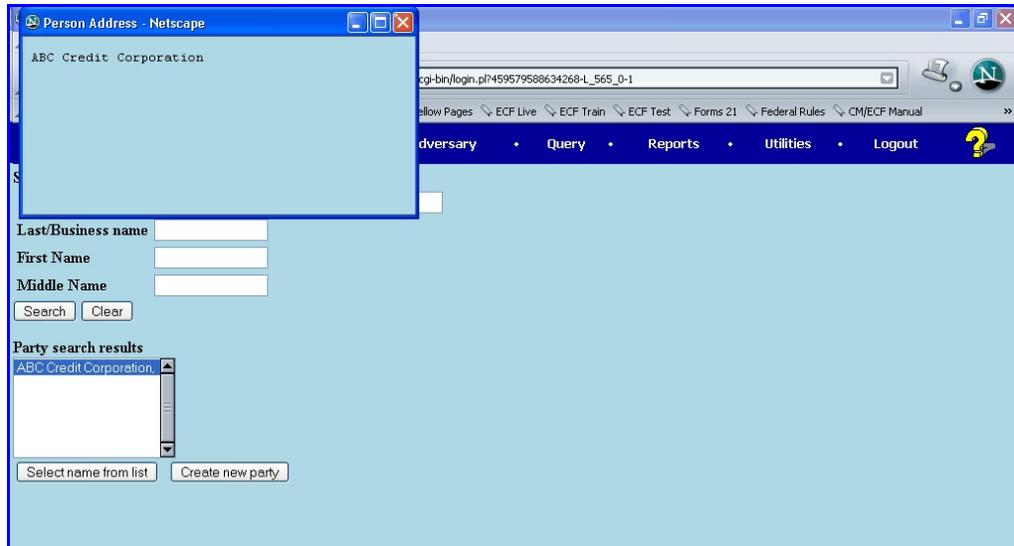


Figure 6d

- ◆ 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

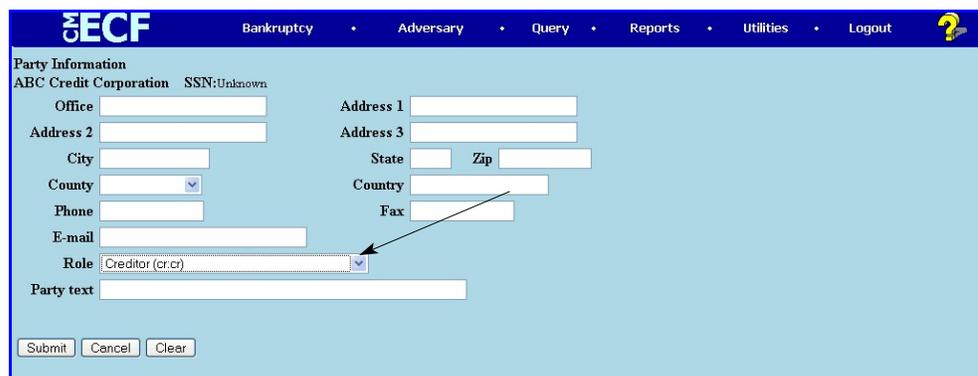


Figure 6e

- ◆ **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 section titled 'Search for a party' with input fields for SSN, Tax Id, Last/Business name, First Name, and Middle Name. There are 'Search' and 'Clear' buttons. Below the search fields, it says 'Party search results' and 'No person found.' At the bottom of the search results area, there is a button labeled 'Create new party'.

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 input 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 (dropdown), Country, Phone, Fax, E-mail, Role (dropdown menu with 'Creditor (crdr)' selected), 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.

File a Court document:  
8-06-80031 Kenneth James and Diane James

Select the party served

Representing

Select the Party:

ABC Credit Corporation [Creditor] Add/Create New Party

Chase Manhattan Bank [Creditor]

Citibank NA [Creditor]

James, Diane [Joint Debtor]

James, Kenneth [Debtor]

Max Recovery Inc. [Creditor]

Washington Mutual [Creditor]

Next Clear

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

File a Court document:  
8-06-80031 Kenneth James and Diane James

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

D:\Attorney.Trng\pdf files\0181234ex1.p Browse...

Attachments to Document:  No  Yes

Next Clear

- ◆ 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.

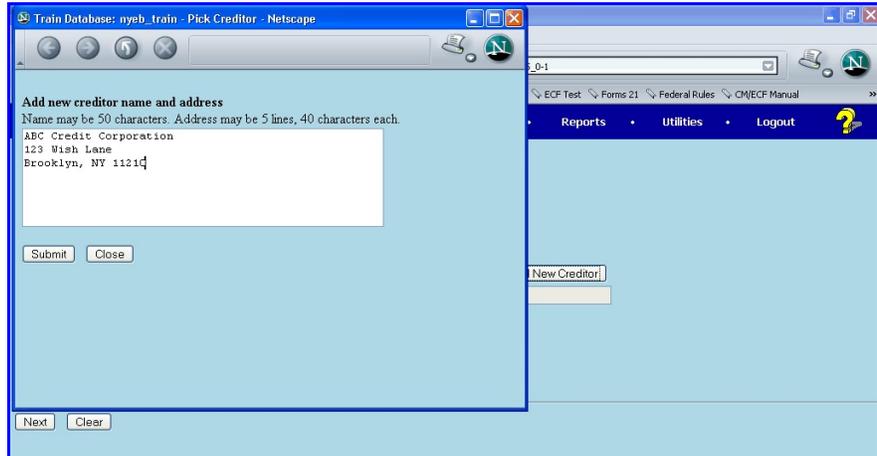


Figure 9e

**[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.

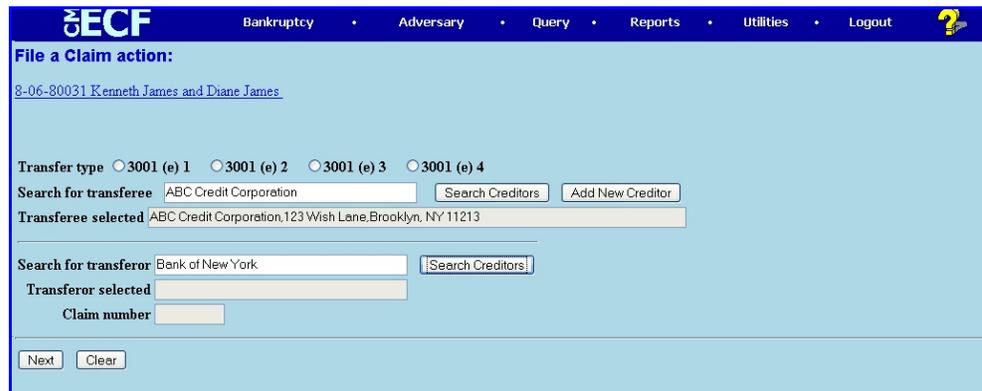


Figure 9f

- ◆ 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.

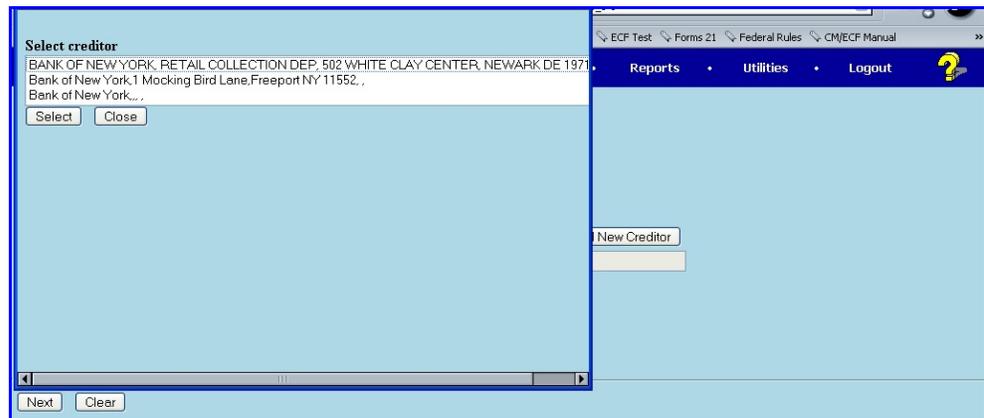


Figure 9g

- ◆ 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: 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 filing a court document. The header includes the ECF logo and navigation links: 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: 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 warning: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." and 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]  
{0b3aa381233236313c98742b51f15f7808c5175831cfff3dab2fea7b35dfafab888c3d  
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