

Proofs of Claim

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 data base. **If the creditor cannot be located on the case, you will need to contact the Clerk's Office and have them add the creditor to the data base.**

In the following exercise, the creditor is already on the case.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)
- ◆ Click on the File Claims hyperlink.

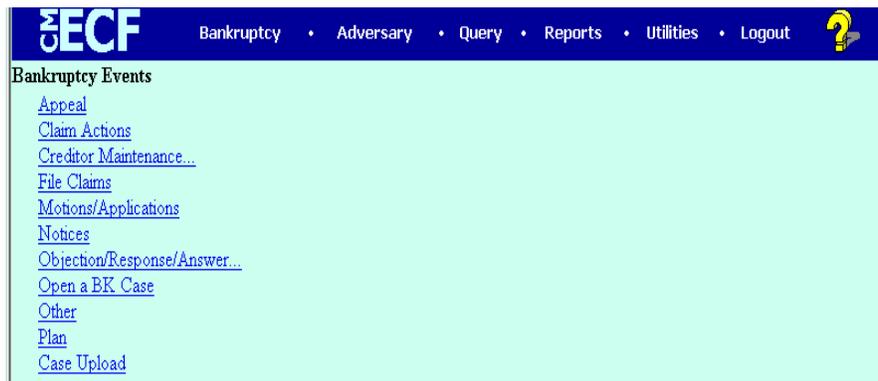


Figure 2

STEP 3 The **CREDITOR SEARCH** screen will display. (See Figure 3.)



Figure 3

- ◆ Click in the **Case Number** box and enter the correct case number in **YY-NNNNN** format.
- ◆ Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

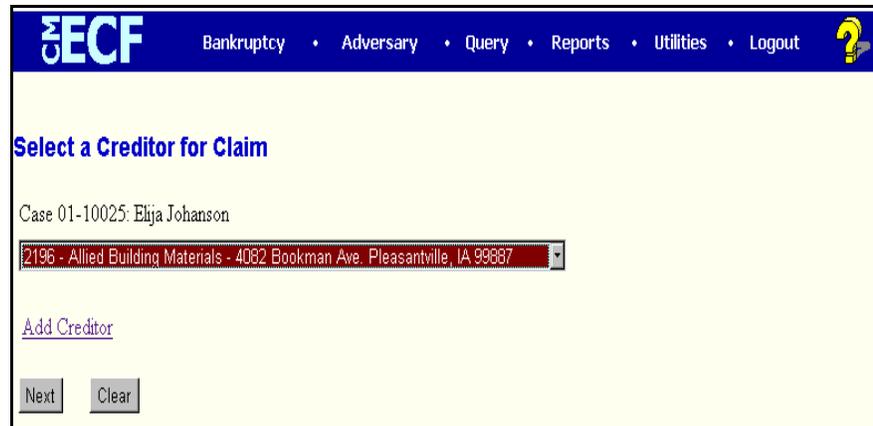
1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.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

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 **Notice of Appearance** will not be found unless the **Creditor Type** field is changed to **Notice of Appearance**.

- ◆ 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. (See Figure 4a.)



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Select a Creditor for Claim

Case 01-10025: Eliza Johanson

2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887

[Add Creditor](#)

Next Clear

Figure 4a

NOTE: If no search criteria was entered in the search Name of Creditor field and the [Next] button was selected, all creditors belonging to the case will be listed. Click on the drop-down arrow to display all of the creditors (See Figure 4b.)



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Select a Creditor for Claim

Case 01-10025: Eliza Johanson

2196 - Allied Building Materials - 4082 Bookman Ave. Pleasantville, IA 99887

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2197 - Hank's Appliance City - 3991 Cornfield Rd. Compach, IA 99886

2195 - Imperial Landscaping, Inc. - 3010 Franklin Dr. Pleasantville, IA 99887

2062 - Pleasantville Savings & Trust - 9900 Business Ave. Pleasantville, IA 99887

Next Clear

Figure 4b

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

Note: If you are unable to find a creditor after using different search criteria, you will need to contact the Clerk's Office to have the creditor added to the data base.

- ◆ Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

- ◆ Verify once again that you are proceeding with the correct creditor.
- ◆ DO NOT ENTER Information in any of these fields. The Trustees will retrieve any necessary information from the actual Proof of Claim Form. Select **[Next]** and proceed to the next step.

STEP 6 The **PDF Document** screen displays. (See Figure 6a.)

Figure 6a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

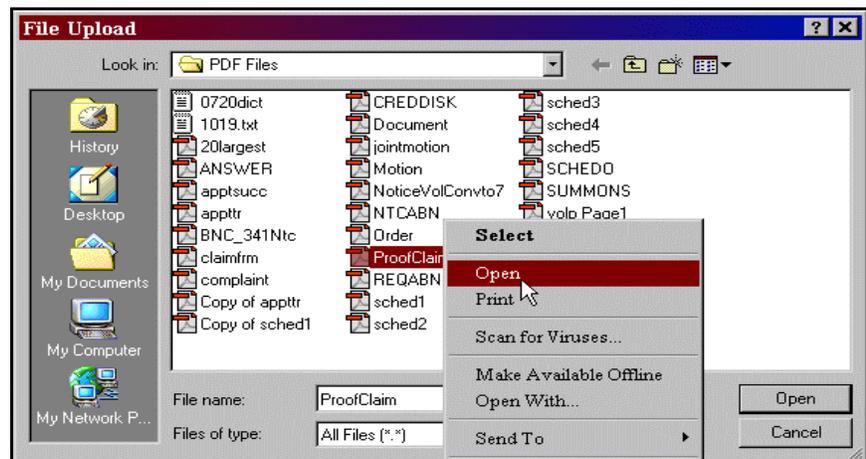


Figure 6b

- To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 6b.)
- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)

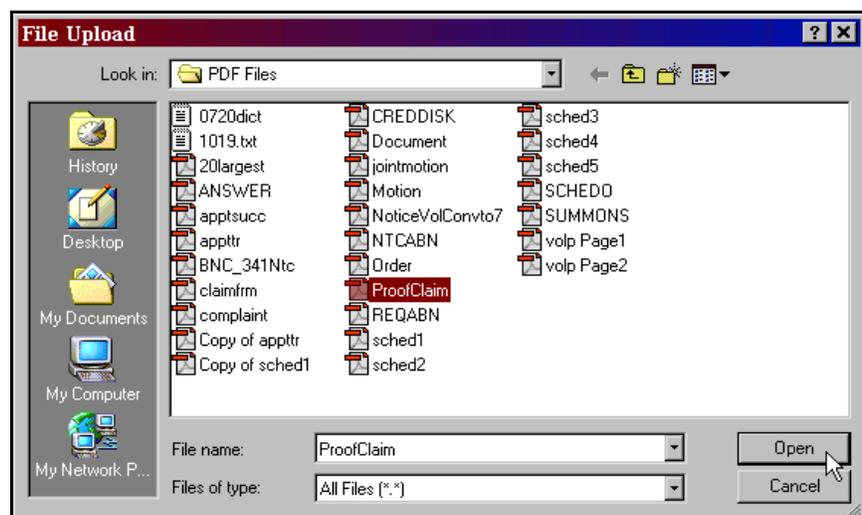


Figure 6c



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File a Court document:
[01-10025 Eliza Johanson](#)

Date document filed (mandatory)
2/9/2001

Select the **pdf** document (for example: CA199cv501-21.pdf).
Filename
O:\CMECF\PDF Files\ProofClaim.pdf

Attachments to Document: No Yes

Figure 6d

- ◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See **Figure 6d.**)
- ◆ 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.

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]**.

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



Figure 7

- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.
- ◆ Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ 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.

STEP 8 CLAIMS REGISTER

- ◆ To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink. There is a separate CM/ECF Claims Register lesson.