

# Attorney Filing Guide - Proofs of Claim

Revised: November 21, 2011


Page No. 1

## 1. Requirements.

- B 10 (Official Form 10) (12/11)
- When filing a proof of claim, first search the creditor list in CM/ECF for the claimant's name and address.
- If you cannot locate the claimant's identical name and address on the creditor list, you must add the claimant's name and address EXACTLY as it appears in the box titled "Name and address where notices should be sent:" on the proof of claim form.

B 10 (Official Form 10) (12/11)

UNITED STATES BANKRUPTCY COURT _____ DISTRICT OF _____		PROOF OF CLAIM
Name of Debtor:	Case Number:	
NOTE: Do not use this form to make a claim for an administrative expense that arises after the bankruptcy filing. You may file a request for payment of an administrative expense according to 11 U.S.C. § 503.		
Name of Creditor (the person or other entity to whom the debtor owes money or property):		
Name and address where notices should be sent:		<b>COURT USE ONLY</b>
Telephone number:	email:	<input type="checkbox"/> Check this box if this claim amends a previously filed claim.
Name and address where payment should be sent (if different from above):		Court Claim Number: _____ (If known)
Telephone number:	email:	Filed on: _____
		<input type="checkbox"/> Check this box if you are aware that anyone else has filed a proof of claim relating to this claim. Attach copy of statement giving particulars.



## 2. Electronically Filing in CM/ECF.

Bankruptcy

File Claims

Enter the case number

Leave the "Name of creditor" field blank

Leave the blank field (just above Creditor) in the "Type of creditor" box highlighted

Click Next

Select a Creditor for Claim screen displays. Search for the claimant from the drop down list of creditors. If the claimant is listed, click on the name and address. Verify that the claimant's name and address are EXACTLY the same as listed on your proof of claim.

## Attorney Filing Guide - Proofs of Claim

Revised: November 21, 2011

Page No. 2

You will be asked: Is this the correct creditor name and address?

If No, you must add the claimant. See Step #3.

If Yes, select the claimant and proceed to Step #4.

### 3. Adding a Creditor.

If the identical name and address of the claimant is not found on the creditor list, click on "Add Creditor."

Type the information EXACTLY as it is listed on your proof of claim:

Name  
Address  
City, State, Zip

Creditor type - leave as Creditor  
Creditor Committee - leave as No  
Click Next

Verify the number of creditors added  
Submit

Click on "File a Proof of Claim."

Go back to Step #2 to select the claimant you just added and to file the claim.

### 4. Amounts Claimed, Selecting the PDF Document, and Filing.

Enter the Proof of Claim information:

- Amends Claim #: (only when applicable)
- Filed By: Defaults to Creditor
- Amount Claimed: **Enter the total amount of the claim as of the date the case was filed.** Do not enter the "\$" symbol or commas in the dollar amount fields, or decimal points. **Example: 4500 not \$4,500.00.** (Box 1 on Official Form 10)

---

1. Amount of Claim as of Date Case Filed: \$ \_\_\_\_\_

If all or part of the claim is secured, complete item 4.

If all or part of the claim is entitled to priority, complete item 5.

Check this box if the claim includes interest or other charges in addition to the principal amount of the claim. Attach a statement that itemizes interest or charges.

**Attorney Filing Guide - Proofs of Claim**

**Revised: November 21, 2011**

**Page No. 3**

- Secured: If all or part of your claim is secured, enter the secured amount (Box 4 on Official Form 10)

<b>4. Secured Claim</b> (See instruction #4) Check the appropriate box if the claim is secured by a lien on property or a right of setoff, attach required redacted documents, and provide the requested information.	<b>Amount of arrearage and other charges, as of the time case was filed, included in secured claim, if any:</b> \$ _____
<b>Nature of property or right of setoff:</b> <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other Describe: _____	<b>Basis for perfection:</b> _____
<b>Value of Property:</b> \$ _____	<b>Amount of Secured Claim:</b> \$ _____
<b>Annual Interest Rate</b> _____ % <input type="checkbox"/> Fixed or <input type="checkbox"/> Variable (when case was filed)	<b>Amount Unsecured:</b> \$ _____

- Priority: If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on Official Form 10)

**5. Amount of Claim Entitled to Priority under 11 U.S.C. §507(a).** If any part of the claim falls into one of the following categories, check the box specifying the priority and state the amount.

<input type="checkbox"/> Domestic support obligations under 11 U.S.C. §507(a)(1)(A) or (a)(1)(B).	<input type="checkbox"/> Wages, salaries, or commissions (up to \$11,725*) earned within 180 days before the case was filed or the debtor's business ceased, whichever is earlier – 11 U.S.C. §507 (a)(4).	<input type="checkbox"/> Contributions to an employee benefit plan – 11 U.S.C. §507 (a)(5).	<b>Amount entitled to priority:</b> \$ _____
<input type="checkbox"/> Up to \$2,600* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use – 11 U.S.C. §507 (a)(7).	<input type="checkbox"/> Taxes or penalties owed to governmental units – 11 U.S.C. §507 (a)(8).	<input type="checkbox"/> Other – Specify applicable paragraph of 11 U.S.C. §507 (a)(____).	

*\*Amounts are subject to adjustment on 4/1/13 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.*

Browse to select the Proof of Claim (PDF file) and attach any supporting documents

Click Next

The Notice of Electronic Claims Filing displays giving you the proof of claim number. The same is immediately e-mailed to all participants who receive electronic notice in the case.