

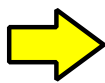
## Electronic Filing Guide - Proof of Claim

Revised: December 1, 2015

Page 1 of 3

### 1. Requirements.

- Official Form 410.
- 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 they appear in box 3 on your proof of claim under "Where should notices to the creditor be sent?"



**3. Where should notices and payments to the creditor be sent?**

Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)

**Where should notices to the creditor be sent?**

Name \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Contact phone \_\_\_\_\_

Contact email \_\_\_\_\_

### 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.

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.

**Electronic Filing Guide - Proof of Claim**  
**Revised: December 1, 2015**  
**Page 2 of 3**

**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 in box 3 on your proof of claim under "Where should notices to the creditor be sent?":

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 7 on Official Form 410).

7. How much is the claim? \$ \_\_\_\_\_ Does this amount include interest or other charges?  
☐ No  
☐ Yes. Attach statement itemizing interest, fees, expenses, or other charges required by Bankruptcy Rule 3001(c)(2)(A).

## Electronic Filing Guide - Proof of Claim

Revised: December 1, 2015

Page 3 of 3

- Secured: If all or part of your claim is secured, enter the secured amount (Box 9 on Official Form 410).

9. Is all or part of the claim secured? ☐ No  
☐ Yes. The claim is secured by a lien on property.

Nature of property:

☐ Real estate. If the claim is secured by the debtor's principal residence, file a *Mortgage Proof of Claim Attachment* (Official Form 410-A) with this *Proof of Claim*.

☐ Motor vehicle

☐ Other. Describe: \_\_\_\_\_

Basis for perfection: \_\_\_\_\_

Attach redacted copies of documents, if any, that show evidence of perfection of a security interest (for example, a mortgage, lien, certificate of title, financing statement, or other document that shows the lien has been filed or recorded.)

Value of property: \$ \_\_\_\_\_

Amount of the claim that is secured: \$ \_\_\_\_\_

Amount of the claim that is unsecured: \$ \_\_\_\_\_ (The sum of the secured and unsecured amounts should match the amount in line 7.)

Amount necessary to cure any default as of the date of the petition: \$ \_\_\_\_\_

Annual Interest Rate (when case was filed) \_\_\_\_\_ %

☐ Fixed

☐ Variable

- Priority: If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on Official Form 410).

12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)? ☐ No  
☐ Yes. Check all that apply:

A claim may be partly priority and partly nonpriority. For example, in some categories, the law limits the amount entitled to priority.

	Amount entitled to priority
<input type="checkbox"/> Domestic support obligations (including alimony and child support) under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B).	\$ _____
<input type="checkbox"/> Up to \$2,775* 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"/> Wages, salaries, or commissions (up to \$12,475*) earned within 180 days before the bankruptcy petition is filed or the debtor's business ends, whichever is earlier. 11 U.S.C. § 507(a)(4).	\$ _____
<input type="checkbox"/> Taxes or penalties owed to governmental units. 11 U.S.C. § 507(a)(8).	\$ _____
<input type="checkbox"/> Contributions to an employee benefit plan. 11 U.S.C. § 507(a)(5).	\$ _____
<input type="checkbox"/> Other. Specify subsection of 11 U.S.C. § 507(a)( ) that applies.	\$ _____

\* Amounts are subject to adjustment on 4/01/18 and every 3 years after that for cases begun on or after the date of adjustment.

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

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.