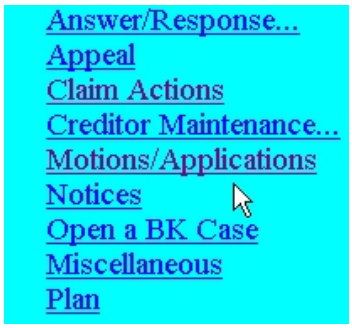
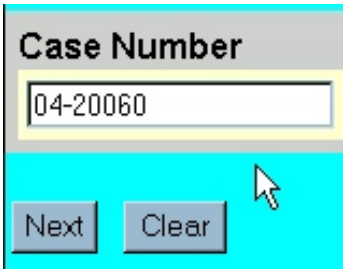
Motion to allow a proof of claim.

STEP 1 Select **Bankruptcy** from the *Main Menu*. Click **Motions/Applications** from the *Bankruptcy Events* menu.

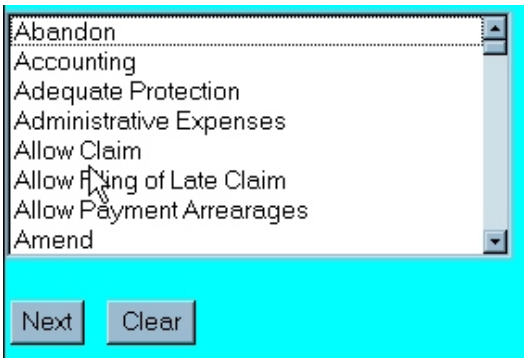


STEP 2 The **Case Number** screen displays.



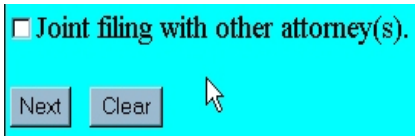
- **Case Number** - type the case number in **YY-NNNNN** format.
- Click **Next** to continue.

STEP 3 The select type of document being filed screen displays.



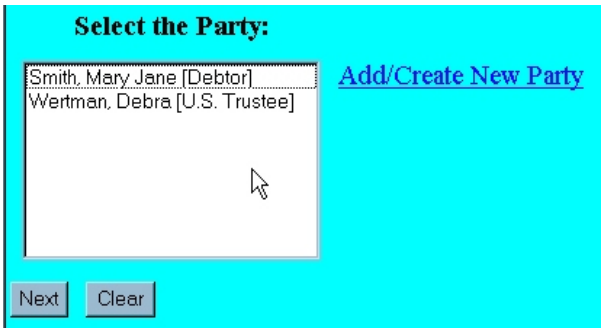
- Highlight type of document being filed **(Allow Claim)**.
- Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



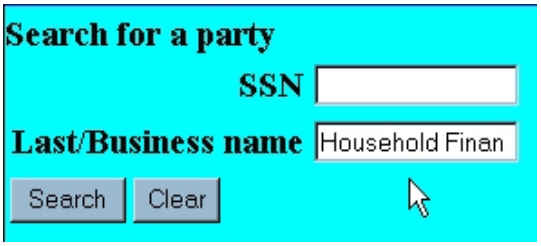
- Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



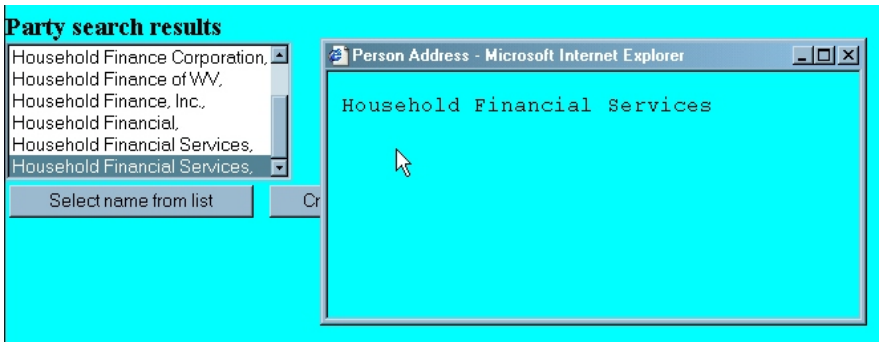
- If the party's name appears, click on the party's name and skip to **Step 10**;
- If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.



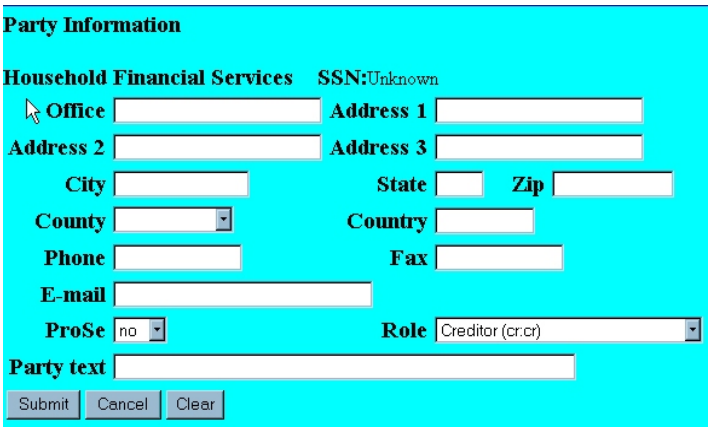
- **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- Click on **Search**.

STEP 7 The **Party search results** screen displays.



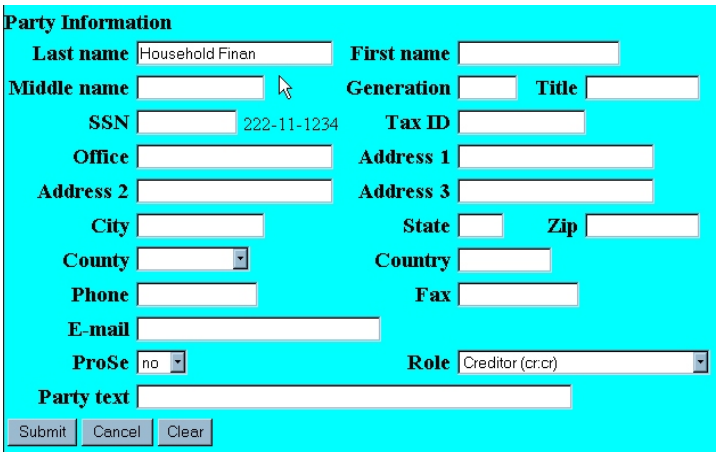
- If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
- If party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.



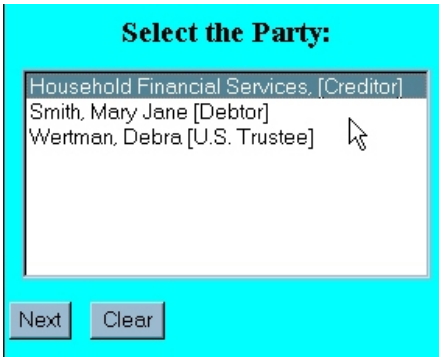
- Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- Click on **Submit** to continue and proceed to **Step 10.**

STEP 9 If you selected ***Create New Party*** from the *Select the Party* screen, a new **Party Information** screen displays.



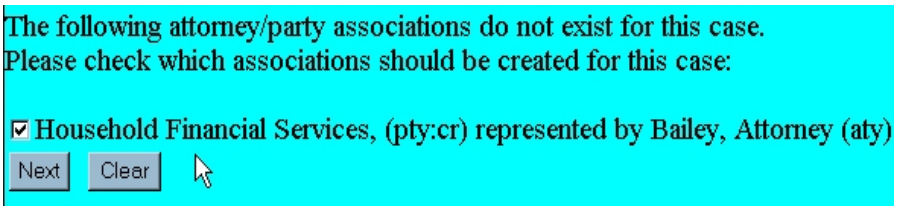
- Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[*Tab*]** key to advance to the **First name** field and enter first name.
- **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays with your party highlighted.



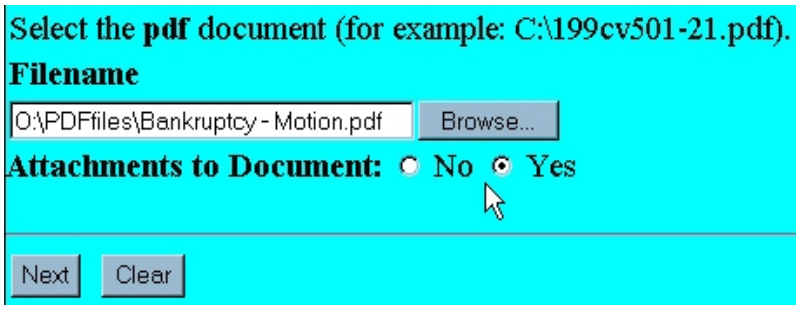
- Click on the **Next** button to continue.

STEP 11 An **Association** screen may display if no association has been made previously in the case.



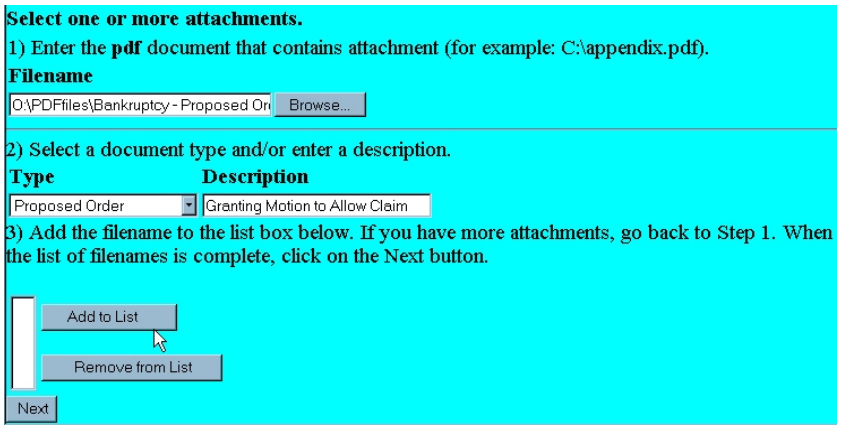
- Click in the box to make the appropriate association.
- Click on the **Next** button.

STEP 12 The **Select the pdf document** screen displays.



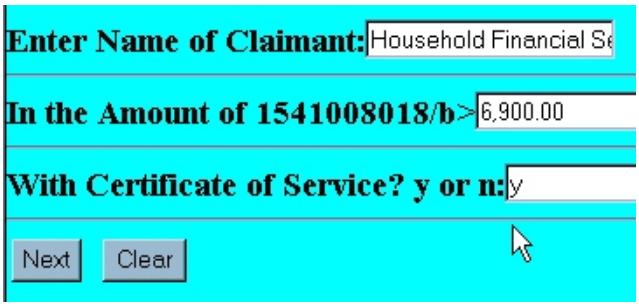
- Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
  - Click on the radio button next to '**Yes**.'
  - Click on the **Next** button.

STEP 13 The **Attachment** screen displays.



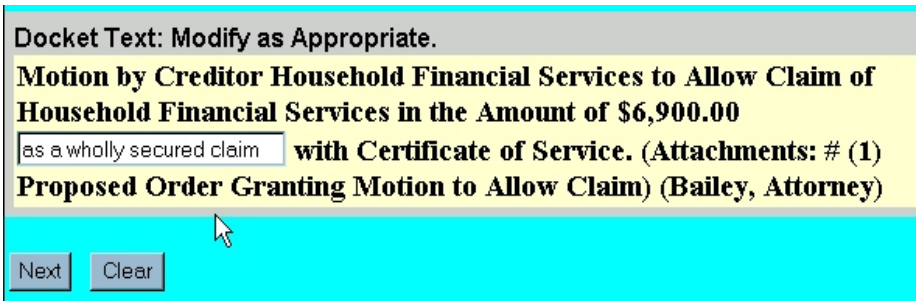
- Click on the **Browse** button to navigate to the appropriate directory and file.
- **Type** - click on the down arrow to select the type of attachment, if listed.
- **Description** - type in any additional description if needed.
- **Add to List** - click this button to add the selected attachment to list.
- As documents are added to list, they will appear in the filename list box.
- Repeat these steps until all attachments have been added.
- Click on the **Next** button.

STEP 14 The **Claim Information and Certificate of Service** screen displays.



- Enter the **Name of Claimant.**
- Enter the Amount of the Claim (the sequence of numbers and symbols will display a **"$"** sign in the live database).
- Enter a lowercase '**y**' or '**n**' in the text box to indicate if a certificate of service is attached.
- Click on the **Next** button.

STEP 15 The **Docket Text: Modify as Appropriate** screen displays.



- Add additional text if needed.
- Click on the **Next** button.

STEP 16 The **Docket Text: Final Text** screen displays.

Docket Text: Final Text

Motion by Creditor Household Financial Services to Allow Claim of Household Financial Services in the Amount of $6,900.00 *as a wholly secured claim* with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Allow Claim) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- Verify the Final Docket text. If correct, click **Next**.
- If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 17 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/21/2004 at 2:04 PM EDT and filed on 4/21/2004

Case Name: Mary Jane Smith
Case Number: 2:04-bk-20060
Document Number: 2

Docket Text:
Motion by Creditor Household Financial Services to Allow Claim of Household Financial Services in the Amount of $6,900.00 *as a wholly secured claim* with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Allow Claim) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=4/21/2004] [FileNumber=12975-0]