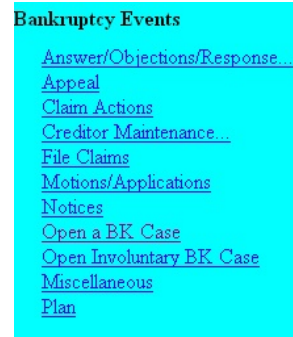


Filing a Claim - When claims are filed in a case, the claim is attached to the creditor record of the claimant. One must first retrieve the creditor by searching the creditor database and then link the claim to it. Most often the creditor filing the claim has already been added to the creditor database. The following instructions will guide you through the process of **Filing a Claim** to the **Electronic Case Filing (ECF)** system. In the event the creditor filing the claim is not listed, the procedure for adding a creditor is included in these instructions.

STEP 1 Select **Bankruptcy** from the *Main Menu*, then click on the **File Claims** hypertext link from the *Bankruptcy* menu.

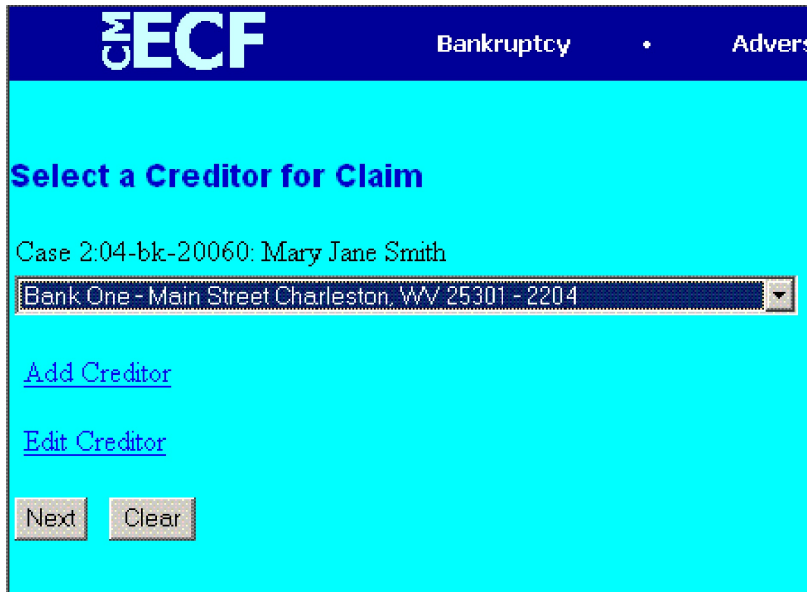


STEP 2 The **Search for Creditor** screen displays.

- ◆ **Case Number** - enter the case number in **YY-XXXXX** format (include hyphen).
- ◆ **Name of creditor** - You may leave this field blank for the system to display the pick list of all existing creditors for the case selected or enter the name of the creditor filing the claim.
- ◆ **Type of creditor** - Do not change the default in this box; leave type as creditor.
- ◆ Click on **Next** to continue, or **Clear** to re-enter search data.

STEP 3 Select a Creditor for Claim

- ◆ If the creditor is already in the case with the correct address, highlight the creditor in the drop-down box, verify the case number, click **Next**, and proceed to **Step 7**.
- ◆ If the creditor is not in the case, click on **Add Creditor** and proceed to **Step 5**.
- ◆ If the creditor is already in the case and you need to change the address, click on **Edit Creditor** and proceed to **Step 4**.



STEP 4 Edit Creditor

- ◆ Verify the case number and click **Next**.



- ◆ Check to make sure the radio button for **Edit Creditor** is enabled, and then click the down arrow on the drop-down box. Click on the creditor to be edited.
- ◆ Click **Next**.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and links for 'Bankruptcy', 'Adversary', and 'Query'. Below this, the case information is displayed: 'Case number 2:04-bk-20060 Mary Jane Smith'. There are two radio buttons: 'Edit Creditor' (which is selected) and 'Add new creditor'. A dropdown menu is open, showing a list of creditors with their addresses. The selected creditor is 'GMAC Kanawha Boulevard East Charleston, WV 25301 - 2205'. Below the dropdown are 'Next' and 'Clear' buttons.

- ◆ Make the needed changes to the Creditor’s Name and Address and click **Submit**

The screenshot shows the 'Edit Creditor(s)' form in the ECF system. The navigation bar is the same as in the previous screenshot. The case information is 'Case number 2:04-bk-20060 Mary Jane Smith'. A message states: 'A claim has been filed on behalf of this creditor. [Review Claim](#)'. Below this, there is a text area for 'Name and Address' with a note: 'Name may be 50 characters. Address may be 5 lines, 40 characters each'. The text area contains: 'GMAC Kanawha Boulevard East Charleston, WV 25301'. Below the text area is a 'Creditor type' dropdown menu set to 'Creditor'. There are radio buttons for 'Creditor committee' with 'No' selected. At the bottom are 'Submit' and 'Clear' buttons.

- ◆ **Modify Completed** will appear on your screen.
- ◆ Click **File A Proof of Claim** and then proceed to **Step 6**.

The screenshot shows the 'Modify Completed' message in the ECF system. The navigation bar shows 'ECF' and 'Bankruptcy'. The main content area displays the message 'Modify Completed!' followed by two links: '[File A Proof Of Claim](#)' and '[Edit Creditor](#)'.

Step 5 Add a Creditor

- ◆ Verify the case number and click **Next**.

ECF Bankruptcy

Creditor Processing

Case Number

04-20060 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

- ◆ Add the Creditor Name and Address. The Name may be 50 characters and the Address may be 5 lines, 40 characters each. Click **Next**.

ECF Bankruptcy Adversary Query Re

Add Creditor(s)

Case 2:04-bk-20060 already contains creditors!

Case number 2:04-bk-20060 Mary Jane Smith

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Creditor type Creditor

Creditor committee No Yes

Next Clear

- ◆ Verify the number of creditors added and click **Submit**.

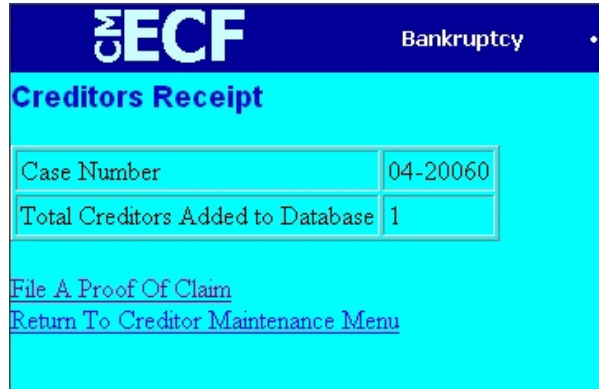
ECF Bankruptcy

Add Creditor(s)

Total Creditors Entered 1

Submit

- ◆ **Creditors Receipt** will display number of creditors added
- ◆ Select File a Proof of Claim

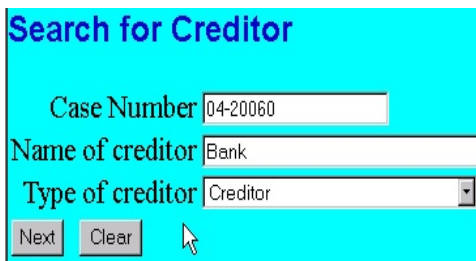


- ◆ Verify the case number, click **Next**, and proceed to **Step 6**.



STEP 6 Select A Creditor for Claim

- ◆ Verify the case number and click **Next**.



- ◆ Select the Creditor from the pull down box. Click **Next**.

STEP 7 The **Proof Of Claim Information For** screen displays.

- ◆ **Amends Claim #** - if this is an amended claim, enter the original claim number this claim amends.
- ◆ **Filed By** - system defaults to creditor, click on down arrow to the right to select from the available options.
- ◆ **Amount Claimed - Unsecured, Secured, Priority, Unknown:** enter the amount of the claim in the appropriate field(s) including the decimal (**do not include dollar sign or commas**).
- ◆ **Amount Allowed: For Court Use Only.**
- ◆ **Description** - use for any additional information you may want to include, such as a short description of collateral or last four digits of the account number.
- ◆ **Remarks - For Court Use Only.**
- ◆ **Next** - click this button when all claim information has been entered.

STEP 8 The **Select the pdf document** screen displays.

- ◆ Type the path and file name in the blank box, or
- ◆ Click the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to attach documents (e.g. an exhibit, appendix). If no attachments, click the **No** radio button.
- ◆ Click **Next**.

STEP 9 The **Select one or more attachments:** screen displays.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **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 selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 10 The **Notice of Electronic Claim Filing** screen displays confirming the document was received and is now an official court document.

Notice of Electronic Claims Filing

The following transaction was received from CreditMan, on 6/2/2004 at 11:07 AM EDT

Case Name: Mary Jane Smith
Case Number: [2:04-bk-20060](#)
 Bank Three
Creditor Name: One Circle Square
 Charleston, WV 25301
Claim Number: [5](#)
Total Amount Claimed: \$19756.00

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

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Proof of Claim.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1019576470 [Date=6/2/2004] [FileNumber=13641-0] [71bfe831bfabe86e94e2e033bb3905234722174bf0fb2dcc742d9538e09f69507219136f90e1fb76cbf2ca91f77bb1ed86881ec6a056d91bd34d12c68b139e66]]
Document description:Exhibit Title to Vehicle
Original filename:O:\PDFfiles\Bankruptcy - Exhibit.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1019576470 [Date=6/2/2004] [FileNumber=13641-1]]

- ◆ The **Notice of Electronic Claims Filing** displays the **date** and **time** the transaction was received by the court, **creditor name**, **claim number**, and other case participants.
- ◆ **Print** a copy of the **Notice of Electronic Claims Filing** screen as a receipt of docketing for your records.