

ATTORNEY -- Quick Reference Guide

Proof of Claim (File or Amend)

Step	Action
1	Click on Bankruptcy hyperlink
2	Click File Claims
3	<p>The Creditor Search Screen will display. Enter the Case Number in yy-nnnnn format Enter the Name of the Creditor filing the claim Do Not change Default of Creditor in the Type of Creditor Box Click Next</p>
4	<p>The Creditor Selection Screen will display. Select the desired creditor by clicking on it with your mouse - click Next</p> <p>NOTE: If you are <u>amending</u> a claim, and the creditor's address is different from the address originally on the claim, pick the one with the old address, amend the claim, and the clerk's office will change the address.</p> <p>NOTE: If the creditor is not listed or listed at a different address click on Add Creditor</p> <ul style="list-style-type: none"> - Creditor Processing screen displays. Check to make sure the case number is correct - click Next - At the Add Creditor Screen enter the Name and address of the creditor filing the claim. Leave the Type default as creditor and the Creditor Committee default to no - click Next - Add Creditors Screen Displays stating 1 creditor was entered - click Submit - Select File a Proof of Claim - See Step 3
5	<p>The Proof of Claim Information screen displays. Enter the claim data in the appropriate fields. Do Not enter the "\$" in the dollar amount fields - click Next.</p> <p>NOTE: The Total (Display Only) field in the Amount Allowed screen remains blank during this entry. The Description and Remarks fields will appear on the claims register. Both are 60 characters long.</p>

ATTORNEY -- Quick Reference Guide

6	<p>The PDF Document Selection screen displays. Click Browse, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. Click Next to continue.</p> <p><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p>
7	<p>The Notice of Electronic Filing screen appears and your transaction is complete. You have the option of clicking on claims register to view the claims register and at the bottom of the screen, you may click on File another claim if you have another claim to file.</p>