

ATTORNEY -- Quick Reference Guide

Proof of Claim

Step	Action
1	Click on <u>Bankruptcy</u> hyperlink
2	Click <u>File Claims</u>
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 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. - Check the Last Entry Box - click NEXT - Add Creditors Screen Displays stating 1 creditor was added - 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. NOTE: The status field values are controlled by the court. The Description and Remarks fields will appear on the claims register. Both are 60 characters long.</p>
6	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry - click Open to attach the proof of claim - click NEXT
7	The Notice of Electronic Filing screen appears and your transaction is complete