

CREDITOR -- Quick Reference Guide

Proof of Claim

Step	Action
1	Click on Bankruptcy hyperlink
2	Click File Claims
3	<p>The Search for Creditor 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 following the instructions for adding creditors on this screen. The following format should be used when adding a creditor: <ul style="list-style-type: none"> 1st line - Creditor's name 2nd line - Street address Last line - City, State postal abbreviation and zip code. <p><i>NOTE: You may cut and paste from a word or word perfect document if adding many creditors, but make sure there is a blank line separating each creditor.</i></p> <ul style="list-style-type: none"> - Creditor type defaults to creditor - Creditor committee defaults to no - Click NEXT <ul style="list-style-type: none"> - Add Creditors Screen Displays stating Total creditors 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 "\$" or commas in the dollar amount fields - click NEXT. NOTE: The Description and Remarks fields will appear on the claims register.</p>

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6	<p>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</p> <p>NOTE: To view the document select the correct PDF, Right Click, and Click Open</p>
7	The Notice of Electronic Filing screen appears and your transaction is complete