

CREDITOR – Quick Reference Guide

Transfer of Claim (batch)

Step	Action
1	Click on the Bankruptcy hyperlink
2	Click Creditor Filings
3	Select Transfer of Claim (batch) - click NEXT
4	Enter the case number(s) - click NEXT
5	Verify case number(s) and debtor names(s) – click NEXT
6	A warning message will appear regarding attaching a PDF for each case number – click NEXT
7	Click the BROWSE button to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this event. Select the correct PDF and click Open . <i>NOTE: To view the document select the correct PDF, Right Click, and Click Open</i>
8	Enter the Name of the Party the claim is being transferred to in the appropriate field – click NEXT
9	Click NEXT
10	At Docket Text: Final Text screen verify that the text is correct – If correct – click NEXT If incorrect – click the browser BACK button until you find the error(s) and proceed with the event.
11	The Notice of Electronic Filing screen appears and your transaction is complete