Proof of Claim

Step	Action
1	Click on **Bankruptcy** hyperlink
2	Click **File Claims**
3	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**
4	The **Select a Creditor for Claim Screen** will display. Select the desired creditor by clicking on it with your mouse - click **NEXT** If creditor is listed, a verification screen appears asking if this is the correct creditor. If Yes, you will proceed to next step. If no, you will be returned to the previous screen to the Creditor Selection Screen NOTE: If the creditor is **not listed** or **listed** at a different address click on **Add Creditor** • 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: 1st line – Creditor's name 2nd line – Street address Last line – City, State postal abbreviation and zip code ***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.*** **Creditor Type** defaults to creditor **Creditor committee** default to **No** Click **NEXT** - **Add Creditors Screen** Displays stating Total creditors entered - Click **Submit** - Select **File a Proof of Claim** - **See Step 3**

5	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 – click **NEXT**
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** **NOTE:** To view the document select the correct **PDF, Right Click,** and **Click Open**
7	The Notice of Electronic Filing screen appears and your transaction is complete