

United States Bankruptcy Court – District of Maine

CM/ECF Filing Reference Guide

Proof of Claim (File or Amend)

Step	Action
1.	Select Bankruptcy
2.	From the Events list, select File Claims
3.	At Search for Creditor screen <ul style="list-style-type: none"> • Enter the Case Number Select NEXT
4.	From the Select a Creditor for Claim screen either: <p style="margin-left: 40px;">(A) From the dropdown list choose the creditor</p> Select NEXT continue to step 8 <p style="margin-left: 40px;">OR</p> <p style="margin-left: 40px;">(B) Add Creditor</p> <p style="margin-left: 80px;">Confirm case number is correct</p> <p style="margin-left: 80px;">Select NEXT</p> <p style="margin-left: 40px;">In the active dialogue box add creditor name and address using the following format</p> <p style="margin-left: 80px;">1st line – Creditor’s name 2nd line – Street address Last line – City, State postal abbreviation and zip code Leave Creditor type and Creditor committee as the default setting.</p> <p style="margin-left: 80px;">Select NEXT</p> <p style="margin-left: 80px;">Select Submit</p>
5.	From the Available Events list, select File Proof of Claim
6.	Confirm that case number is correct <p style="margin-left: 40px;">Select NEXT</p>
7.	From the dropdown list choose creditor <p style="margin-left: 40px;">Select NEXT</p>
8.	Proof of Claim Information screen displays <p style="margin-left: 40px;">IMPORTANT: If amending a claim, enter the claim number at the Amends Claim # field for the system to locate the claim.</p>

	<p>Enter the claim data in the appropriate fields. Do not include dollar sign (\$) in any field.</p> <p>Select NEXT</p> <p>NOTE: Information entered in the Description and Remarks fields will appear on the Claims Register.</p>
9.	<p>This screen allows you to browse your system to attach the PDF of the proof of claim.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select OPEN</p> <ul style="list-style-type: none"> • In order to include a Proposed Order and/or a Notice of Hearing choose Yes at Attachments to Document <p>Select NEXT</p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the proof of claim.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is the correct document select OPEN.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the proof of claim</i></p> <p>If correct,</p> <p>Select NEXT</p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select NEXT to move to step 10</p>
10.	<p>This screen serves as the last chance to verify that the file name is correct. If correct,</p> <p>Select NEXT - the docketing process will be committed.</p>

	If any changes need to be made use the back navigation arrow to make the corrections. Retrace actions once correction is made.
11.	The final screen is the Notice of Electronic Filing screen This screen is your confirmation that the docketing process is complete

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