

United States Bankruptcy Court – District of Maine

**CM/ECF Quick Reference Guide**

**Proof of Claim (File or Amend)**

Step	Action
1.	Select <b>Bankruptcy</b>
2.	From the <b>Events</b> list, select <b>File Claims</b>
3.	At <b>Search for Creditor</b> screen <ul style="list-style-type: none"> <li>• Enter the <b>Case Number</b></li> </ul> Select <b>NEXT</b>
4.	From the <b>Select a Creditor for Claim</b> screen either: <p style="margin-left: 40px;">(A) From the dropdown list choose the creditor</p> Select <b>NEXT</b> continue to step <b>8</b> <p style="margin-left: 40px;"><b>OR</b></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 <b>NEXT</b></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;">1<sup>st</sup> line – Creditor’s name                      2<sup>nd</sup> line – Street address                      Last line – City, State postal abbreviation and zip code                      Leave <b>Creditor type</b> and <b>Creditor committee</b> as the default setting.</p> <p style="margin-left: 80px;">Select <b>NEXT</b></p> <p style="margin-left: 80px;">Select <b>Submit</b></p>
5.	From the Available Events list, select <b>File Proof of Claim</b>
6.	Confirm that case number is correct <p style="margin-left: 40px;">Select <b>NEXT</b></p>
7.	From the dropdown list choose creditor <p style="margin-left: 40px;">Select <b>NEXT</b></p>
8.	<b>Proof of Claim Information</b> screen displays <p style="margin-left: 40px;"><b>IMPORTANT:</b> 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. <b>Do not include dollar sign (\$) in any field.</b></p> <p>Select <b>NEXT</b></p> <p><b>NOTE:</b> Information entered in the <b>Description</b> and <b>Remarks</b> 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><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select <b>OPEN</b></p> <ul style="list-style-type: none"> <li>• In order to include any attachments, choose <b>Yes</b> at <b>Attachments to Document</b></li> </ul> <p>Select <b>NEXT</b></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><b>NOTE:</b> 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 <b>OPEN</b>.</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 <b>NEXT</b></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 <b>NEXT</b> to move to step 10</p>
10.	<p>The final screen is the Notice of Electronic Claims Filing screen</p> <p>This screen is your confirmation that the docketing process is complete</p>