

**Transfer of Claim**

Step	Action
1.	Select <b>Bankruptcy</b>
2.	From the <b>Events</b> listing select <b>Creditor Claim Actions</b> .
3.	Enter the case number  Select <b>NEXT</b> .
4.	At the <b>Available Events</b> list select <b>Transfer of Claim</b> .  Select <b>NEXT</b> .
5.	At the <b>Select any additional attorney(s)</b> screen, if applicable, choose the correct attorney.  Select <b>NEXT</b>
6.	<p>From the <b>Select the Party</b> screen <b>either</b>:</p> <ul style="list-style-type: none"> <li>• From the party list choose the creditor</li> </ul> <p>Select <b>NEXT</b> continue to step 7</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Add/Create New Party</li> </ul> <p>At the <b>Search for a party</b> screen Enter party information</p> <p>Select <b>SEARCH</b></p> <p>At the next <b>Search for a Party</b> screen, select <b>Create New Party</b></p> <p>At the <b>Party Information</b> screen, complete address information Role for added party</p> <p>Select <b>SUBMIT</b></p> <p>At the <b>Select the Party</b> screen</p> <p>Choose the correct party</p> <p>Select <b>NEXT</b></p>
7.	<p>This screen allows you to browse your system to attach the PDF of the withdrawal 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> <p>Enter the Transferee in the <b>Transfer to Whom</b> dialogue box</p>

	Select <b>NEXT</b>
8.	Select <b>NEXT</b>
9.	Fee \$28 screen Select <b>NEXT</b>
10.	Select <b>NEXT</b>
11.	Verify that the Final Docket Text is correct.  If correct, select <b>NEXT</b> .  If incorrect, select the browser <b>BACK ARROW</b> button until you find the error(s), make any necessary corrections, and proceed with the filing.
12.	The final screen is the Notice of Electronic Filing screen  This screen is your confirmation that the docketing process is complete
13.	The <b>Summary of Current Charges</b> screen will pop up over the Notice of Electronic Filing.  Select <b>Pay Now</b> to pay the filing fee or select <b>Continue Filing</b> and pay the outstanding fees by the end of the day.

**April 2026**