

Creditors and How to File Claims

How to File an Assignment (Transfer) of Claim

**Step 1** Click **Bankruptcy** on the Main Menu Bar.



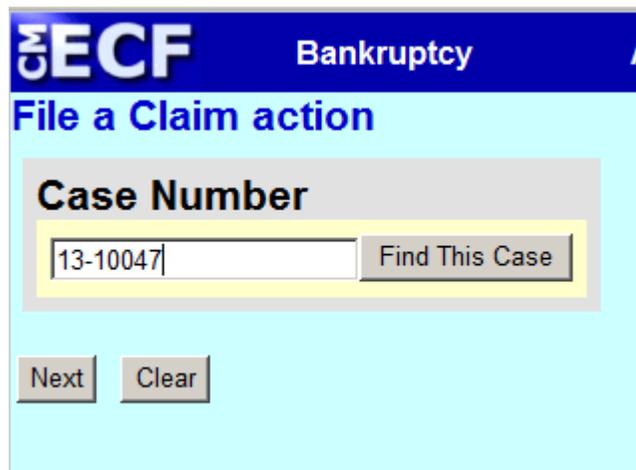
**Step 2** Select **Claim Actions** from Bankruptcy Events.



**Step 3** Select **Assignment/Transfers of Claim**.



**Step 4** Enter the **Case Number** and click **Next**.



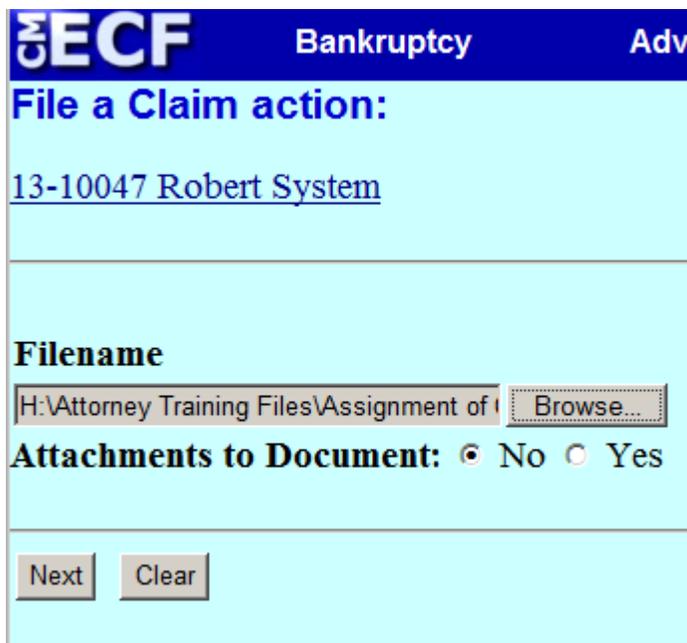
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**Step 5** Select **Assignment of Claims** and click **Next**.

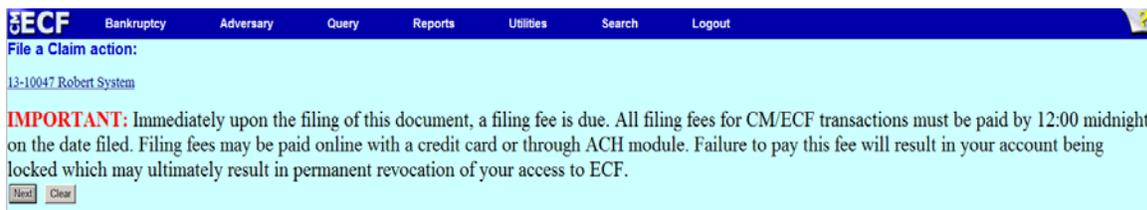


**Step 6** Browse and attach your **Assignment of Claim** and click **Next**. Don't forget to right click open and view to make sure you are attaching the correct image.

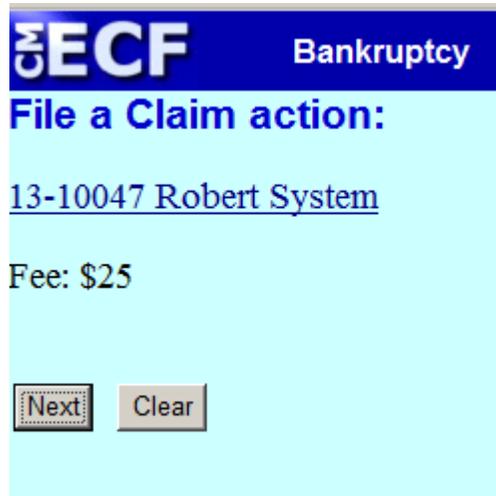
**Note:** Attaching the wrong image may result in additional fees.



**Step 7** This screen includes an important message regarding the **filing fee which is due upon filing**. Please be sure to read it completely and click Next.



## Creditors and How to File Claims

**Step 8** Click **Next**

ECF Bankruptcy  
File a Claim action:  
13-10047 Robert System  
Fee: \$25  
Next Clear

**Step 9** This screen provides three (3) options. You must **select the option that applies to the claim you are transferring**:

- i. a Proof of Claim is already on file with the Court
- ii. a Proof of Claim is not on file but is listed in the debtor's schedules
- iii. a Proof of Claim is on file but with a Court Ordered Claims Agent



ECF Bankruptcy Adversary Query Reports Utilities Search Logout  
File a Claim action:  
13-10047 Robert System  
Does this Transfer Refer to a Proof of Claim on File, a Claim Listed on the Schedules Filed by the Debtor, or a Claim Filed with a Claims Agent?  
 Proof of Claim on File  
 Claim Listed on Schedules  
 Claim Filed with Claims Agent  
Next Clear

**Note:** For this example, we will select the first option; a Proof of Claim is on file and click Next.

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**Step 10** Enter the **Transfer type** and search for Transferee or add the Transferee if they are not listed by clicking on **Add New Creditor**. Then search for and select the Transferor. Finally, enter the amount of the claim and click Next.

**ECF** Bankruptcy Adversary Query Reports Utili

**File a Claim action:**

[13-10047 Robert System](#)

Transfer type  3001 (e) 1  3001 (e) 2  3001 (e) 3  3001 (e) 4

Search for transferee  Search Creditors Add New Creditor

Transferee selected

---

Search for transferor  Search Creditors

Transferor selected

Claim number

Amount

---

Search for transferor  Search Creditors

Transferor selected

Claim number

Amount

---

Search for transferor  Search Creditors

Transferor selected

Claim number

Amount

**Step 11** Click **Next** again.

**ECF** Bankruptcy

**File a Claim action:**

[13-10047 Robert System](#)

## Creditors and How to File Claims

**Step 12** Select yes or no on this screen to indicate whether the Assignment (Transfer) has been signed by both parties. Click **Next** to continue.



**ECF** Bankruptcy Adversary Query Reports Utilities

**File a Claim action:**

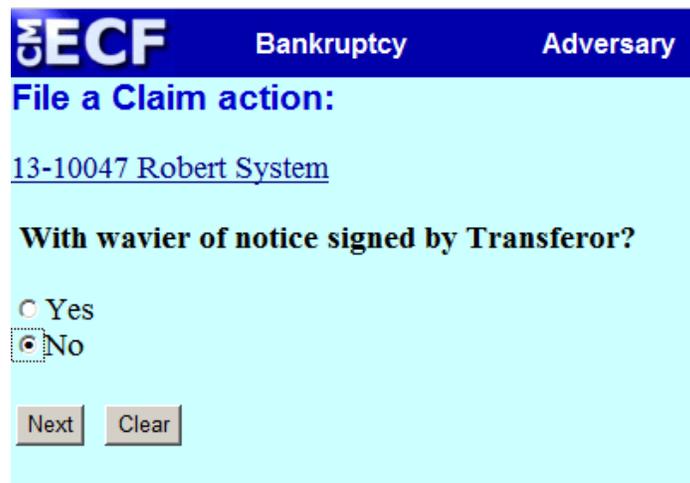
[13-10047 Robert System](#)

**Is this Transfer of Claim Being Filed and Signed by **BOTH** the Transferee and Transferor?**

Yes  
 No

Next Clear

**Step 13** Select yes or no on this screen to indicate whether a Waiver of Notice is included with the Assignment of Claim click **Next** to continue.



**ECF** Bankruptcy Adversary

**File a Claim action:**

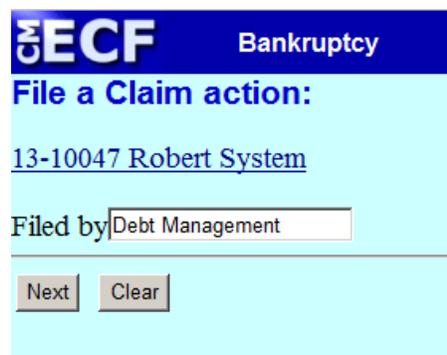
[13-10047 Robert System](#)

**With wavier of notice signed by Transferor?**

Yes  
 No

Next Clear

**Step 14** On this screen enter who is filing the Assignment and click **Next**.



**ECF** Bankruptcy

**File a Claim action:**

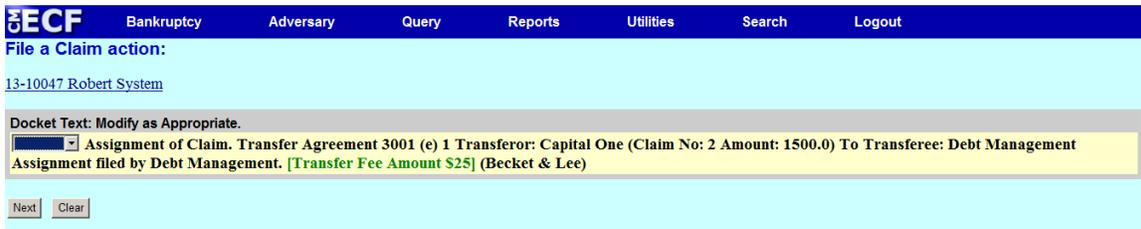
[13-10047 Robert System](#)

Filed by

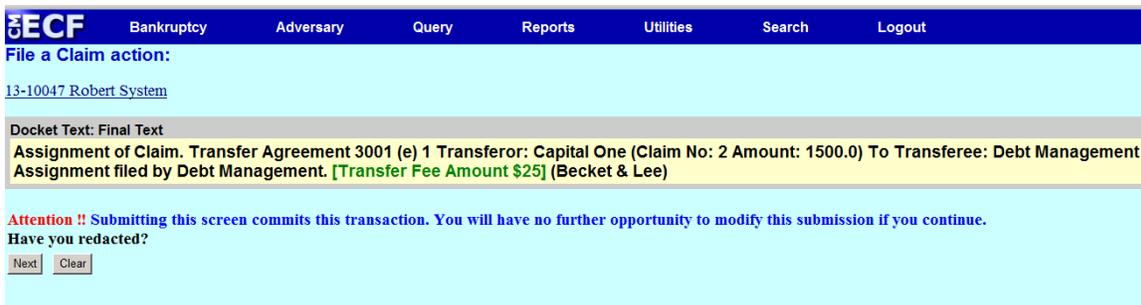
Next Clear

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**Step 15** The modify text screen appears. Please review and if it is correct, click **Next**.



**Step 16** **Final text.** Proofread this screen carefully, verify you have selected the correct parties and click **Next**.



**Note:** This is your final opportunity to review the docket text and make any corrections necessary. Click the browser **Back** button at the top of the screen to return to the needed screen to make corrections or click on **Bankruptcy** and start over.

Clicking **Next** commits the transaction to the database and can no longer be modified by you.

**Step 17** Once you have completed the submission, a payment screen will appear along with the **Notice of Electronic Filing**. To pay, click on the **Pay Now** button and enter your payment information.

