

CREDITOR - QUICK REFERENCE GUIDE

Utilities and Reports

Claims Register

Step	Action
1	Click on the Reports hyperlink at the top of the screen.
2	Select Claims Register . Enter the case number in the yy-nnnnn format.
3	Click the Run Report button.
4	The report will generate and display any claims which have been filed and <i>entered</i> onto the register. Please note, other claims may have been filed with the court but not entered onto the Register. You must come to the court and examine the file for additional claims.