

Proof of Claim

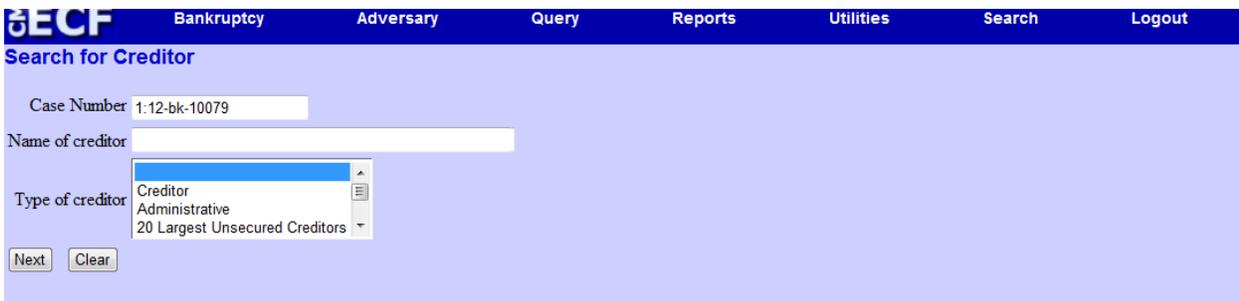
Step 1 Click **Bankruptcy** on the Main Menu Bar.



Step 2 Select **File Claims**



Step 3 The Search for Creditor screen displays.



- Enter the **Case Number** in yy-nnnnn format
- Enter the **Name of the Creditor** filing the claim or leave the field blank for a complete list of current creditors
- **DO NOT** change the **Type of Creditor Box**. The default type must remain **Creditor**.

Step 4 When you **select the creditor** you will get a pop up screen that will ask you if this is the correct creditor, if correct, click **yes**.



Note: If the creditor is not listed, click **Add Creditor**.

The **Creditor Processing** screen displays. Check the case name and number to be sure you are in the correct case. Click **Next**

At the **Add Creditor** screen, enter the **Name and Address** of the creditor filing the claim. **Do not** change the type of **Creditor or Committee** defaults

Check the **Last Entry Box** and click **Next**

The **Add Creditors** screen displays stating that 1 creditor was added

Click **Submit** and select **Proof of Claim** and the next screen and return to step 3

Step 5 The **Proof of Claim Information** screen displays. Enter the **claim data** in the appropriate fields. **Do not use \$ or commas** in the dollar amount fields. Click **Next**.

The screenshot shows the 'Proof of Claim Information' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main header reads 'Proof of Claim Information For 195842 - Chase Manhattan, 10 Hattan Way, Boston, MA 02109'. Below this, there are three columns of information: 'Case Number: 12-10079', 'Amends Claim #: [input field] Find', and 'Filed By: Creditor'. The next row shows 'Last Date To File: 08/31/2012' and 'Date Filed: 04/30/2012'. The third row shows 'Last Date To File(Govt):'. Below this is a table with three columns: 'Amount Claimed' (12000.00), 'Secured' (5000.00), and 'Claimed Priority'. Each column has a small instruction below it. At the bottom, there are 'Description:' and 'Remarks:' fields, 'Amend options: Clear all Amounts', and 'Next' and 'Clear' buttons.

Note: You may enter information into the Description and Remarks field. Each field is limited to 60 characters.

Step 6 Browse and attach your **Proof of Claim** and click **Next**.

The screenshot shows the 'Attachments to Document' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main header reads 'Case 12-10079'. Below this, there is a 'Filename' field with a 'Browse...' button. The next row shows 'Attachments to Document: No Yes'. Below this is a 'Have you redacted?' section with 'Next' and 'Clear' buttons.

Note: This is your final opportunity to make any corrections. 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 7 The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court’s database.

