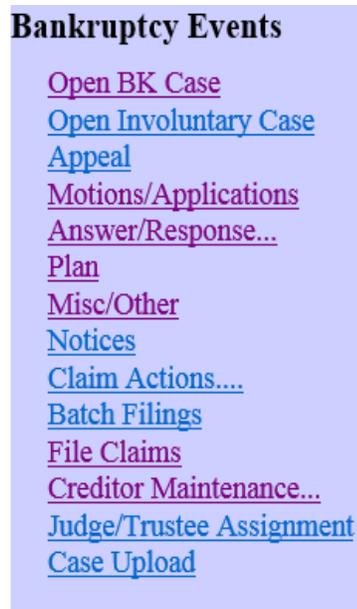

How to File a Proof of Claim

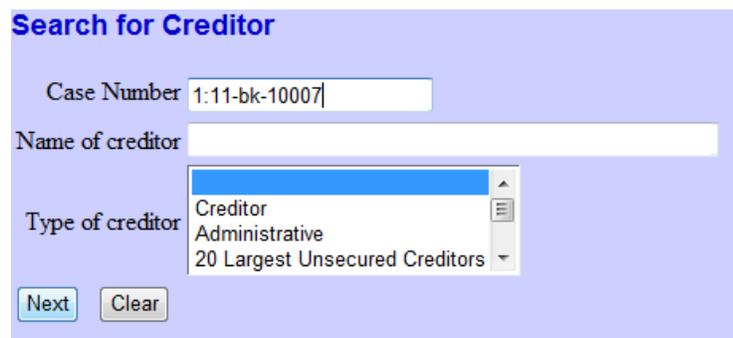
Step 1 Click **Bankruptcy** on the Main Menu Bar.



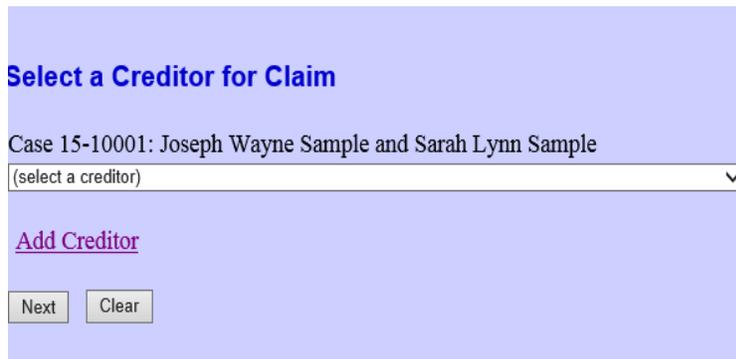
Step 2 Select **File Claims**



Step 3 The **Search for Creditor** screen displays.

A screenshot of the 'Search for Creditor' screen. The screen has a light blue background. At the top is the title 'Search for Creditor'. Below the title are three input fields: 'Case Number' with the value '1:11-bk-10007', 'Name of creditor' which is empty, and 'Type of creditor' which is a dropdown menu showing 'Creditor', 'Administrative', and '20 Largest Unsecured Creditors'. At the bottom left are two buttons: 'Next' and 'Clear'.

- Enter the **Case Number** in yy-nnnnn format.
- Enter the **Name of the Creditor** filing the claim or leave the field blank and hit **Next** for a complete list of current creditors.



Select a Creditor for Claim

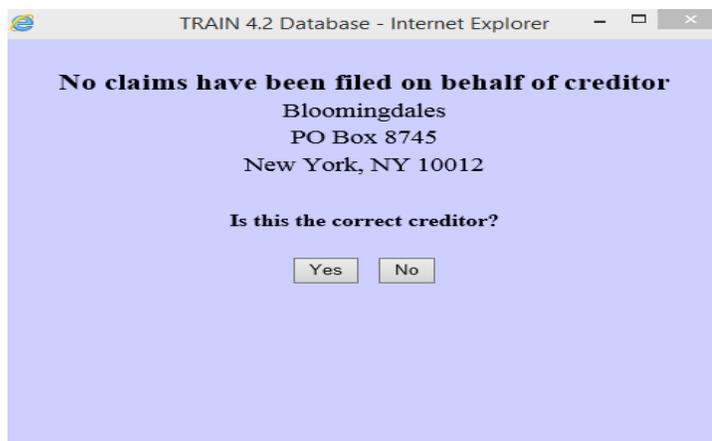
Case 15-10001: Joseph Wayne Sample and Sarah Lynn Sample

(select a creditor) ▾

[Add Creditor](#)

Next Clear

- Once you select the creditor, a box will appear verifying that you are selecting the correct creditor. Answer Yes or No.



TRAIN 4.2 Database - Internet Explorer

No claims have been filed on behalf of creditor

Bloomingdales
PO Box 8745
New York, NY 10012

Is this the correct creditor?

Yes No

- **DO NOT** change the **Type of Creditor Box**. The default type must remain **Creditor**.

Step 4 The **Select a Creditor for Claim** screen displays. Select the desired creditor by clicking on it with your mouse and click **Next**.

Note: If the creditor is **not listed** or is **listed at a different address**, click on **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** on the next screen.
- 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**.

Proof Of Claim Information For			
194811 - Belden Jewelers 10 Diamond Lane Boston, MA 02109			
Case Number: 11-10007	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Creditor ▾	
Last Date To File:	Date Filed: 03/14/2012		
Last Date To File(Govt):			
Claimed			
Amount Claimed <input type="text"/> <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</small>	Secured <input type="text"/> <small>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</small>	Priority <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</small>	
Description:	<input type="text"/>		
Remarks:	<input type="text"/>		
Amend options: <input type="radio"/> Clear all Amounts			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

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

Step 6 Click **Browse** on the **PDF Document Selection** screen. Adobe Acrobat Reader will open. Locate and most important, *verify* and highlight the document you wish to upload and attach to this entry. Click **Open** to attach the proof of claim and click **Next**.

Case 11-10007	
Filename	<input type="text"/> <input type="button" value="Browse..."/>
Attachments to Document:	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

- Step 7** This is your final opportunity to 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.

Case 15-10001

Filename

Attachments to Document: No Yes

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

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

- Step 8** 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.

United States Bankruptcy Court
District of Massachusetts TRAIN DATABASE

Notice of Electronic Claims Filing

The following transaction was received from Love, A on 3/14/2012 at 10:39 AM EDT

[File another claim](#)

Case Name: Robert System
Case Number: [11-10007](#)
Belden Jewelers
Creditor Name: 10 Diamond Lane
Boston, MA 02109
Claim Number: [2](#) [Claims Register](#)
Amount Claimed:
Amount Secured:
Amount Priority:

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:N:\Basic Computer Training\PRACTICE - Redacting.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=1021399670 [Date=3/14/2012] [FileNumber=173489-0]
495c6086c111dec0a778771d9b740a5663a9e09f208c245e33bb88e98edcaea4a3c
7f07c25f23ff8bc9e1af62e4d6d0afe14fffc2f6537ac62fa2514ca657f]

11-10007 Notice will be electronically mailed to:

A Love on behalf of Creditor chrysler credit corp
amber_love@mab.uscourts.gov

attorney - garrity on behalf of Debtor Robert System
eileen_garrity@mab.uscourts.gov

11-10007 Notice will not be electronically mailed to:

Kathleen P. Dwyer
Ardiff & Morse, P. C.
One Corporate Place
55 Ferncroft Road