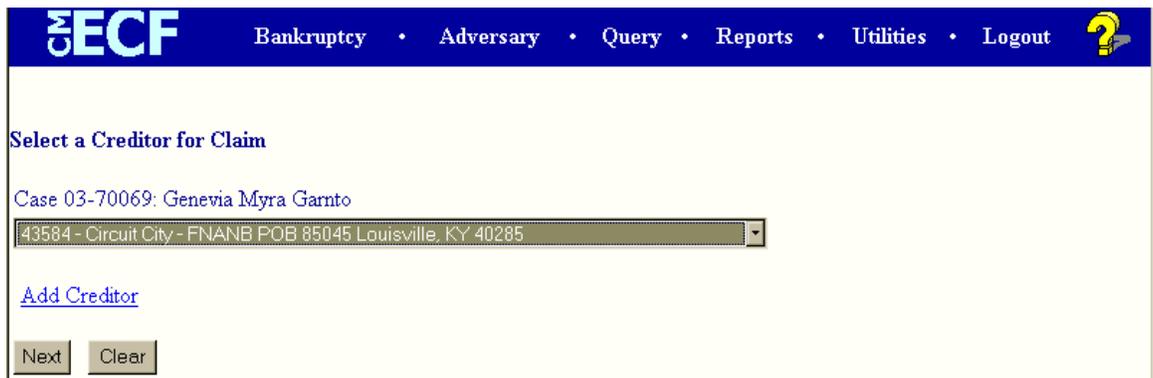


FILING A CLAIM

The following instructions will guide you through the process of filing a Claim to the Electronic Case Filing (ECF) system.

STEP 1 Select **Bankruptcy** from the Main Menu, then click on the **File Claims** hypertext link from the Bankruptcy menu.

STEP 2 The **Search for Creditor** screen appears.



The screenshot shows the 'Search for Creditor' screen in the CM ECF system. The header is a dark blue bar with the CM ECF logo on the left and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a yellow question mark icon on the right. Below the header, the page title is 'Select a Creditor for Claim'. The case information is 'Case 03-70069: Genevia Myra Garnto'. A dropdown menu is open, showing the selected creditor: '43584 - Circuit City - FNANB POB 85045 Louisville, KY 40285'. Below the dropdown is a blue link 'Add Creditor'. At the bottom are two buttons: 'Next' and 'Clear'.

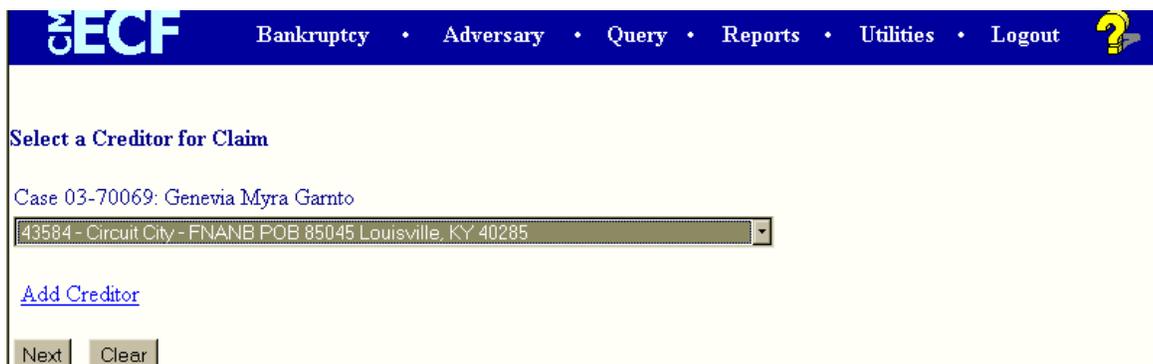
Enter the following information:

- **Case Number** – Enter case number (include hyphen).
- **Name of Creditor** – Leave blank for system to display pick list of all existing creditors for the case selected.
- **Type of Creditor** – System defaults to Creditor, options available are:
 - (1) Creditor
 - (2) Administrative

[NOTE: All existing creditors in case entered as Creditor.]

- Click on **Next** from **Search for Creditor** screen to continue.

STEP 3 The **Select A Creditor For Claim** screen appears. This screen will access existing creditors in the case for selection.



This screenshot is identical to the one in Step 2, showing the 'Search for Creditor' screen. The case information and dropdown menu are the same. The 'Add Creditor' link and 'Next'/'Clear' buttons are also present.

- Click on ▼ arrow to right of dialog box to display list of all creditors.
- If there is an exact match, click on creditor to highlight, then click on **Next** and proceed to **Step 4**.
- If creditor is not listed or listed with a different address, click on **Add Creditor** hypertext link and proceed to **Step 7**.

STEP 4 **Proof Of Claim Information** screen appears for entry of claim information.

MECF					Bankruptcy • Adversary • Query • Reports • Utilities • Logout					?
Proof Of Claim Information For										
43584 - Circuit City FNANB POB 85045 Louisville, KY 40285										
Case Number: 03-70069	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Creditor ▼						
Last Date To File:	Last Date To File(Govt): 07/21/2003	Date Filed: 07/21/2003	Late: No ▼	Status: <input type="text"/>						
Amount Claimed										
Unsecured	Secured	Priority	Unknown	Total (Display Only) <input type="text"/>						
Amount Allowed										
										Total (Display Only) <input type="text"/>

- **Amends Claim #:** If amended claim being filed, enter claim number this claim amends.
- **Duplicates Claim #:** If claim is a duplicate of one already filed, enter claim number this claim duplicates.
- **Filed By:** System defaults to Creditor, click on ▼ arrow to the right of the field to select from the following options:
 - (1) Attorney
 - (2) Creditor
 - (3) Debtor
 - (4) Trustee
- **Late:** Is this claim filed after claims expiration date? Click on down arrow to the right of the field to select from the following options:
 - (1) No
 - (2) Yes
- **Status:** Leave blank or click on ▼ arrow to the right of the field to select from the following options:
 - (1) Allowed
 - (2) Disallowed
 - (3) Exhibit to claim filed and docketed on the Bankruptcy docket
 - (4) Filed Pursuant to FRBP 3004/3005
 - (5) Motion filed

- (6) Objection filed
- (7) Transferred
- (8) Withdrawn
- **Amount Claimed** – Enter amount of claim in appropriate field(s) including decimal (Do not include dollar sign.)
 - (1) Unsecured
 - (2) Secured
 - (3) Priority
 - (4) Unknown
- **Description:** Use for additional information you may want to include.
- **Remarks:** Use for additional information you may want to include.
- Click on **Next** after completion of claim information.

STEP 5 Select the **PDF document** screen appears to upload claim. Click on **Browse** button to navigate to the appropriate directory and file to select the claim.

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Case 03-70069
 Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

Attachments to Document: No Yes

- At **File Upload** window, change **Files of type:** field to **All Files [*.*)** or **Acrobat [*.pdf]** (whichever your system allows).
- Double click to select the PDF claim document or click to select, then click on **Open**.
- If there are **No** attachments to the claim, click on **Next**.
- If there are attachments to the claim that are in a separate PDF file, select radio button for **Yes** to upload with claim document.
- An additional screen will appear for uploading attachments (all exhibits must be attached using this one screen).
 - (1) Following same instructions as that for claim, click on **Browse**, navigate to the appropriate directory and file, change **Files of type:** to **All Files [*.*)** or **Acrobat [*.pdf]**, select the attachment
 - (2) Enter description of attachment, by clicking on ▼ arrow to the right of the **Type** field and selecting appropriate description from pick list.
 - (3) If description is not in pick list, use **Description** box and type in description of attachment.
 - (4) Click on **Add to List** and repeat process for the next attachment.
 - (5) Click on **Next** when all attachments have been uploaded.

STEP 6 **Notice of Electronic Claims Filing** screen appears confirming that document was received and is now an official court document.

- **Notice of Electronic Claims Filing** displays date and time transaction received by court, creditor name, claim number and other case participants that received/did not receive electronic notice of the entry.
- Note claim number of claim.
- Print copy of **Notice of Electronic Claims Filing** screen as receipt of docketing for your records.

STEP 7 If you selected **Add Creditor** in **Step 3**, the **Creditor Processing** screen appears defaulting to the case number keyed at **File Claims** screen. Click on **Next**.

MECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

Creditor Processing

Case Number

03-70069 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

STEP 8 **Add Creditor(s)** screen will appear for you to enter creditor's name and address.

MECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

Add Creditor(s)

Case 03-70069 already contains creditors!

Case number 03-70069 Genevia Myra Garnto

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type Creditor

Creditor committee No Yes

Continue To Enter Last Entry

Next Clear

- Click on ▼ arrow to the right of the **Type** field and select *Creditor* or *Administrative*.

- **Creditor committee:** click on appropriate radio button.
- **Continue To Enter:** allows user to enter more than one creditor to case.
- **Last Entry:** click on this radio button to proceed, then click on **Next**.

[NOTE: Key city, state and zip code on one address line, abbreviate state.]

STEP 9 The Add Creditor(s) screen appears reflecting the total number of creditors keyed. If correct, click on Submit.

MCECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Add Creditor(s)

Total Creditors Entered 1

Submit

STEP 10 The **Creditors Receipt** screen appears reflecting the number of creditors added to Database.

MCECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Creditors Receipt

Case Number	03-70069
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

To file a Claim:

- Click on **File A Proof Of Claim** hypertext link and follow **Steps 2** through **6**.

To Return To Creditor Maintenance Menu:

- Click on **Return To Creditor Maintenance Menu** hypertext link.