

Instructions  
For  
Filing  
Proofs of Claim

United States Bankruptcy Court  
Eastern District of North Carolina

03/23/07

## Proof of Claim

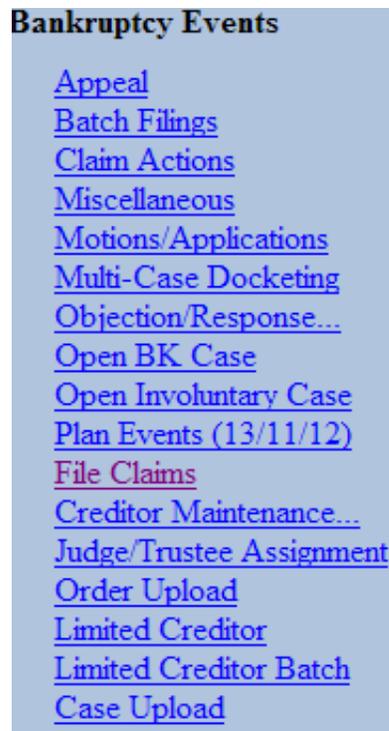
These instructions will guide you through the process of filing a Proof of Claim and adding a creditor to a case.

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.



- Click on File Claims hyperlink.



STEP 3 - The SEARCH FOR A CREDITOR screen displays.



**Search for Creditor**

Case Number

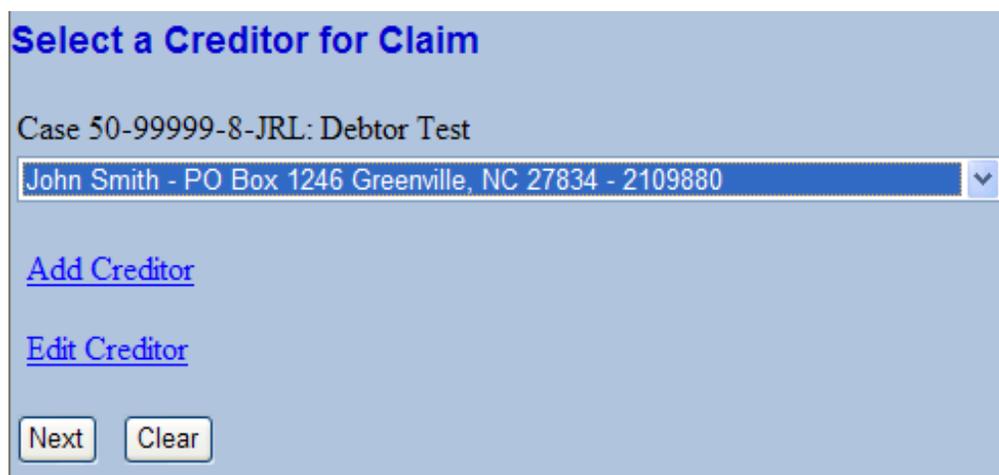
Name of creditor

Type of creditor

- Enter the correct case number using a hyphen between case year and case number, **leaving the Name of creditor field blank.**
- Click the [Next] button.  
NOTE: If the system prompts that you have entered an invalid case number, click the browser [Back] button to try again. *Additionally*, be sure to choose the correct case if several cases are displayed for selection.

STEP 4 - The SELECT A CREDITOR screen displays.

- Click the down arrow to scroll through the list of creditors which are listed in alphabetical order.
- Click the creditor's name to select it.
- Click the [Next] button.  
NOTE: If the creditor is not listed, or if they are listed but with a different address, skip to STEP 8 for instructions on how to add a creditor. You do not have access rights to the Edit Creditor Feature.



**Select a Creditor for Claim**

Case 50-99999-8-JRL: Debtor Test

[Add Creditor](#)

[Edit Creditor](#)

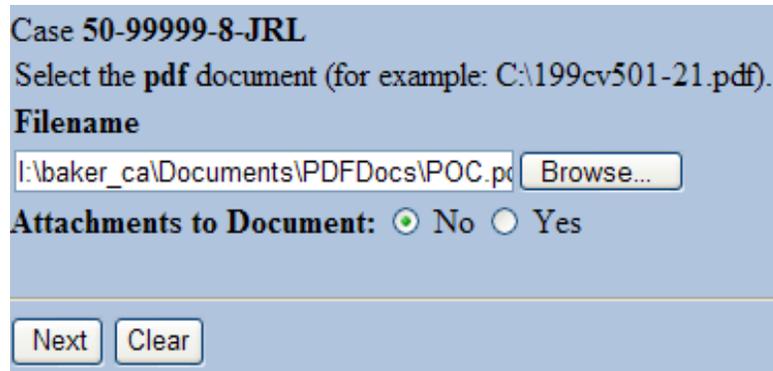
STEP 5 - The CLAIM INFORMATION screen displays.

- Fill in the Proof of Claim information as follows:
- [Amended Claim #] If the original claim was filed with the court, insert the claim number listed on the court's claim register. If not or you are unsure, leave blank and add amended claim information in the [Remarks] Field.
- [Filed By] The default is Creditor. Modify if applicable.
- Fill in the Amount Claimed information by inserting claim amounts in the [Unsecured], [Secured], [Priority] or [Unknown] fields as applicable.  
NOTE: Amounts must be entered without \$ signs or commas. Use periods to denote decimals. The amount will be displayed in the [Total (Display Only)] field.
- Fill in the [Description] and [Remarks] fields with additional comments to describe the claim, if applicable.  
NOTE: Use the [Description] and [Remarks] fields to note information such as, "Amount shown plus interest", "Amount unknown", "Amount cannot be determined", etc.
- Click the [Next] button.

Proof Of Claim Information For				
<b>2109880 - John Smith</b> <b>PO Box 1246</b> <b>Greenville, NC 27834</b>				
Case Number: 50-99999-8-JRL	Amends Claim #: <input type="text"/>		Filed By: Creditor <input type="button" value="v"/>	
Last Date To File:	Date Filed: 03/07/2007			
Last Date To File(Govt):				
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown 100.00	Total (Display Only) 100.00
Amount Allowed				
				Total (Display Only) <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/>	<input type="button" value="Clear"/>			

STEP 6 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event, beginning with Official Form B10, Proof of Claim. Add additional attachments, such as supporting documentation, as applicable. Skip to STEP 12 on instructions on adding additional attachments if necessary.
- Click the [Next] button.



Case **50-99999-8-JRL**  
Select the **pdf** document (for example: C:\199cv501-21.pdf).  
**Filename**  
I:\baker\_ca\Documents\PDFDocs\POC.pdf   
**Attachments to Document:**  No  Yes

STEP 7 - The NOTICE OF ELECTRONIC CLAIMS FILING screen displays.

- This is the verification of the date and time the claim was filed. It is recommended that you print this screen for your records.

USE THE FOLLOWING STEPS IF THE CREDITOR IS NOT LISTED IN STEP 4 ABOVE

STEP 8 - Do the following at the SEARCH FOR A CREDITOR screen at STEP 3.

- Select [Add Creditor].

## Add Creditor(s)

Case 50-99999-8-JRL already contains creditors!

Case number 50-99999-8-JRL Debtor Test

*Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

John Henry Doe  
1412 Anywhere Street  
Wilson, NC 27896

Creditor type

Creditor

Creditor committee  No  Yes

Next

Clear

STEP 9 - The ADD CREDITOR(S) screen displays.

- Enter the creditor's name and address in the following format.
- Name and Address:           John Henry Doe  
  1412 Anywhere Street  
  Wilson, NC 27896
- Leave the [Type] field at the default - Creditor.
  1. Click the [Next] button.

**Add Creditor(s)**

**Total Creditors Entered 1**

STEP 10 - The ADD CREDITOR(S) screen displays with a total number of creditors entered.

- Click the [Submit] button.

**Creditors Receipt**

Case Number	50-99999
Total Creditors Added to Database	1

[File A Proof Of Claim](#)  
[Return To Creditor Maintenance Menu](#)

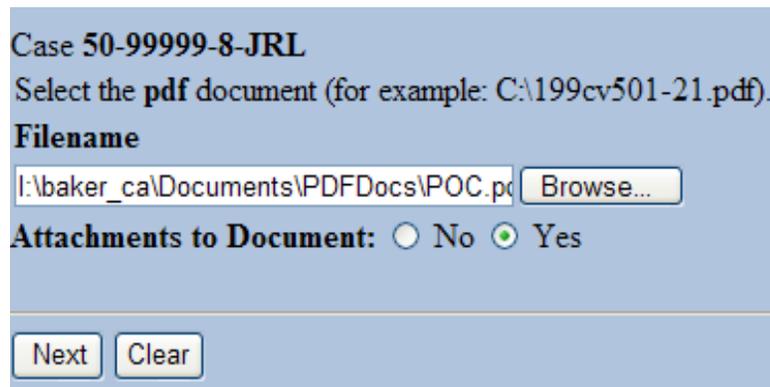
STEP 11 - The CREDITORS RECEIPT screen displays.

- Click the [File a Proof of Claim] link and continue with STEP 4 above.

USE THE FOLLOWING STEPS IF ADDITIONAL PDF ATTACHMENTS ARE TO BE ADDED

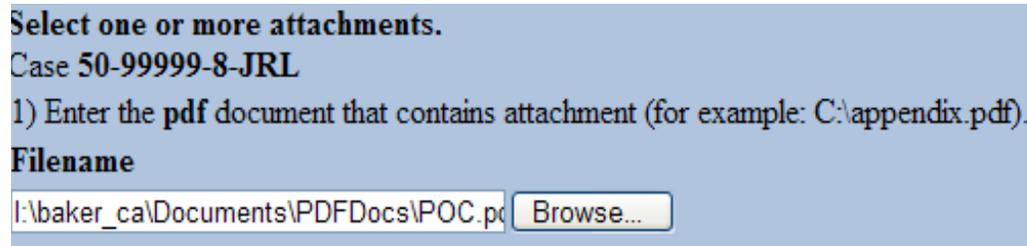
STEP 12 - Adding Additional PDF Attachments.

- After browsing and attaching .pdf file in STEP 6, Click Yes at Attachments to Document.



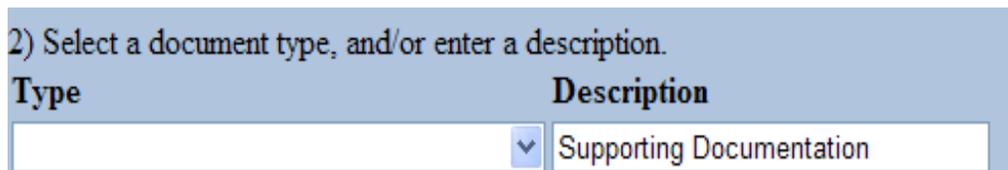
Case 50-99999-8-JRL  
Select the pdf document (for example: C:\199cv501-21.pdf).  
**Filename**  
I:\baker\_ca\Documents\PDFDocs\POC.pdf   
**Attachments to Document:**  No  Yes

- Click the [Next] button.
- 1) Browse and attach pdf document.



**Select one or more attachments.**  
Case 50-99999-8-JRL  
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
**Filename**  
I:\baker\_ca\Documents\PDFDocs\POC.pdf

- 2) Choose Type and/or Description as applicable.



2) Select a document type, and/or enter a description.  
**Type** **Description**  
  Supporting Documentation

3) Click on Add to List. This step removes the file location from 1) (filename), to 3) (list box).

**Select one or more attachments.**  
Case 50-99999-8-JRL

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

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2) Select a document type, and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the

<input type="text" value="I:\baker_ca\Documents\PDFDocs\POC.pdf"/>	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>

- Click Next to proceed to STEP 7 above.