

FREQUENTLY ASKED QUESTIONS ELECTRONIC FILING OF “PROOF OF CLAIM”

1. Do I need to become an ECF registered user to file a “Proof of Claim”?

NO – Under Local Rules 3001-1(A)(1), 5005-4(B)(3) and 5005-4(D) , a claimant or claimant’s agent, including an attorney who is not a registered CM/ECF user, may utilize the electronic claims filing feature available on the court website without becoming a registered user. No log in or password is required.

2. Can I file a proof of claim in any chapter case?

Yes

3. Can I file an administrative claim on this site?

NO – Pursuant to Local Rule 3001-1(B) unless otherwise ordered by the court, requests for payment of administrative expenses shall comply with the requirements of Local Rule 1019-1(F), 2016-1(C)(2), 9013-1, 9013-3 and 9073-1, which requirements include the filing of a motion or application for payment, except as provided under 11 U.S.C. §503(b)(1)(D). A claim filed on the Official Bankruptcy Form “Proof of Claim” alleging a §503 administrative claim does not comply with these requirements, is not effective, and shall not be set for hearing, even though such form may be docketed on the claims register.

4. Do I need to attach the hard copy of the B10 “Proof of Claim” form as an attachment?

No – The electronic fillable form on this site will create the B10 “Proof of Claim” form. Any attachments should consist of supporting documentation to the proof of claim.

5. When will the claim appear on the claims register?

The claim will immediately appear on the claims register upon submitting the proof of claim, so be sure you have carefully reviewed your claim before submitting it.

6. How do I receive an acknowledgment from the court that I filed a proof of claim?

At the time you file the claim, the court’s claim number will display with a link to the electronically file-stamped proof of claim upon submitting the proof of claim. The claim will be file stamped as of the entry date. It is recommended that the claim is printed or saved at this time, since you will not be able to retrieve this link again and may be required to pay fees for additional search and copying of your claim.

7. Will the trustee assigned to the case receive electronic notification of the filing of the proof of claim?

Yes – The case trustee will automatically receive electronic notification of the claim filed. Also, any other case participant (e.g., debtor’s attorney, creditors) who have made an electronic appearance in the case will automatically receive electronic notification of the claim filed.

8. If I file my claim using this electronic form, will I be added to the case for service of future notices?

The address of the creditor listed on the proof of claim is automatically added to the mailing matrix of a case when a proof of claim is filed to insure service of case-wide documents.

9. What if I received a proof of claim form with a notice of commencement of case?

You may complete either the proof of claim form mailed with the notice of commencement of case **OR** submit your claim electronically using the electronic proof of claim form. **DO NOT** submit both.

10. How do I sign the Proof of Claim?

Pursuant to Local Rule 5005-4(D), a proof of claim signed and filed electronically, shall constitute the filer's approved signature and have the same force and effect as if the individual signed a paper copy. The full name and title of a creditor or other person authorized to file a proof of claim must appear on the form. If a party other than the creditor is filing the proof of claim, the address of that party must be included. Filing a proof of claim electronically deems the claim signed by the creditor or authorized person.

11. Can I include a separate address that payments should be mailed to?

Yes - Check the box indicating that the Payment Address differs from Notice Address. An additional address field will appear for this alternative address.

12. I am filing the Proof of Claim as an agent for a Company, do I need to fill out the section for Authorized Agent of Creditor?

Yes - Provide your name, title, address (even if it is the same as the creditor) and a telephone number where you can be reached if necessary.

13. How do I amend a claim?

If the claim amends a claim previously filed in the case, check the box indicating that the claim amends a previously filed claim. Select the claim number being amended from the dropdown list of claim numbers.

TROUBLESHOOTING

My attachments did not properly attach to a claim filed recently. How can I attach those PDF images of supporting documentation?

- a) Reformat the supporting documentation to an acceptable format. It may be necessary that you divide the PDF image into multiple attachments.
- b) File an amended claim and attach the correct PDF images.
- c) Check the box that designates that the claim is amended. Select the claim number of the claim to be amended.
- d) Attachments must be properly added by amendment as described. Amendments should not be attempted by faxing or mailing to the Trustee's office unless specifically requested.

Helpful Hints

- > **Verify the debtor(s) name and case number prior to submitting the proof of claim.**
- > **Check the amends box if you are resubmitting or amending a claim for any reason.**
- > **Verify all amounts in sections 1, 4 & 5. The total amount is required in section 1.**
- > **If you have supporting documentation to attach, select yes.**
- > **Print or save the completed proof of claim when directed to view/print your filed claim.**