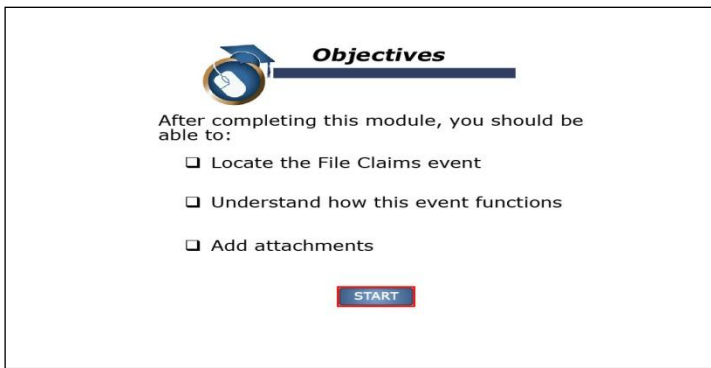


Slide 1

Notes: Welcome to the training module on Filing a Proof of Claim. This module walks you through filing a proof of claim with an attachment.



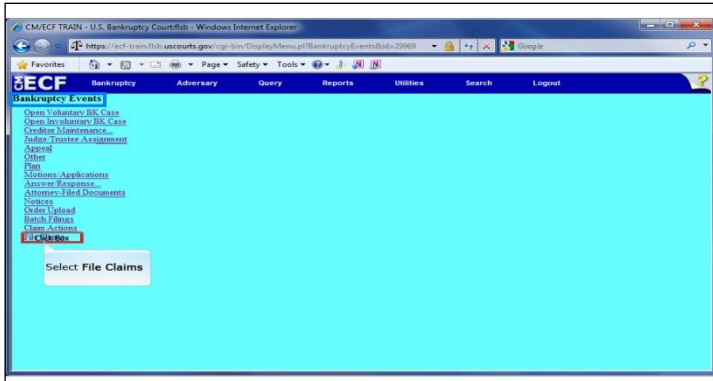
Slide 2

Notes: After completing this module, you should be able to locate the File Claims event within CM/ECF, understand how this event functions, and add attachments to the proof of claim being filed. When you are ready to begin, click START.



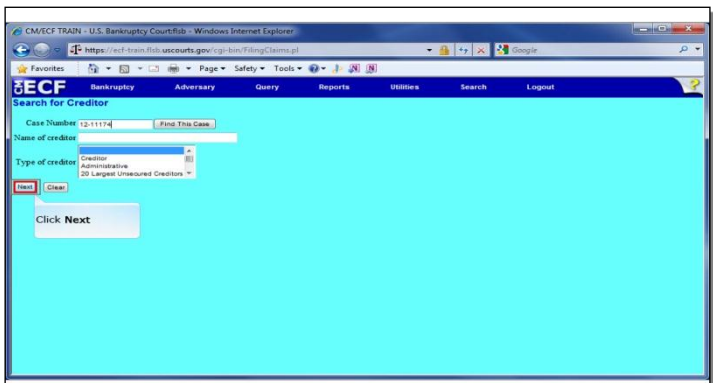
Slide 3

Notes: From the Main Menu bar, click Bankruptcy.



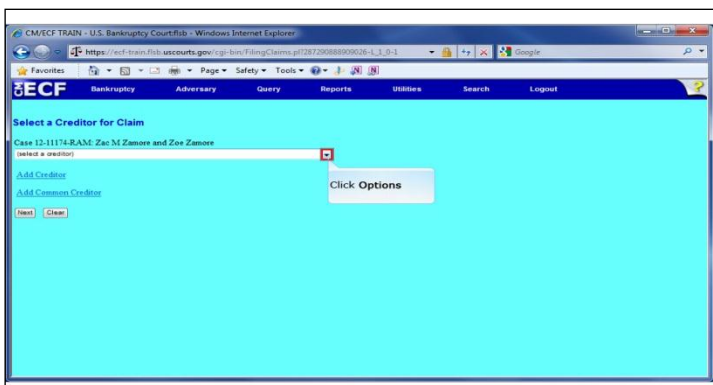
Slide 4

Notes: The Bankruptcy Events list will appear. Select File Claims from the list to file your proof of claim.



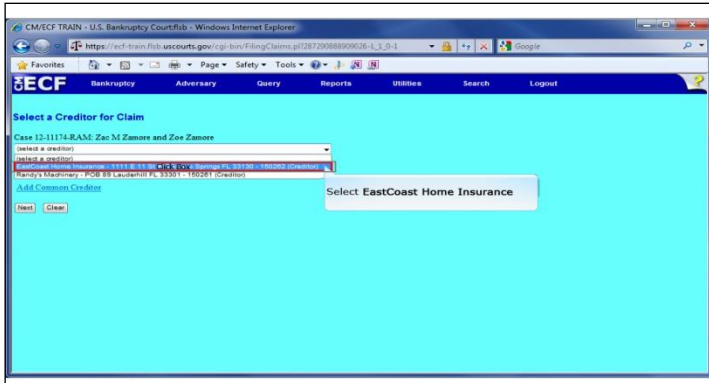
Slide 5

Notes: The Search for Creditor screen will appear. Generally, you should leave the Name of Creditor and Type of Creditor field blank so all case related creditors can appear in the results screen. Verify the Case Number and click Next to continue.



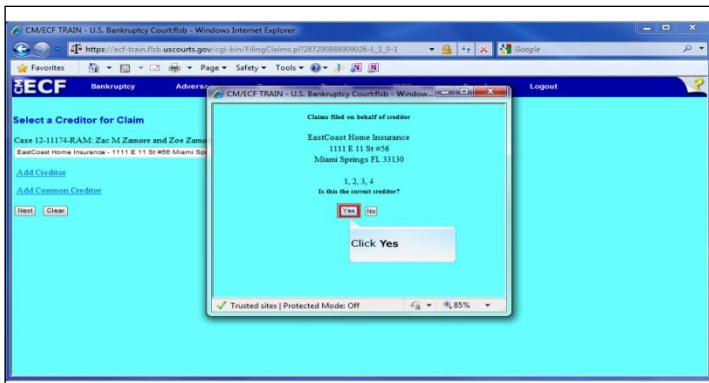
Slide 6

Notes: The Select a Creditor for Claim screen will appear. CM/ECF requires all claims to be associated with a creditor record for the case in which the claim is being filed. Click the Options arrow to view a list of creditors associated with this case.



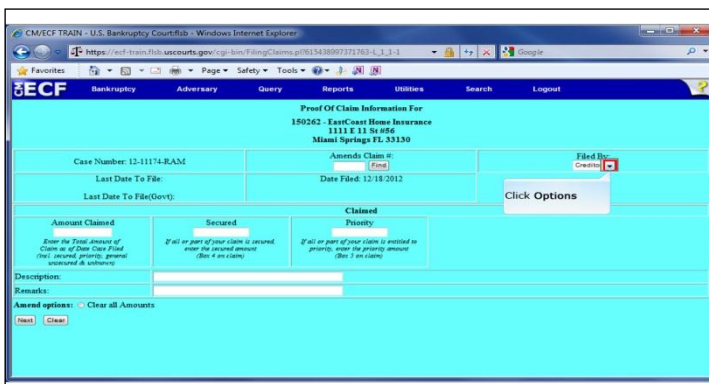
Slide 7

Notes: Search for your creditor from the list provided. If the creditor is not listed or is not an exact match you would click Add Creditor. For this tutorial, we are filing on behalf of the creditor EastCoast Home Insurance. Select EastCoast Home Insurance from the list.



Slide 8

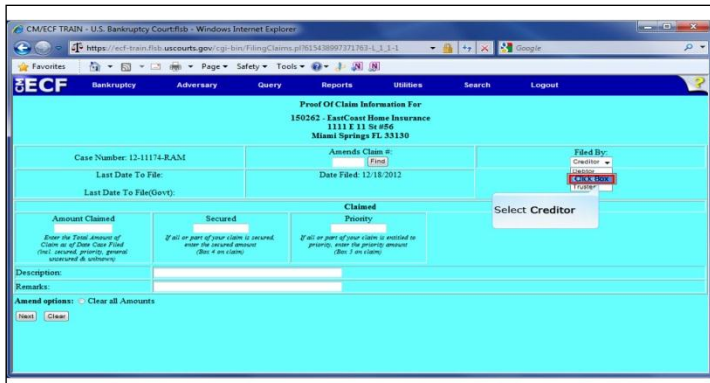
Notes: A window will open that will advise whether the selected creditor has previously filed claims in this case. For this tutorial, the information shown is an exact match for our creditor. Click Yes to continue.



Slide 9

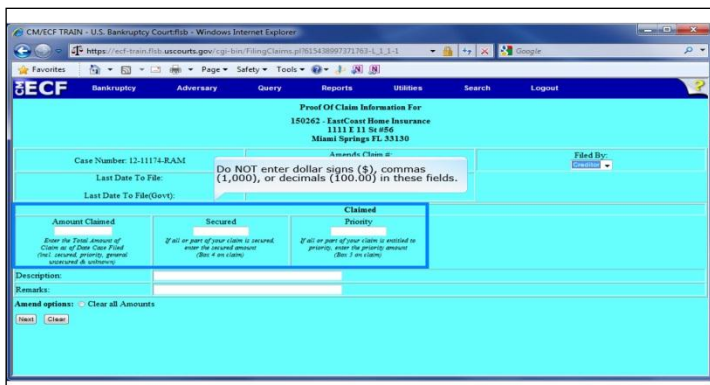
Notes: The Proof of Claim Information screen will appear for the selected creditor. If filing an amended claim, enter the original claim # in the Amends Claim # field. For this tutorial, leave the Amends Claim # field blank.

The Filed By field defaults to Creditor. Click the Options arrow in the Filed By field to view a list of filer types.



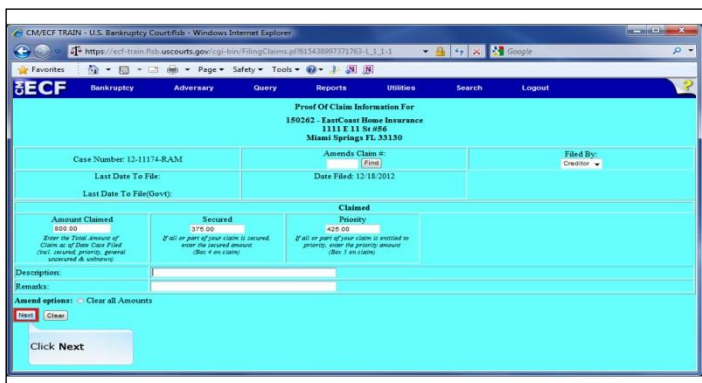
Slide 10

Notes: Select the role of the party filing the proof of claim. For example, the Trustee can file a proof of claim on behalf of a creditor and would select Trustee from the list. For this tutorial, the claimant, East Coast Home Insurance, is a creditor in this case. Select Creditor.



Slide 11

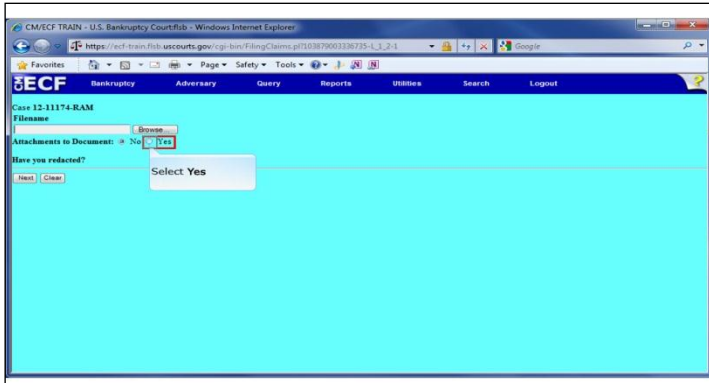
Notes: In the Claimed section you have several fields available to enter the claim values. Do not enter dollar signs, commas, or decimals in these fields. For this tutorial, the total amount of the claim is \$800, including secured and unsecured amounts.



Slide 12

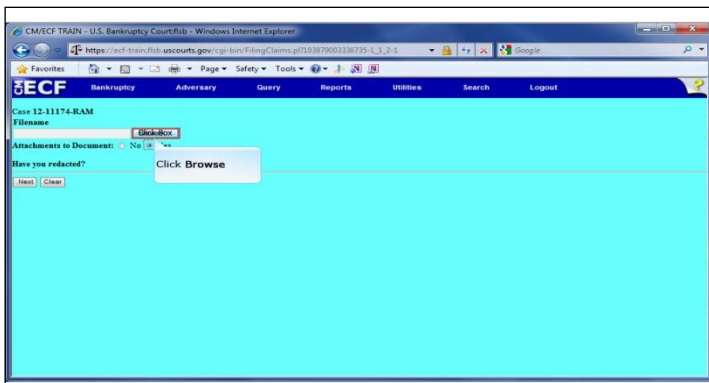
Notes: The Description and Remarks fields are available to add additional detail about the proof of claim. Any information entered in these fields will appear on the Claims Register. For this tutorial, leave these fields blank.

The Amend options radio button is not selected. Since we are not amending a previously filed proof of claim we will accept the default. Verify all information entered on this screen for accuracy and click Next to continue.



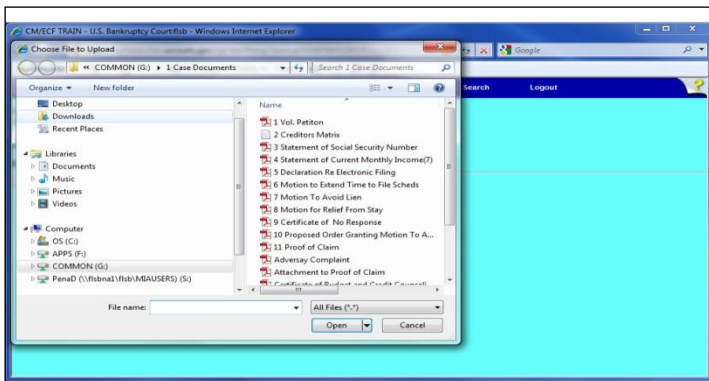
Slide 13

Notes: The PDF selection screen will appear. Please note the prompt: Have you redacted? Pursuant to Federal Rules of Bankruptcy Procedure 9037, ensure the attached PDF files do not contain personal identifiers. Because the proof of claim we are uploading exceeded our 10 MB file limit, it was saved as two separate PDF files. Besides file size limitations, this feature can also be used to attach exhibits, affidavits and other supporting documents. Since it was saved as two separate PDF files, at Attachments to Document, select Yes.



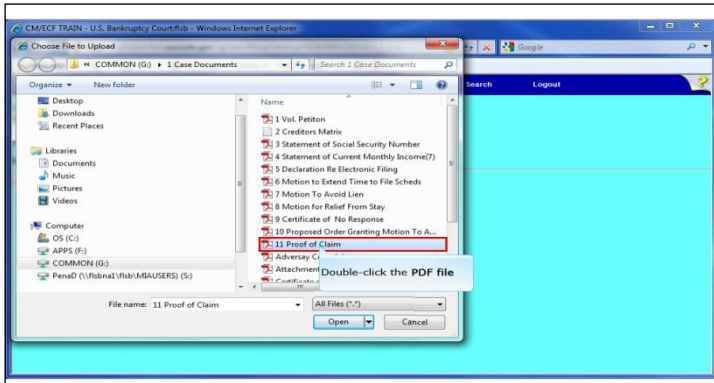
Slide 14

Notes: Click the Browse button to locate the first PDF file of your proof of claim.



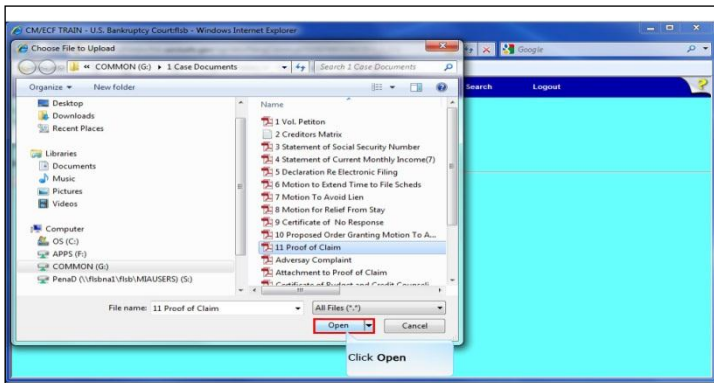
Slide 15

Notes: The Choose File to Upload dialogue box will appear. Navigate to the directory where your PDF document is located.



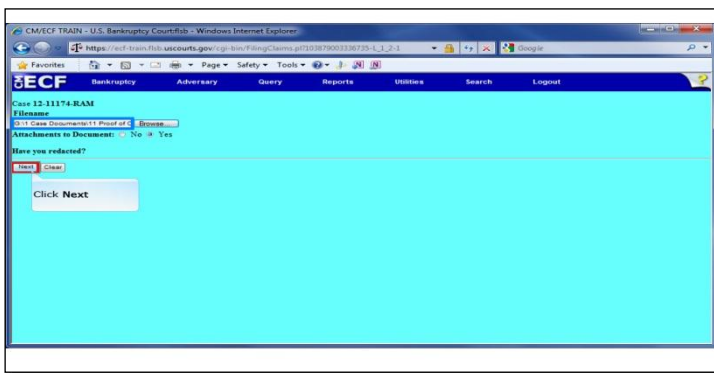
Slide 16

Notes: Before uploading, verify the correct PDF file is selected and has been redacted. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



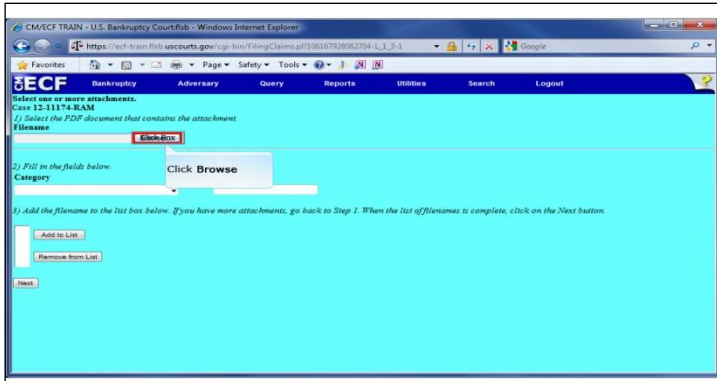
Slide 17

Notes: Click Open to associate the file to the case.



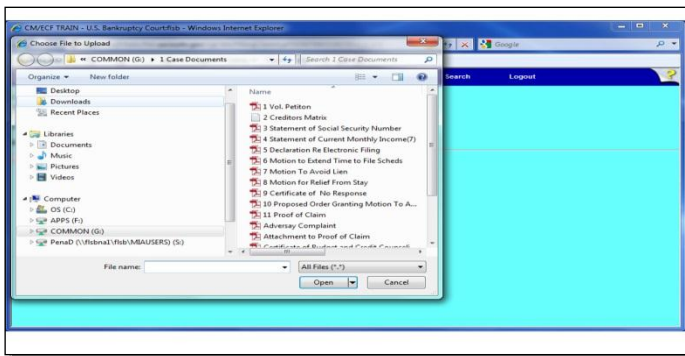
Slide 18

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



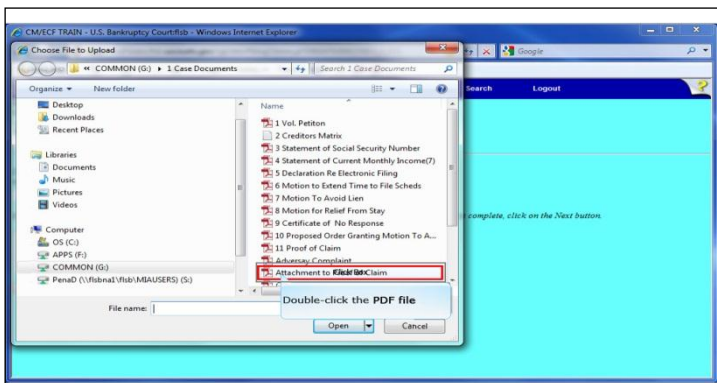
Slide 19

Notes: The Select one or more attachments screen will appear since we had selected Yes to Attachments to Document earlier. Click the Browse button to locate the attachment to your proof of claim.



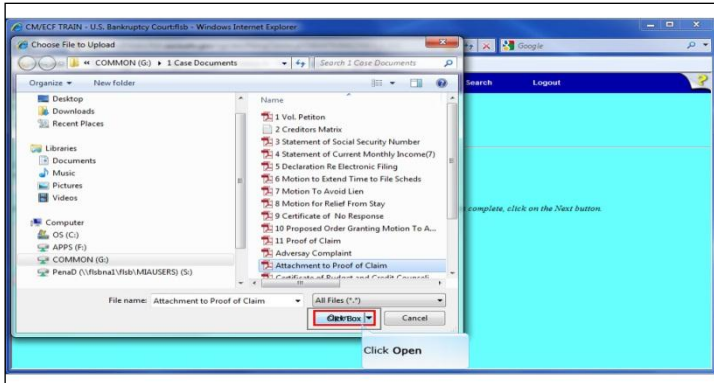
Slide 20

Notes: The Choose File to Upload dialogue box will appear. Navigate to the directory where your PDF document is located.



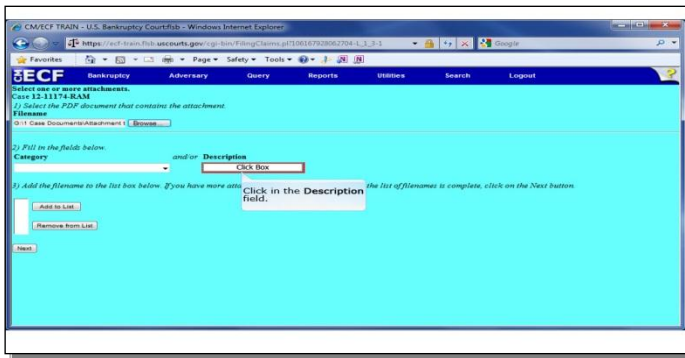
Slide 21

Notes: Before uploading, verify the correct PDF file is selected and it is complete and legible. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



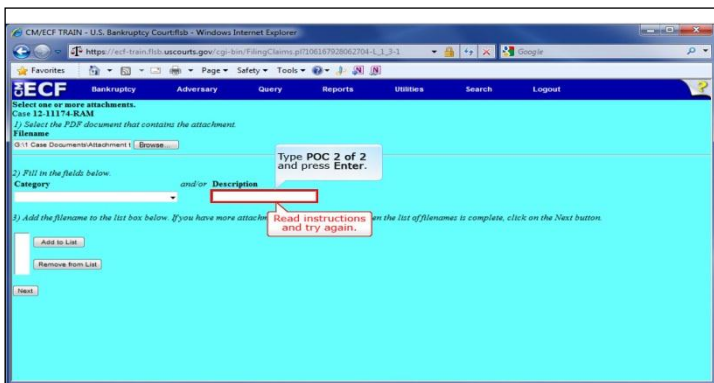
Slide 22

Notes: Click Open to associate the file to the case.



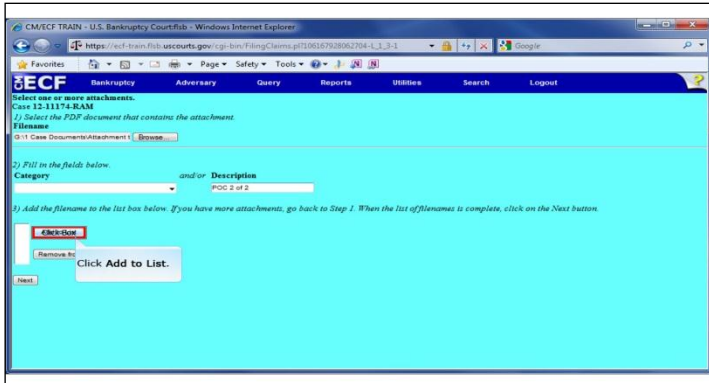
Slide 23

Notes: The Select one or more attachments screen will appear again with the file path populated. A description of the attachment is required. Under category, you can select from a pre-defined list or enter a manual entry under Description. For this tutorial, click in the Description field.



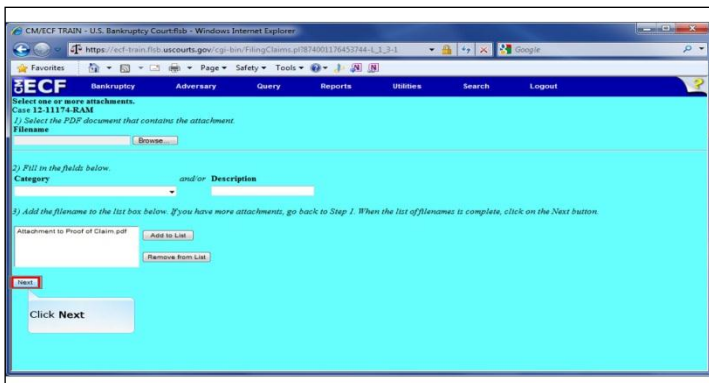
Slide 24

Notes: Type POC 2 of 2 and press Enter.



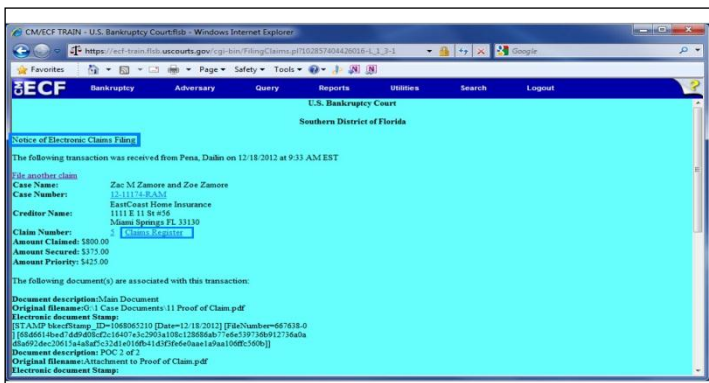
Slide 25

Notes: To complete the process, the attached document must be added to the entry. Click Add to List.



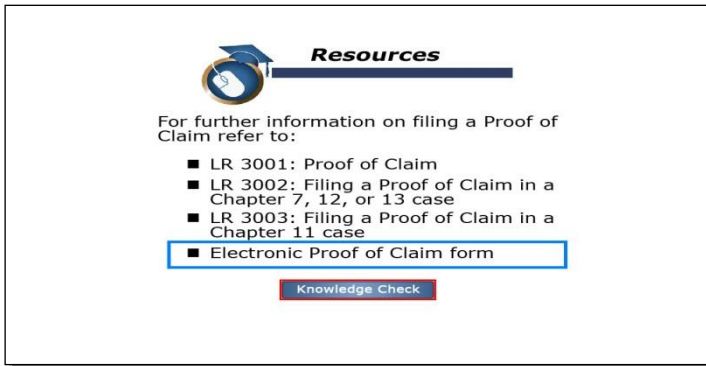
Slide 26

Notes: Confirm the attachment file path populates in the Add to List field and disappears from the Filename field before continuing. If there were multiple attachments, repeat the three previous steps until all attachments are displayed in the Add to List field. Click Next to commit this transaction.



Slide 27

Notes: The Notice of Electronic Claims Filing screen will appear. The Claims Register link provides the opportunity of running a Claims Register Report which shows the list of claims filed in a particular case including a final summary page. Clicking on any of the links on this page will require a PACER login and published fees will apply.



Resources

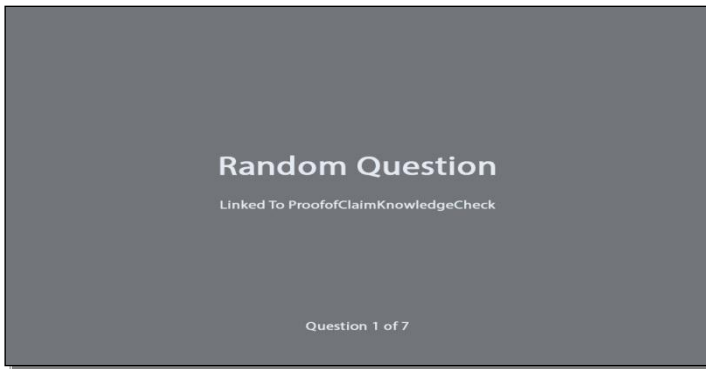
For further information on filing a Proof of Claim refer to:

- LR 3001: Proof of Claim
- LR 3002: Filing a Proof of Claim in a Chapter 7, 12, or 13 case
- LR 3003: Filing a Proof of Claim in a Chapter 11 case
- Electronic Proof of Claim form

Knowledge Check

Slide 28

Notes: For further information, take a moment to review the listed resources available on our website. Additionally, an electronic proof of claim may be filed using the form link provided on our website. This service is provided as an alternative filing option for those parties not eligible to register for CM/ECF. The website contains an instruction guide, FAQs, and the electronic Form. When you are ready, click Knowledge Check to continue.



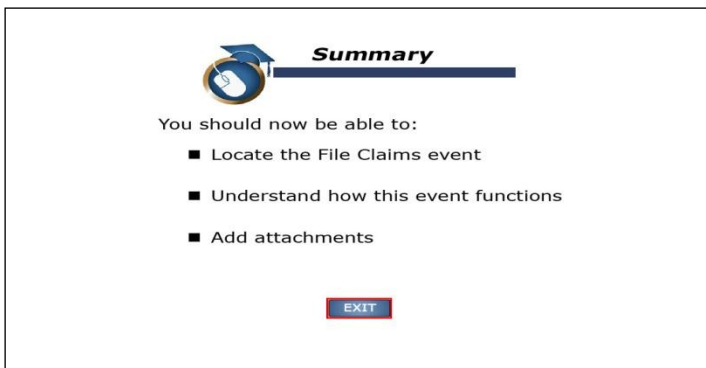
Random Question

Linked To ProofofClaimKnowledgeCheck

Question 1 of 7

Slide 29 - 36

Notes: Knowledge Check



Summary

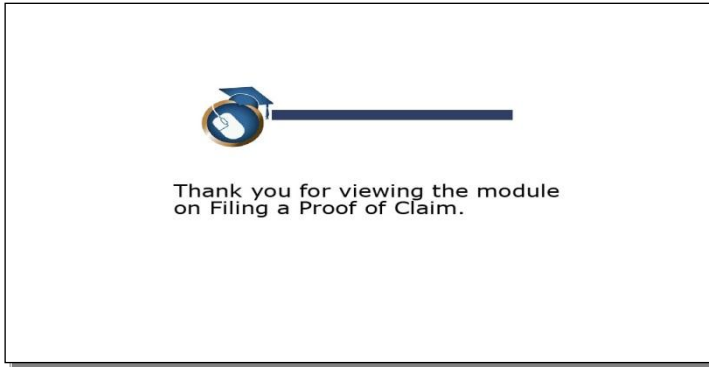
You should now be able to:

- Locate the File Claims event
- Understand how this event functions
- Add attachments

EXIT

Slide 37


Notes: Now that you have reviewed the learning module on Filing a Proof of Claim, you should now be able to locate the File Claims event within CM/ECF, understand how this event functions, and add attachments to your filing. Click EXIT when you are finished.



Slide 38


Notes:

Question 1

| | |
|--|-----------------|
|  Knowledge Check | Question 1 of 7 |
| <p>When adding an attachment to a document, provide a descriptive title for it within CM/ECF.</p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p> | |


Notes:

Question 2


| | |
|---|-----------------|
|  Knowledge Check | Question 2 of 7 |
| <p>When selecting a creditor from the list to associate with the claim, you should:</p> <p><input type="radio"/> A) select the exact match <input type="radio"/> B) select the most similar match <input type="radio"/> C) Add Creditor <input type="radio"/> D) Add Common Creditor</p> | |

Notes:

Question 3

| | |
|---|-----------------|
|  Knowledge Check | Question 3 of 7 |
| <p>From the Bankruptcy Events list, what event do you choose to file a proof of claim?</p> <p><input type="radio"/> A) Other <input type="radio"/> B) Notices <input type="radio"/> C) Claims Actions <input type="radio"/> D) File Claims</p> | |

Notes:


 Knowledge Check Question 4 of 7

If your proof of claim has already been reduced to the smallest possible size but still exceeds 10 MB, you should:

- A) reduce the file size and try again
- B) split the PDF in to separate files and select YES for Attachments
- C) call the Help Desk
- D) troubleshoot using the online resources

Question 4

Notes:


 Knowledge Check Question 5 of 7

When entering the claim values into CM/ECF do not forget to include dollar signs, commas, and decimals.

- A) True
- B) False

Question 5

Notes:

 Knowledge Check Question 6 of 7

Complete the sentence below by filling in the blanks.

If the Trustee was filing a proof of claim on behalf of the creditor, select from the **Filed By** options.

Question 6

Options: Creditor; Trustee; Debtor

Notes:

Question 7



Knowledge Check

Question 7 of 7

Complete the sentence below by filling in the blanks.

The field in the proof of claim information screen is provided in order to select the original claim number when filing an amended proof of claim.

Options: Amount Claimed; Amends Claim #; Filed by; Amend options

Notes:
