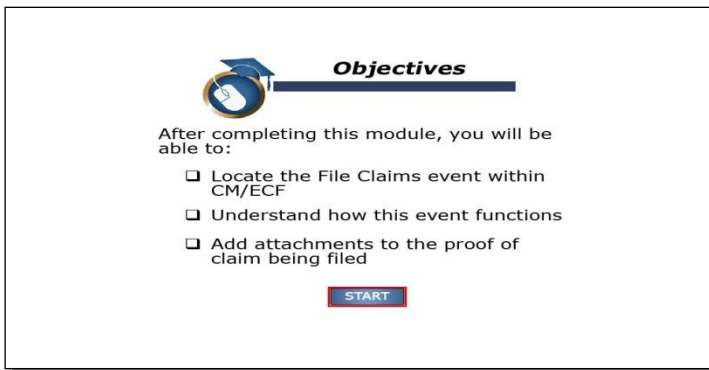




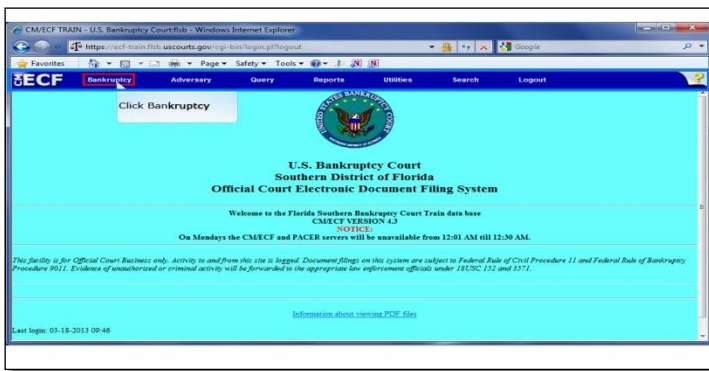
Slide 1

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 using the court's electronic case filing system (CM/ECF).



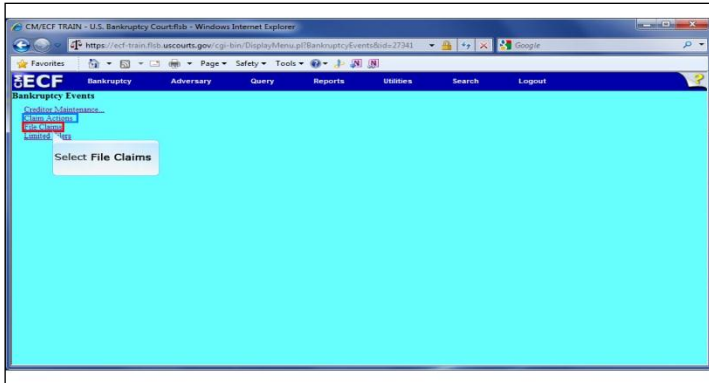
Slide 2

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.



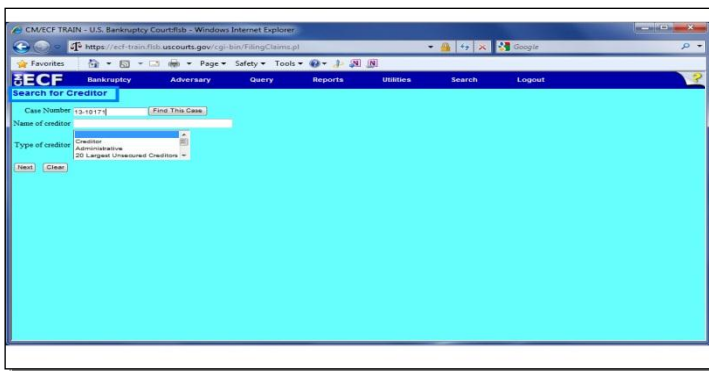
Slide 3

Notes: From the Main Menu bar, click Bankruptcy.



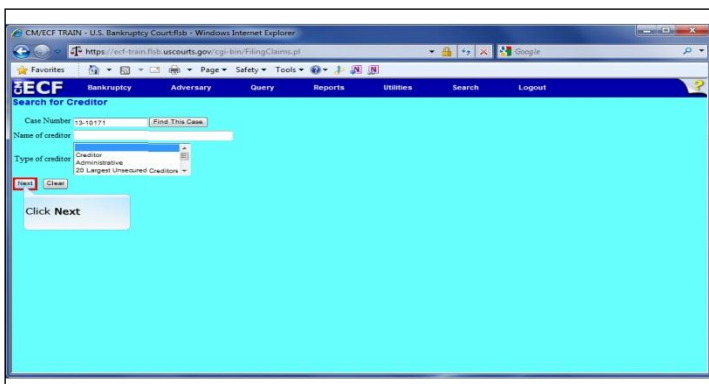
Slide 4

Notes: The Bankruptcy Events list will appear. Normally, for claim matters, you would select Claims Actions from the Bankruptcy Events list. However, for this tutorial, we will file a proof of claim which is found under File Claims. Select File Claims from the list.



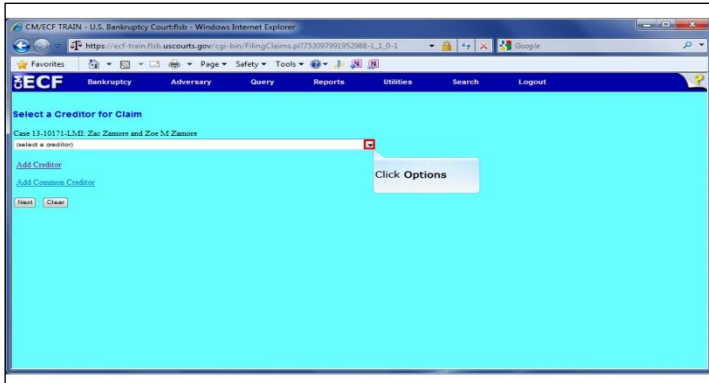
Slide 5

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.



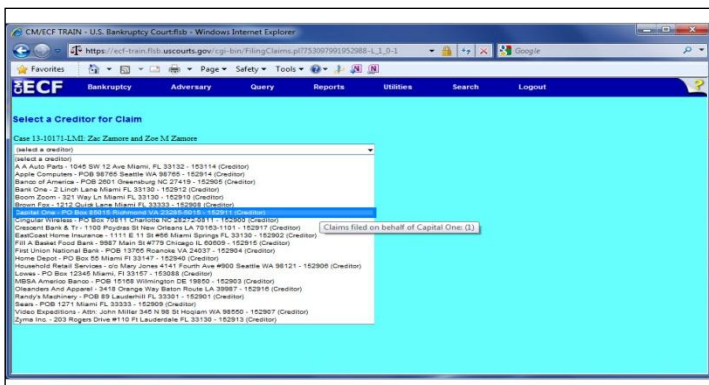
Slide 6

Notes: Verify the case number and click Next.



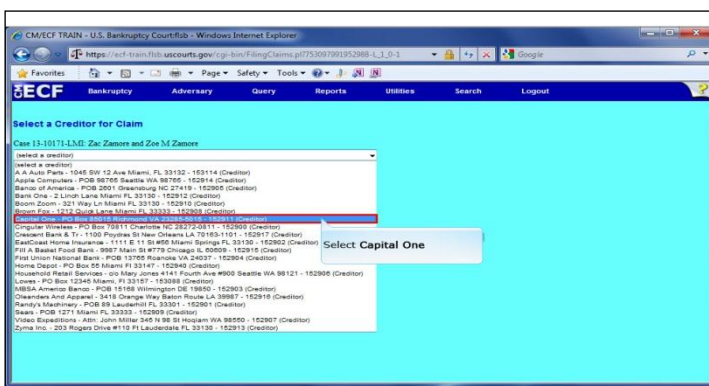
Slide 7

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.



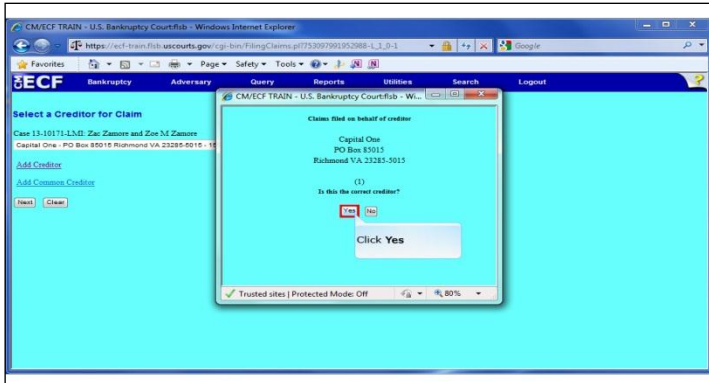
Slide 8

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 a proof of claim on behalf of the creditor Capital One.



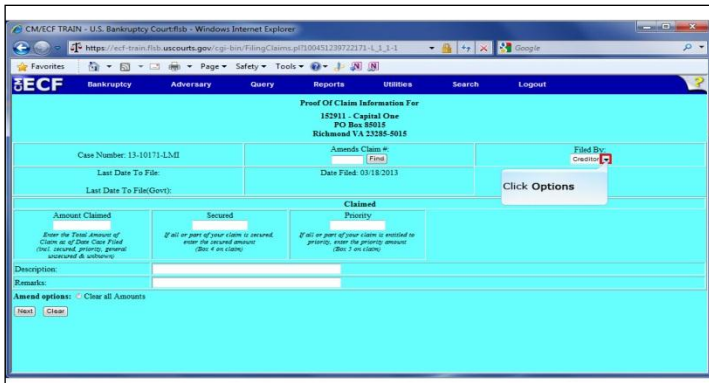
Slide 9

Notes: Select Capital One from the list.



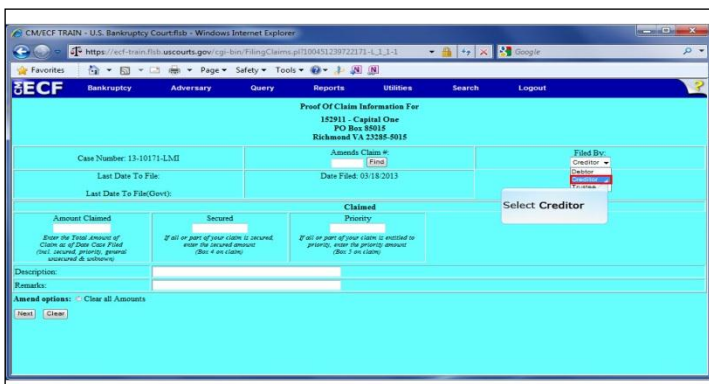
Slide 10

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 confirm.



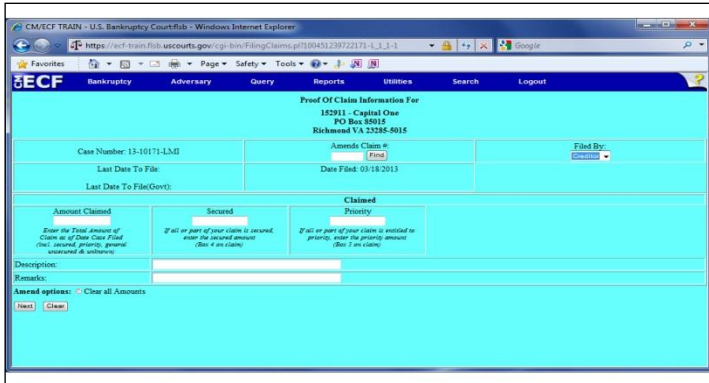
Slide 11

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.



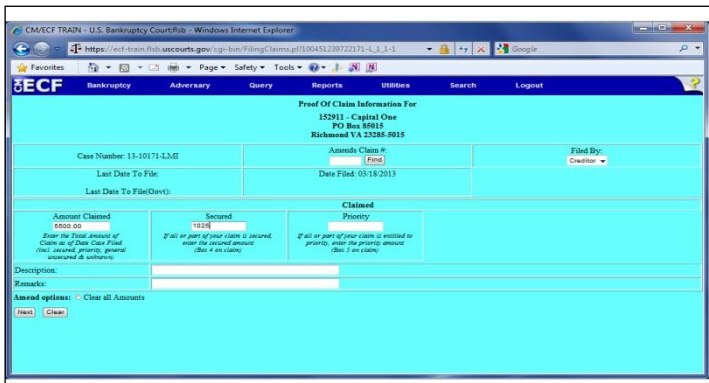
Slide 12

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, Capital One, is a creditor in this case. Select Creditor from the Filed By list.



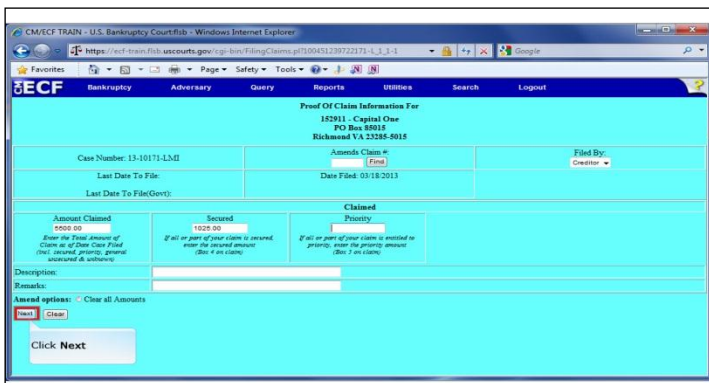
Slide 13

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 \$5500, including secured and unsecured amounts. For this tutorial the amounts have been entered for you.



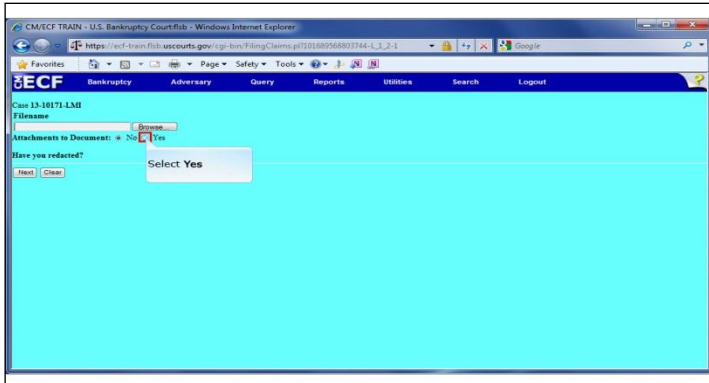
Slide 14

Notes: The creditor is not claiming an amount as Priority.



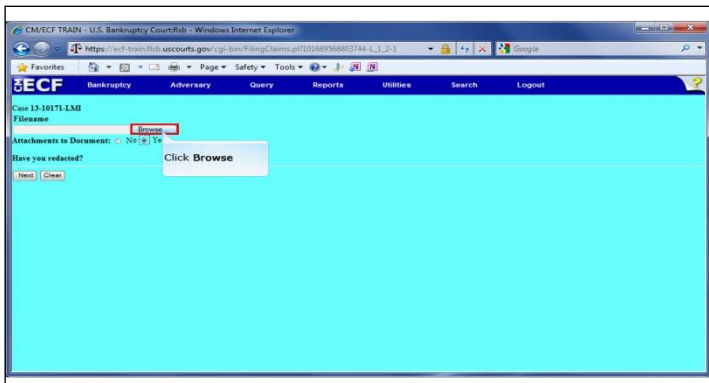
Slide 15

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.



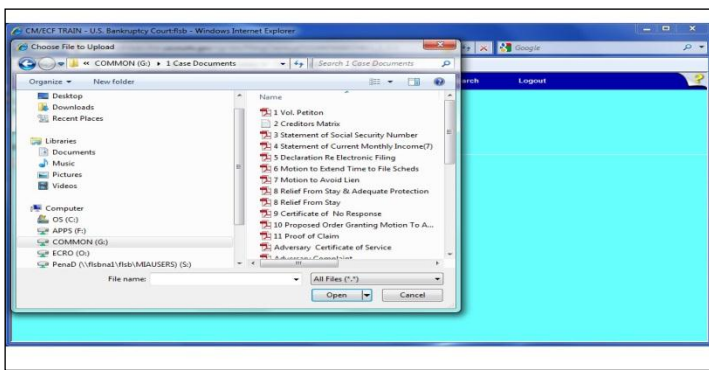
Slide 16

Notes: The PDF selection screen will appear. 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.



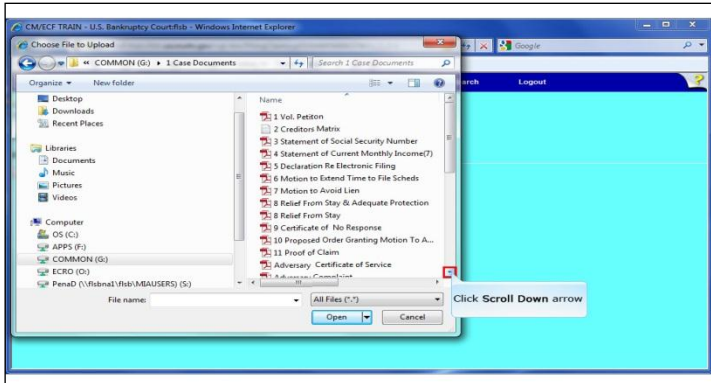
Slide 17

Notes: When using CM/ECF, any document uploaded must be in a PDF file format, with the exception of the Creditor Matrix. The next couple of screens you will view provide a demonstration of uploading a PDF file to CM/ECF. Just follow the mouse on screen. Click the Browse button to locate the first PDF file for your proof of claim.



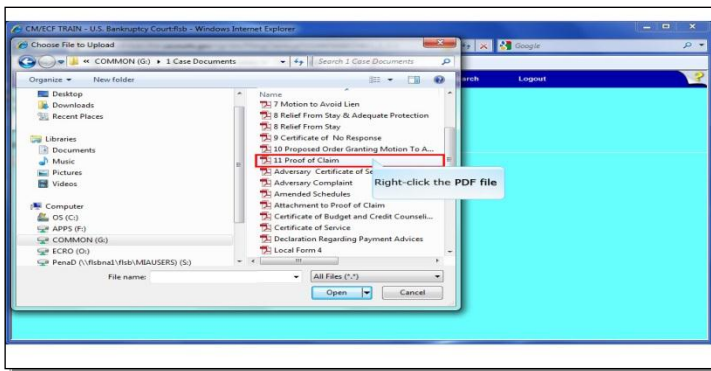
Slide 18

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



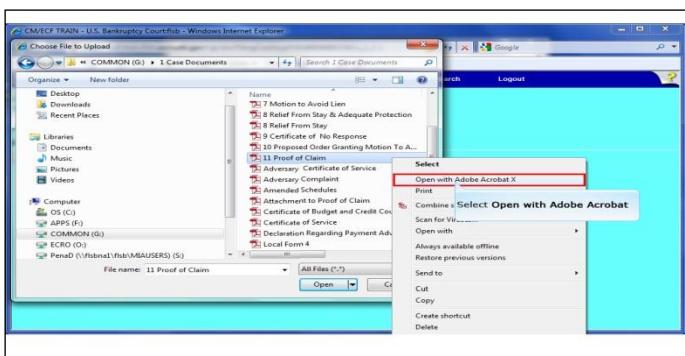
Slide 19

Notes: Click the Scroll Down arrow to locate the file.



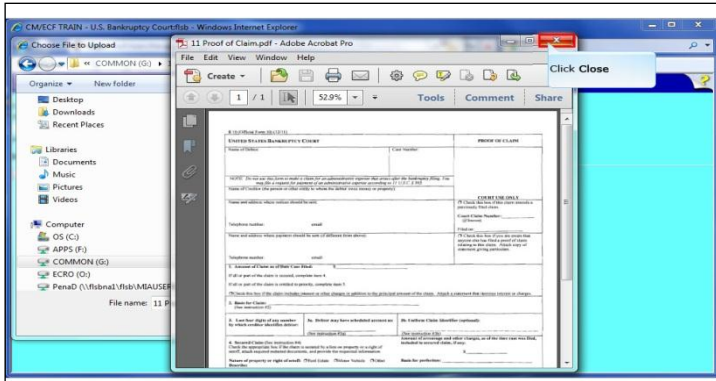
Slide 20

Notes: When selecting a file you may right-click or double-click on the file you want to upload. Before uploading, verify the correct PDF file is selected and pursuant to Federal Rules of Bankruptcy Procedure 9037, ensure the attached PDF files do not contain personal identifiers. Right-click the PDF file.



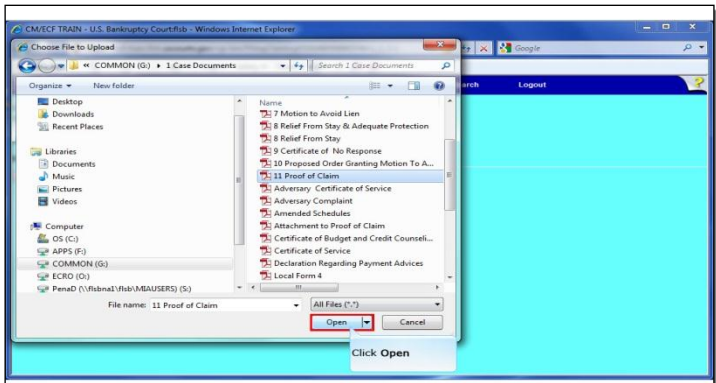
Slide 21

Notes: Select Open with Adobe Acrobat to confirm you are uploading the correct file to CM/ECF.



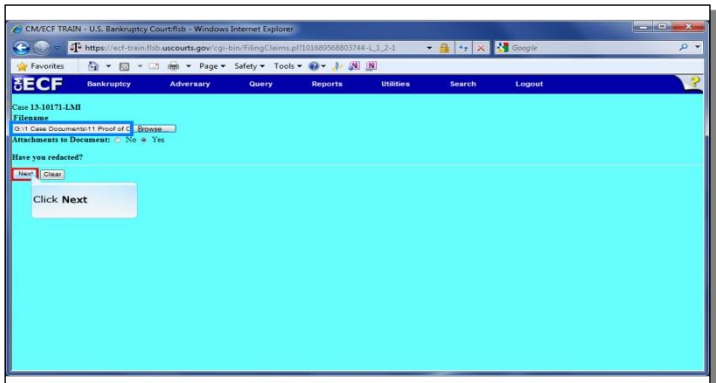
Slide 22

Notes: Verify the document is complete and has been redacted. After verifying its accuracy, click the Close button to exit the file.



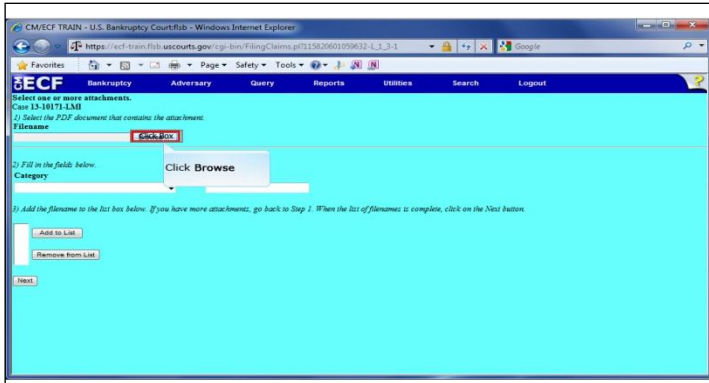
Slide 23

Notes: Click Open to associate the file to the case. This concludes the demonstration of uploading your PDF file.



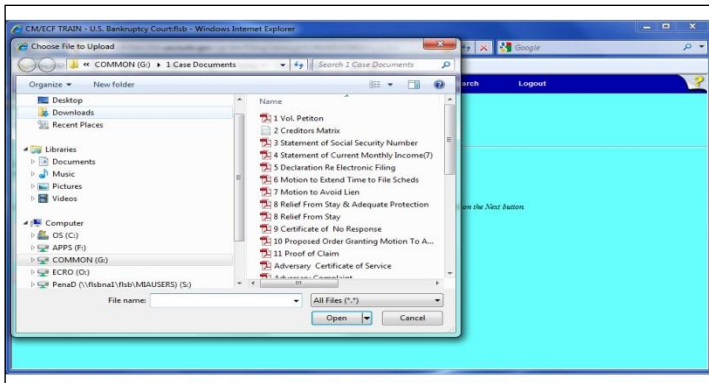
Slide 24

Notes: The PDF Selection screen will appear again. Verify the file path of the PDF selected populates in the Filename field. Click Next to continue.



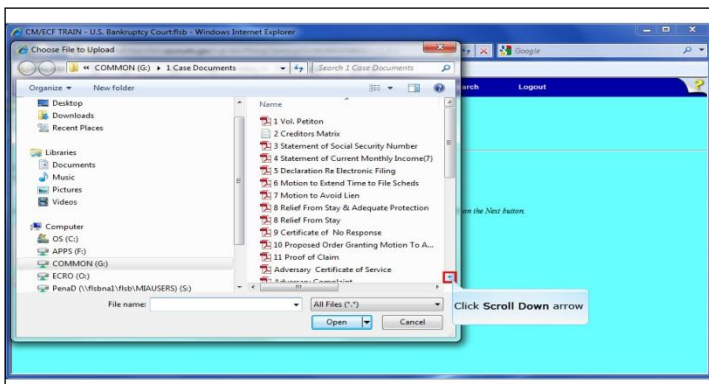
Slide 25

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.



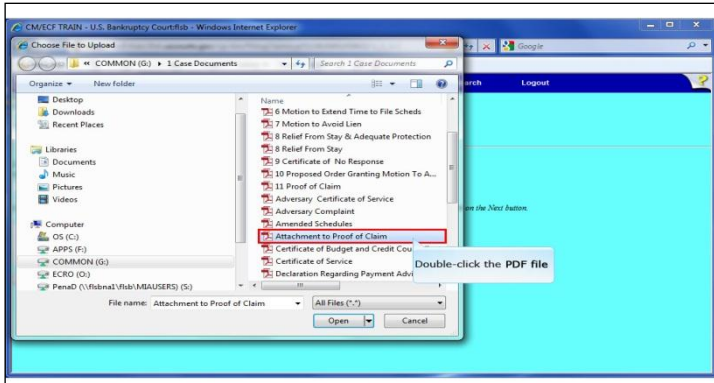
Slide 26

Notes: The Choose File to Upload dialogue box will appear.



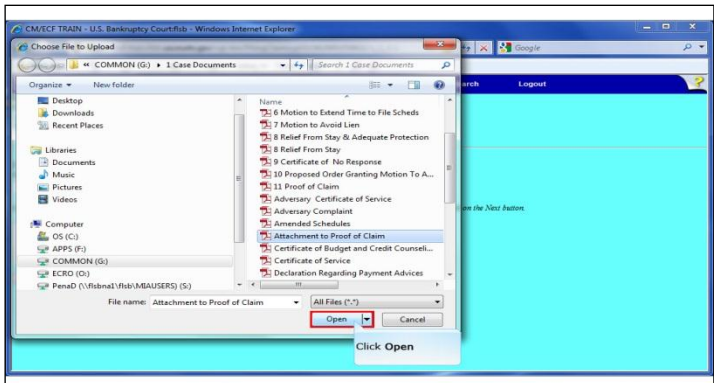
Slide 27

Notes: Click the Scroll Down arrow to locate the file.



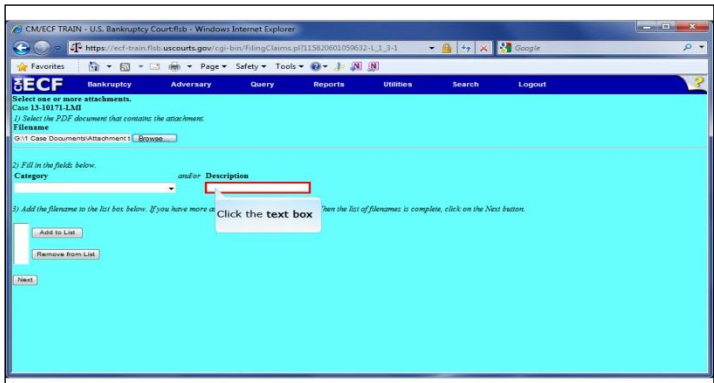
Slide 28

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.



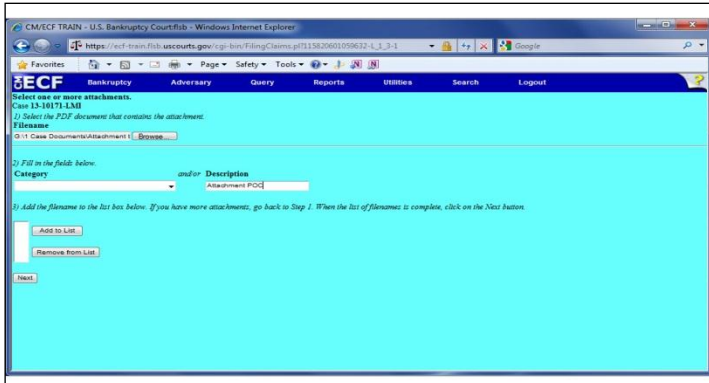
Slide 29

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



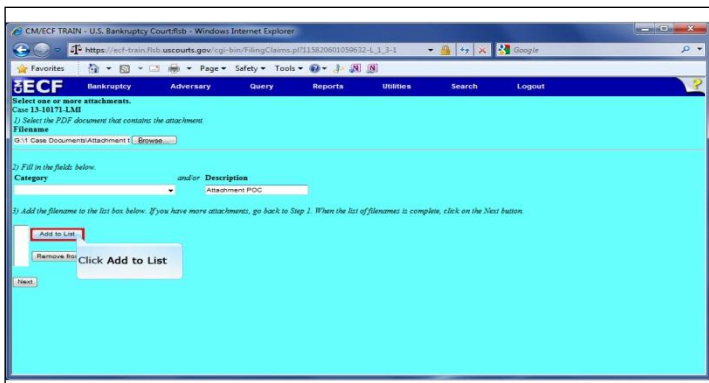
Slide 30

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 pre-defined list or enter a manual entry under Description. For this tutorial, click in the Description field.



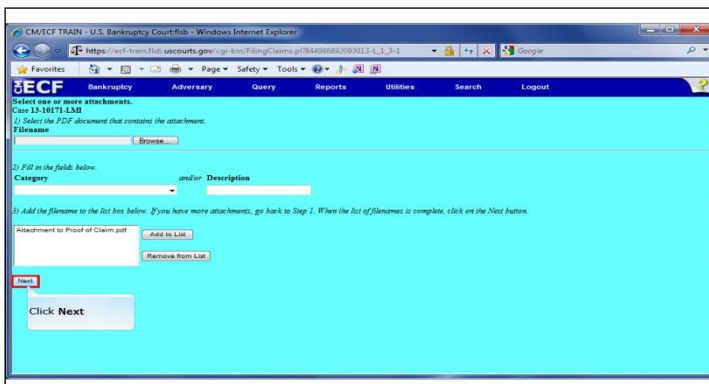
Slide 31

Notes: Type Attachment POC and press Enter.



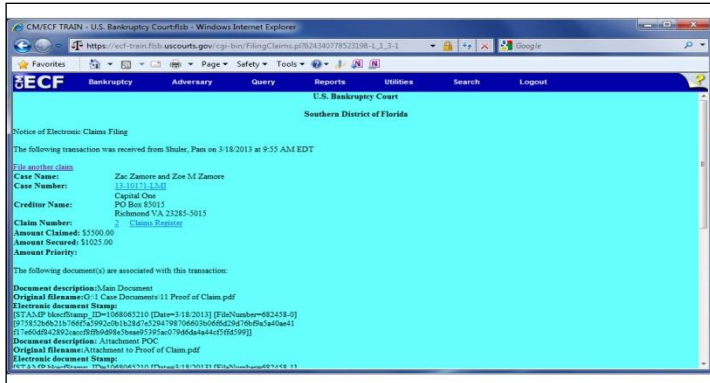
Slide 32

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



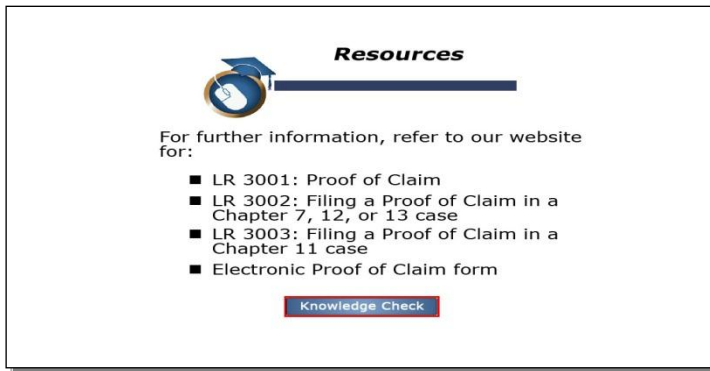
Slide 33

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.



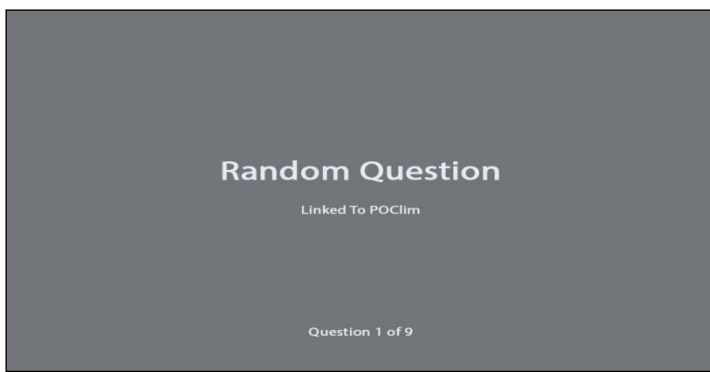
Slide 34

Notes: The Notice of Electronic Claims Filing (NEF) screen will appear. The NEF is the confirmation that your transaction has been filed electronically. 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.



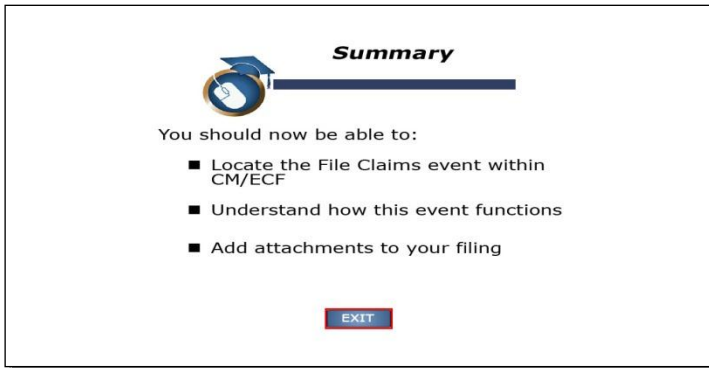
Slide 35

Notes: For further information, take a moment to review the listed resources available on our website. Additionally, a proof of claim may be filed electronically using the electronic proof of claim 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.



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Notes: Knowledge Check



Summary

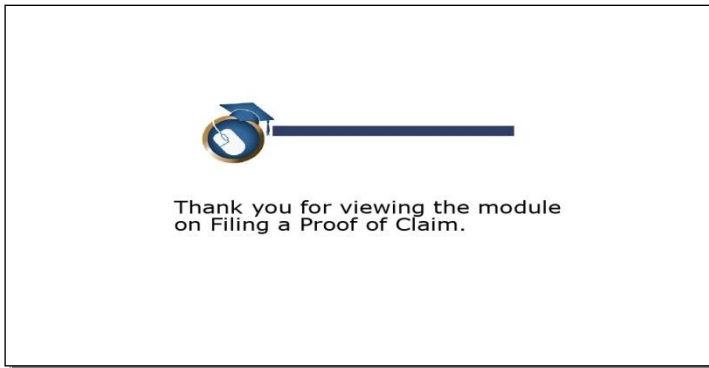
You should now be able to:

- Locate the File Claims event within CM/ECF
- Understand how this event functions
- Add attachments to your filing

EXIT

Slide 46

Notes: Now that you have reviewed the learning module on Filing a Proof of Claim, you should 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.




Thank you for viewing the module on Filing a Proof of Claim.

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Notes:


Question 1

 Knowledge Check	Question 1 of 9
Complete the sentence below by filling in the blanks.	
The <input type="text" value="--Select--"/> 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 #; Priority; Filed By


Notes:

Question 2

 Knowledge Check	Question 2 of 9
When selecting a creditor from the list to associate with the claim, you should:	
<ul style="list-style-type: none"><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	


Notes:

Question 3

 Knowledge Check	Question 3 of 9
If your proof of claim has already been reduced to the smallest possible size but still exceeds 10 MB, you should:	
<ul style="list-style-type: none"><input type="radio"/> A) reduce the file size and try again<input type="radio"/> B) split the PDF in to separate files and select YES for attachments<input type="radio"/> C) call the Help Desk<input type="radio"/> D) troubleshoot using the online resources	


Notes:

Question 4

 Knowledge Check	Question 4 of 9
<p>When adding an attachment to a document, do not provide a descriptive title for it within CM/ECF.</p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	


Notes:

Question 5


 Knowledge Check	Question 5 of 9
<p>When entering the claim values into CM/ECF do not forget to include dollar signs, commas and decimals.</p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

Notes:

Question 6

 Knowledge Check	Question 6 of 9
<p>Pursuant to FRBP 9037, verify that PDF documents have been redacted to ensure it does not contain personal identifiers.</p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

Notes:


 Knowledge Check Question 7 of 9

From the Bankruptcy Events List, what event do you choose to file a proof of claim?

- A) Creditor Maintenance
- B) Claims Actions
- C) File Claims
- D) Limited

Question 7

Notes:


 Knowledge Check Question 8 of 9

Select YES for "Attachments to document" when:

- A) filing affidavits, exhibits, etc.
- B) file size exceeds 5 MB
- C) file size exceeds 10 MB
- D) both A & C
- E) none of the above

Question 8

Notes:

 Knowledge Check Question 9 of 9

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.

Debtor
Creditor
Trustee

Question 9

Notes: