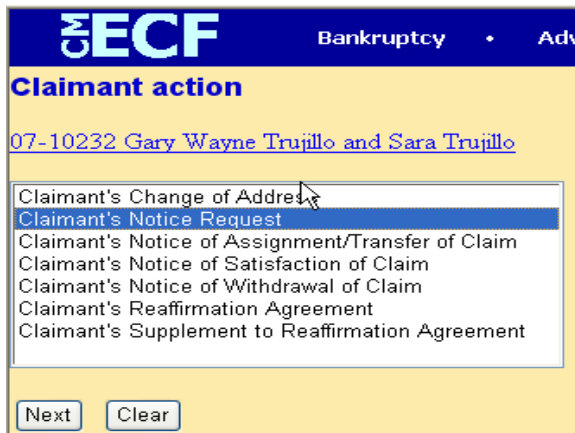


CREDITORS' COUNSEL AND E-CLAIMANT'S CHANGES

Effective 9/16/2006

Notice Request (This event is NOT to be used to enter an appearance.)

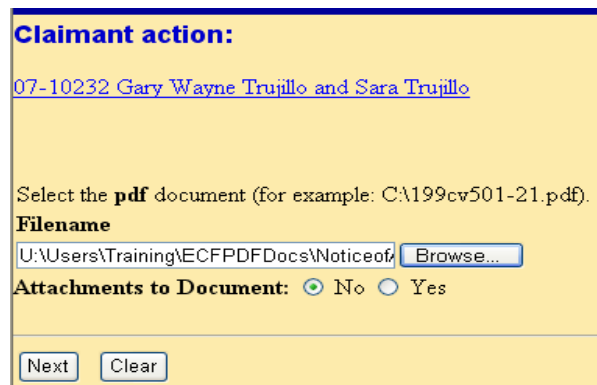
There have been some changes to the Notice Request event. The main change is that you may add yourself/company as a creditor while filing your Notice Request without having to complete the extra step of going into Creditor Maintenance to add yourself/company as a creditor in the case.



The screenshot shows the ECF Bankruptcy Claims interface. At the top, there is a blue header with the ECF logo and the text "Bankruptcy • Adv". Below this, a yellow banner displays "Claimant action". Underneath the banner, a blue link reads "07-10232 Gary Wayne Trujillo and Sara Trujillo". A dropdown menu is open, listing several claimant actions: "Claimant's Change of Address", "Claimant's Notice Request" (which is highlighted in blue), "Claimant's Notice of Assignment/Transfer of Claim", "Claimant's Notice of Satisfaction of Claim", "Claimant's Notice of Withdrawal of Claim", "Claimant's Reaffirmation Agreement", and "Claimant's Supplement to Reaffirmation Agreement". At the bottom of the menu, there are "Next" and "Clear" buttons.

E-Claimants will still use the 'Claimant's Notice Request' event in the 'Claimant's Filings' category. Attorneys will use the 'Notice Request' event from the Notice category.

You will locate the PDF file on your computer that contains your Notice Request and bring it into the Browse field.



The screenshot shows the ECF Bankruptcy Claims interface for document upload. It features a yellow banner with "Claimant action:" and a blue link "07-10232 Gary Wayne Trujillo and Sara Trujillo". Below the banner, the text "Select the pdf document (for example: C:\199cw501-21.pdf)." is displayed. A "Filename" field contains the path "U:\Users\Training\ECFPDFDocs\Noticeof" followed by a "Browse..." button. Below this, the "Attachments to Document:" section has two radio buttons: "No" (which is selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

Please pay attention to the warning messages that appears at the next screen!!! The warning messages in this example are from the E-Claimant's event.

Claimant action:

07-10232 Gary Wayne Trujillo and Sara Trujillo

WARNING: This Event Is To Be Used Specifically For The Purpose Of Receiving Notice In A Case And Is Not To Be Used For Any Other Purpose Or By A Lawfirm To Enter An Appearance In A Case.

WARNING: Only Individual Attorneys May File A Notice of Appearance In A Case. Such Attorney Must Have A Full Access Attorney Login In Order To File A Notice of Appearance. Please Contact Our Training Department At 720-904-7450 For Details.

This Event Is Intended For E-Claimants Who Are Filing A Notice Request Directly On Behalf Of The Entity Or Themselves.

Be Sure To Add The Entity Who Is Requesting Notice At The Next Screen. The Failure To Do So Will Result In You NOT Being Added For Notice Purposes

[Next](#) [Clear](#)

Claimant action:

07-10230-HRT James Jones and Sally Jones

Add Creditor(s)

- (1) Name may be 50 characters.
- (2) Address may be 5 lines, 40 characters each.
- (3) More than one creditor may be entered. Separate creditors with a blank line.
- (4) Limit 10 Creditors

Name and Address
Collection Agency
1000 W. Street
Ste. 100
Denver, CO 80202

Creditor type

Creditor committee ☒ No ☐ Yes

[Next](#) [Clear](#)

The creditor or entity who wishes to receive notice must be added at this screen. Please pay attention to the format. The defaults for 'Creditor type' and 'Creditor committee' should not be changed.

Click [Next] through the Docket Text and Final Docket Text screens to submit the transaction.

NOTE: After October 16, 2006, limited access users will no longer receive the 'free look'. Only actual parties in a case will receive the 'free look'.

Transfer/Assignment of Claims

When filing a Transfer/Assignment of Claim, Claimants will still use 'Claimant's Notice of Assignment/Transfer of Claim' from the Claimants Filings category and Attorneys will still use 'Notice of Assignment/Transfer of Claim' from the Notices category. The following example is for the transfer of a claim pursuant to Rule 3002(e)(2). After uploading your document, you will be presented with the following screens.

Read the important messages on this screen. Enter the claim number and click [Next].

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

WARNING: The Correct Rule Regarding The Transfer/Assignment MUST Be Selected At The Next Screen.

The Correct Claim Number(s) MUST Be Entered At Both Prompts In This Transaction IF The Transfer/Assignment Is Filed Pursuant To Rule 3001(e)(2) or 3001(e)(4) - After A Claim Has Been Filed.

A Claim Status Screen Will Appear If A Claim Number Is Entered At Both Prompts In This Transaction. Be Sure To Select The Status Of Transfer/Assign At The Claim Status Screen.

Enter Correct Claim Number(s)

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

Select One

▼

Select the correct option of 'With Waiver' or 'Without Waiver' from the drop down pick list and click [Next].

Make the correct selection for the Transfer type, search for and select or add the transferee and search for and select the transferor. Click [Next].

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

Transfer type ☐ 3001 (e) 1 ☒ 3001 (e) 2 ☐ 3001 (e) 3 ☐ 3001 (e) 4

Search for transferee

Transferee selected

Search for transferor

Transferor selected

Claim number

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

Enter Claim Number(s):

Enter the claim number into the prompt and click [Next].

Select the claim status of Transfer/Assign and click [Next].

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

Claim No. 1: Status

Click [Next] at the Docket Text and Final Docket Text screens to submit the transaction.

NOTE: The screens that appear will vary, depending upon what is selected as the Transfer type.

Notice of Withdrawal of Claim

When filing a Notice of Withdrawal of Claim, Claimants will still use 'Claimant's Notice of Withdrawal of Claim' from the Claimants Filings category and Attorneys will still use 'Notice of Withdrawal of Claim' from the Notices category.

After uploading your document, you will be presented with the following screens.

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

You Must Enter The Correct Claim Number At BOTH Screens If The Claim Has Been Filed In This Case. If The Claim Has Not Been Filed Leave The Prompts Blank.

A Claim Status Screen Will Appear If A Claim Number Is Entered At Both Prompts In This Transaction. Be Sure To Select The Status Of Withdraw At The Claim Status Screen.

Enter Claim Number

Read the important messages at this screen. Enter the claim number, if the claim has been filed in the case.

If you have not entered a claim number, you will be taken to the final docket text screen. If you entered a claim number, you will be presented with the claim status screen. Select 'Withdraw' and click [Next] to advance in the transaction.

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

Claim No. 1: Status

- Limit
- Objection
- Reclassify
- Satisfaction
- Transfer/Assign
- Withdraw**

Notice of Satisfaction of Claim

When filing a Notice of Satisfaction of Claim, Claimants will still use 'Claimant's Notice of Satisfaction of Claim' from the Claimants Filings category and Attorneys will still use 'Notice of Satisfaction of Claim' from the Notices category. After uploading your document, you will be presented with the following screens.

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

You Must Enter The Correct Claim Number At BOTH Screens If The Claim Has Been Filed In This Case. If The Claim Has Not Been Filed Leave The Prompts Blank.

A Claim Status Screen Will Appear If A Claim Number Is Entered At Both Prompts In This Transaction. Be Sure To Select The Status Of Satisfaction At The Claim Status Screen.

Enter Claim Number:

Read the important messages at this screen. Enter the claim number, if the claim has been filed in the case.

If you have not entered a claim number, you will be taken to the final docket text screen. If you entered a claim number, you will be presented with the claim status screen. Select 'Satisfaction' and click [Next] to advance in the transaction.

Claimant action:

[07-10230-HRT James Jones and Sally Jones](#)

Claim No. 1: Status

- Limit
- Objection
- Reclassify
- Satisfaction**
- Transfer/Assign
- Withdraw