

## PROCEDURES FOR ELECTRONIC CLAIMANT FILERS

### Bankruptcy Menu Options:

Currently, there are three menu options available to the Electronic Claimant Filer:

Creditor Maintenance - **Do not use this option.**

File Claims - Use to file proofs of claim (see Section III.)

Claimant Filings - Use to docket certain pleadings (see section IV.)

### Procedure for Addition To Creditors List:

Electronic Claimant Filers may add themselves or their client to the creditor's list for noticing purposes by filing a Notice Request. See Section IV for instructions on the filing of the Notice Request.

**Procedure for Docketing of Proofs of Claim:** NOTE: If the claim is on the debtor's primary residence, please see Federal Rules of Bankruptcy Procedure 3001(c)(2) for the correct form to attach to the claim. See Federal Rules of Bankruptcy Procedure 3002-1 for other forms and procedures related to Mortgage Payment Changes.

#### A. Proof of Claim where creditor needs to be added:

1. Click on 'File Claims' from the Bankruptcy Menu
2. Enter case number.
3. Enter creditor's name to search for creditor. (Leave the default for 'Type of creditor' blank or select 'Creditor' and click 'Next'.)
4. If the creditor is not already in the case as you entered it above, you will see the following message: 'No creditors found for selected search criteria'.
5. Click on 'Add Creditor'
6. Click on 'Next' at case number
7. Enter creditor name and address as it appears on your Proof of claim in the section where notices should be sent.
  - a.. *Example: Sears Roebuck and Co.  
111 Dolphin Way  
Ste. 202  
Miami, FL 88888*

*Refer to the Style Guide included in this procedural guide for more information on entering names and addresses.*

- b. *Ensure that the creditor name does not exceed 50 bytes (characters).*
  - c. *Ensure that each address line does not exceed 40 bytes (characters).*
  - d. *Ensure that the city, state abbreviation and zip code are on the last line.*
- e *If the creditor name plus address lines exceed six lines or a line exceeds the byte (character) limit, the Bankruptcy Noticing Center will not be able to serve notice.*
8. Accept the defaults for Type = **Creditor** and Creditor Committee = **No** by clicking on 'Next'.
  9. Click on 'Submit' at the 'Total Creditors Entered' screen.
  10. Click on 'File A Proof of Claim' hyperlink at the 'Creditors Receipt' screen.
  11. Enter name of creditor as it was previously added (leave the default for 'Type of creditor' blank or select 'Creditor' and click 'Next'.)
  12. Click on the down arrow and select the creditor. Ensure that the creditor you select is the correct one. Click on 'Next'.
  13. Enter information from the claim. Minimum information to enter is the total amount of the claim.
  14. Complete Browse process to load Proof Of Claim-PDF Form
  15. The last screen will be the Notice of Electronic Filing

**B. Proof of Claim where the creditor is already in the case:**

Click on 'File Claims' from the Bankruptcy Menu

2. Enter case number

Enter creditor's name to search for creditor (leave the default for 'Type of creditor' blank or select 'Creditor' and click 'Next'.)

Click on the down arrow and select the creditor. Ensure that the creditor name you select is the correct one. Click on 'Next'. (If the address shown for the creditor on the claim is different from the one in the database, ADD the creditor with the new address as indicated in Section A before filing the claim.)

5. Enter information from the claim. Minimum information to enter is the total amount of the claim. If this is an amended claim, be sure to enter

the claim number for the original claim in the 'Amends Claim #' field and click on 'Find'.

6. Complete Browse process to load Proof Of Claim-PDF Form

The last screen will be the Notice of Electronic Filing

### **Procedure for Docketing Other Pleadings:**

Certain documents can be filed by the Electronic Claimant Filer, including a Change of Address, Notice of Assignment/Transfer of Claim, Notice of Withdrawal of Claim, Notice of Satisfaction of Claim, Notice Request and Reaffirmation Agreement, as well as documents required pursuant to Fed.R.B.P. 3002. Following is a summary of how to docket each event:

#### I. Certificate of Service (Use Only for Rule 3002.1 Events):

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Certificate of Service (Use Only for Rule 3002.1 Events)'
4. ***Read the Message On The Screen!!!***
5. Complete Browse process to load the Certificate of Service PDF Form
6. Select the Filing to Which the Certificate of Service Refers
7. Enter the Claim Number
8. Select the Claim from the list by clicking on it. The number of the claim will appear in the Claims Selected field. **NOTE: A proof of claim MUST have already been filed or your transaction will fail!**
9. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
10. Click 'Next' at final docket text, if no corrections need to be made.  
NOTE: This document will 'spread' to the claims register and appear as part of the history of the claim you entered.

#### II. Change of Address:

Click on 'Claimant Filings' from the Bankruptcy menu

Enter case number

Click on 'Claimant's Change of Address'

Complete Browse process to load Change of Address-PDF document

Enter the name of the creditor whose address is changing at the prompt

Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)

Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.

Click 'Next' at final docket text, if no corrections need to be made.

The last screen will be the Notice of Electronic Filing

NOTE: Our Case Managers will ensure that the address for the creditor is updated in the case during their daily Quality Control process.

III. Notice Request:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Notice Request
4. Complete Browse process to load Notice Request-PDF document
5. *Read the message on the screen!!!*
6. Enter creditor name and address.

a.. Example: Sears Roebuck and Co.

111 Dolphin Way  
Ste. 202  
Miami, FL 88888

*Refer to the Style Guide included in this Procedural Guide for more information on entering names and addresses.*

- b. *Ensure that the creditor name does not exceed 50 bytes (characters).*
- c. *Ensure that each address line does not exceed 40 bytes (characters).*
- d. *Ensure that the city, state abbreviation and zip code are on the last line.*
- e. *If the creditor name plus address lines exceed six lines or a line exceeds the byte (character) limit, the Bankruptcy Noticing Center will not be able to serve notice.*

7. Accept defaults for Creditor Type and Creditor Committee by clicking 'Next'
8. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)
9. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.

Click 'Next' at final docket text, if no corrections need to be made.

The last screen will be the Notice of Electronic Filing

- IV. Notice of Assignment/Transfer of Claim (where a proof of claim has been previously filed pursuant to 3001(e)(2) or 3001(e)(4):

Effective May 1, 2013, the bankruptcy courts will begin charging a new fee of \$25 for each claim transferred. This fee was approved dtw-8 by the Judicial Conference of the United States at its September 2012 session

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1. Click on 'Claimant Filings' from the Bankruptcy menu

Enter case number

Click on 'Claimant's Notice of Assignment/Transfer of Claim'

***Read the Messages On The Screen!!!!***

Complete Browse process to load Notice of Assignment of Claim-PDF document

Enter the claim number being assigned/transferred when prompted

Select whether the assignment/transfer is With or Without Waiver from the drop down pick list (do NOT bypass this important step.)

If 'Without Waiver' was selected an objection to assignment of claim due date will appear at the next screen. Accept the defaulted due date by clicking 'Next'.

Click on each claim to be transferred

Select the Claim Status of Transfer/Assign

Select Transfer Type of 3001(e)(2) or 3001(e)(4)

To search for a Transferee that is already a creditor in the case click on 'Search Creditors'. To add a Transferee that is NOT already a creditor in the case click on 'Add New Creditor'.

To add the Transferor, click on the 'Search Creditors' button and select from the list of creditors. Be sure to select the creditor who has filed the claim.  
(More than one transferor may be added)

Verify that the transferee's name and address is correct and note the reminder regarding the \$25.00. Click 'Next'.

Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended). **\*\*\*IMPORTANT NOTE\*\*\***. Even if a Transfer of Claim is amended or corrected the \$25.00 fee will still apply be charged

Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.

Click 'Next' at final docket text, if no corrections need to be made.

The last screen will be the Notice of Electronic Filing along with the payment screen.

If you have questions on making the payment please contact the training team at 720-904-7450 or email them at [cobml\\_training@com.uscourts.gov](mailto:cobml_training@com.uscourts.gov).

- V. Notice of Assignment/Transfer of Claim (where a proof of claim has NOT been previously filed pursuant to 3001(e)(1) or 3001(e)(3):

Effective May 1, 2013, the bankruptcy courts will begin charging a new fee of \$25 for each claim transferred. This fee was approved by the Judicial Conference of the United States at its September 2012 session

1. Click on 'Claimant Filings' from the Bankruptcy menu

Enter case number

Click on 'Claimant's Notice of Assignment/Transfer of Claim'

Complete Browse process to load Notice of Assignment of Claim-PDF document

***Read the Messages On The Screen!!!!***

Leave the claim number field blank and click 'Next'

Click on the correct creditor name, and the claim number will populate the Claims Selected field. Click 'Next'.

On the claim status screen scroll down and select 'Transfer/Assign'. Click 'Next'.

Select whether the assignment/transfer is With or Without Waiver from the drop down pick list (do NOT bypass this important step.)

If 'Without Waiver' was selected an objection to assignment of claim due date will appear at the next screen. Accept the defaulted due date by clicking 'Next'.

Click 'Next' at the 'Select claims from list' screen. *(Note: A popup will appear: 'You have not selected a claim'. Click on OK.)*

Click 'Next'.

Select Transfer Type of 3001(e)(1) or 3001(e)(3)

To search for a Transferee that is already a creditor in the case click on 'Search Creditors'. To add a Transferee that is NOT already a creditor in the case click on 'Add New Creditor'.

Click on 'Search Creditors' to Add Transferor *(More than one transferor may be added. A warning message will display for each one selected indicating that no claim has been filed by the transferor. Click OK, then click 'Next'.)*

Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)

Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.

Click 'Next' at final docket text, if no corrections need to be made.

The last screen will be the Notice of Electronic Filing

NOTE: If the Claimant's Notice of Assignment/Transfer of Claim is Without Waiver, a court claims clerk will generate a standardized 'Notice of Assignment of Claim' to the Bankruptcy Noticing Center to the parties involved in the assignment. This notice includes the Objection to Assignment of Claim deadline. If an objection is filed, a hearing will be set. All parties involved will receive notice of the hearing through the Bankruptcy Noticing Center.

VI. Notice of Mortgage Payment Changes: (See Federal Rule of Bankruptcy Procedure 3002-1 for information on the correct forms to use and procedures to follow.)

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Notice of Mortgage Payment Changes'
4. Complete Browse process to load Notice of Payment Changes-PDF document
5. Select from the drop down list whether or not a proof of claim is already on file.

NOTE: If you select 'Yes', you will see the following message later in the transaction: This Entry Will Be Suppressed On The Public Docket. It Will Appear On The Claims Register.

If you select 'No', you will see the following message later in the transaction: This Entry Will Be Suppressed On The Public Docket. In addition, 'Proof of Claim NOT ON FILE' will appear in docket text.

6. Select from the drop down list whether or not a certificate of service is included or attached to the notice

NOTE: If you select 'No', you will see the following message later in the transaction: 'The Holder of the Claim shall File and Serve on the Debtor, Debtor(s) Counsel and the Trustee a Notice of any Change in the Payment Amount' . This language will also appear in docket text. It is best if the certificate of service can be included in your document PDF.

7. If you indicated that the Proof of Claim is on file with the court, the Claim selection screen and the Claim status screens will appear:

\*Select the Claim from the list by clicking on it. The number of the claim will appear in the Claims Selected field.

\*Select the Status of Payment Change.

8. Review docket text. Ensure that it is correct, based on the selections you have made (see 5. and 6. above). Click on 'Bankruptcy' to start over if corrections need to be made.

9. Click 'Next' at final docket text, if no corrections need to be made.

10. The last screen will be the Notice of Electronic Filing

NOTE: When the Proof of Claim was on file, this document will 'spread' to the claims register and appear as part of the history of the claim you entered. The status of the claim will change to Payment Change. When the Proof of Claim was not on file, this document will appear on the docket sheet only.

VII. Notice of Satisfaction of Claim:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Notice of Satisfaction of Claim'
4. Complete Browse process to load Notice of Satisfaction of Claim-PDF document
5. ***Read the Messages on the Screen!!!!***
6. Click on the appropriate claim, if a claim was previously filed
7. Enter claim number when prompted, if a claim was previously filed  
*(When no claim number is entered, a warning message will display. Click OK to proceed.)*
8. If a claim number was entered, the Claim Status screen will appear. Select 'Satisfaction' at the Claim Status Screen.
9. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)
10. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.

11. Click 'Next' at final docket text, if no corrections need to be made.

12. The last screen will be the Notice of Electronic Filing

VIII. Notice of Withdrawal of Claim:

1. Click on 'Claimant Filings' from the Bankruptcy menu

Enter case number

Click on 'Claimant's Notice of Withdrawal of Claim'

Complete Browse process to load Notice of Withdrawal of Claim-PDF Form

***Read the Messages on the Screen!!!!***

6. Enter the claim number when prompted, if a claim was previously filed

7. Click on the appropriate claim, if a claim was previously filed

*(When no claim number is entered, a warning message will display. Click OK to proceed.)*

8. If a claim number was entered, the Claim Status screen will appear. Select 'Withdraw' at the Claim Status Screen.

9. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)

10. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
  11. Click 'Next' at final docket text, if no corrections need to be made.
  12. The last screen will be the Notice of Electronic Filing
- IX. Reaffirmation Agreements: (NOTE: The cover sheet should be filed at the time the Reaffirmation Agreement is filed and be included in the Reaffirmation Agreement pdf.)

Click on 'Claimant Filings' from the Bankruptcy menu

Enter case number

Click on 'Claimant's Reaffirmation Agreement'

Complete Browse process to load Reaffirmation Agreement-PDF Form

Select the appropriate option from the drop down pick list (do NOT bypass this important step.)

Enter the creditor's name when prompted

Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended)

Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.

Click 'Next' at final docket text, if no corrections need to be made.

The last screen will be the Notice of Electronic Filing

- X. Claimant's Reaffirmation Agreement Cover Sheet: (The Cover Sheet should be filed as part of the Reaffirmation Agreement. If it was not, this event can be used.)
1. Click on 'Claimant Filings' from the Bankruptcy menu
  2. Enter case number
  3. Click on 'Claimant's Reaffirmation Agreement Cover Sheet'
  4. Complete Browse process to load Reaffirmation Agreement-PDF Form
  5. Select the correct Reaffirmation Agreement
  6. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended) and click 'Next'.
  7. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
  8. Click 'Next' at final docket text, if no corrections need to be made.
  9. The last screen will be the Notice of Electronic Filing

XI. Supplement to Reaffirmation Agreements:

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Claimant's Supplement to Reaffirmation Agreement'
4. Complete Browse process to load Supplement to Reaffirmation Agreement-PDF Form
5. Select the correct Reaffirmation Agreement
6. Select appropriate prefix from the drop down pick list, if appropriate (i.e. Amended) and click 'Next'.
7. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
8. Click 'Next' at final docket text, if no corrections need to be made.
9. The last screen will be the Notice of Electronic Filing

XII. Notice of Postpetition Mortgage Fees, Expenses and Charges: (See Federal Rule of Bankruptcy Procedure 3002-1 for information on the correct form to use and procedure to follow.)

1. Click on 'Claimant Filings' from the Bankruptcy menu

2. Enter case number
3. Click on 'Notice of Postpetition Mortgage Fees, Expenses and Charges'
4. Complete Browse process to load the Notice of Postpetition Mortgage Fees, Expenses and Charges' -PDF Form
5. Select from the drop down list whether or not a proof of claim is already on file.

NOTE: If you select 'Yes', you will see the following message later in the transaction: This Entry Will Be Suppressed On The Public Docket. It Will Appear On The Claims Register.

If you select 'No', you will see the following message later in the transaction: This Entry Will Be Suppressed On The Public Docket. In addition, 'Proof of Claim NOT ON FILE' will appear in docket text.

6. If you indicated that the Proof of Claim is on file with the court, the Claim Selection screen will appear. Select the Claim from the list by clicking on it. The number of the claim will appear in the Claims Selected field.
7. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
8. Click 'Next' at final docket text, if no corrections need to be made.

NOTE: This document will 'spread' to the claims register and appear as part of the history of the claim you entered.

XII. Response to Notice of Final Cure Payment Rule 3002.1: (See Federal Rule of Bankruptcy Procedure 3002.1 for information on the procedure to follow.)

1. Click on 'Claimant Filings' from the Bankruptcy menu
2. Enter case number
3. Click on 'Response to Notice of Final Cure Payment Rule 3002.1'
4. Complete Browse process to load the Response to Notice of Final Cure Payment Rule 3002.1-PDF Form
5. Select from the drop down list whether or not a proof of claim is already on file.

NOTE: If you select 'Yes', you will see the following message later in the transaction: This Entry Will Be Suppressed On The Public Docket. It Will Appear On The Claims Register.

If you select 'No', you will see the following message later in the transaction: This Entry Will Be Suppressed On The Public Docket. In addition, 'Proof of Claim NOT ON FILE' will appear in docket text.

6. If you indicated that the Proof of Claim is on file with the court, the Claim Selection screen will appear. Select the Claim from the list by clicking on it. The number of the claim will appear in the Claims Selected field.
7. Review docket text. Click on 'Bankruptcy' to start over if corrections need to be made.
8. Click 'Next' at final docket text, if no corrections need to be made.

NOTE: This document will 'spread' to the claims register and appear as part of the history of the claim you entered.

3/28/2012