

Electronic Proof of Claim (ePOC) FAQ

- **Do I need a login and password to file a Proof of Claim?**
No. A claimant may utilize the ePOC application without becoming a registered ECF user.
- **Can I file an electronic proof of claim in any chapter case?**
Yes.
- **Do I need to add the B410 claim form as an attachment?**
No. The ePOC application will create the B410 claim form electronically. Attachments should be in PDF format and consist of supporting documentation only.
- **Is a signature required on the Proof of Claim?**
Yes. Type the name and title, if any, of the person authorized to file the claim on behalf of the creditor. A copy of the power of attorney, if any, should be attached to the claim.
- **Can I include a separate mailing address for payments?**
Yes. Check the box indicating that the Payment Address is different from the Notice Address and enter the Payment Address as instructed.
- **Can I get a filed-stamped copy of the Proof of Claim?**
Yes. 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. Please print or save a copy of the claim at this time.
- **I forgot to add attachments or my attachments were not properly added. How do I file supporting documentation?**
File an amended claim and attach the correct PDFs. Ensure that the attachment(s) is in PDF format and is less than 10 MB in size
- **When will the Proof of Claim appear on the claims register?**
Immediately upon submitting the claim.
- **Will the Trustee be served with the Proof of Claim?**
Yes. The Trustee will receive electronic notification of the claim.
- **I need to amend a claim. How do I do this?**
Re-complete the electronic claim form and check box no. 4 to indicate that the claim amends a previously filed claim. Select the claim number of the claim to be amended.
- **I do not know the amount that is due on my claim. How do I enter "unknown" in the amount for the claim?**
In the amount box, enter 0.00 and explain the reason that 0.00 was entered. Once you know the amount of the claim, file an amended claim.
- **How can I find out the status of my claim?**
The Bankruptcy Court can provide general information only. Contact the Trustee assigned to the case for specific information regarding the treatment of your claim.