

AMENDED PROOF OF CLAIM

Updated 2/12/2008

These instructions will guide you through the process of filing an Amended Proof of Claim and adding a creditor to a case if one is missing on CM/ECF.

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on **File Claims** hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The SEARCH FOR A CREDITOR screen displays.

- Enter the correct case number using a hyphen between case year and case number.
- Click the **[Next]** button.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

STEP 4 - The SELECT A CREDITOR screen displays.

- Click the down arrow to scroll through the list of creditors, which are listed in alphabetical order.
- Click the creditor's name to select it. (Verify that the address is complete and is exactly the same as the address indicated on the .pdf. If not, add a creditor).
- Click the **[Next]** button.

NOTE: If the creditor is not listed, skip to STEP 8 for instructions on how to add a creditor.

STEP 5 - The PROOF OF CLAIM INFORMATION screen displays.

- Fill in the Proof of Claim information as follows:
 - ▶ **[Amended Claim #]** enter the claim being amended.

- ▶ **[Filed By]** accept the default - Creditor.
- ▶ Fill in the Amount Claimed information by inserting the total claim amount in the following field(s), **[Unsecured]**, **[Secured]**, **[Priority]** or **[Unknown]**. The trustee will determine the final claim category.
- ▶ **NOTE:** Amounts must be entered without \$ signs or commas. Use periods to denote decimals. The amount will be displayed in the **[Total (Display Only)]** field.
- ▶ Fill in the [Description] with one of the following standard phrases, whichever may apply to your situation:
 - "Amend claim #___ to include corrected image"
 - "Amend claim #___ to include corrected amount"
 - "Amend claim #___ to include corrected creditor"
- Fill in the **[Remarks]** fields with additional comments to describe the claim, if applicable.
- Click the **[Next]** button.

STEP 6 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

NOTE: This should be the image of the amended, or corrected, claim. Also, if additional documentation needs to be submitted with the Amended Proof of Claim, please scan all of the documents together with the Amended Proof of Claim form being the first page followed by the additional documents. Please do not use the attachment feature to attach documents.

STEP 7 - The NOTICE OF ELECTRONIC CLAIMS FILING screen displays.

- This is the verification of the date and time the Amended Claim was filed. It is recommended that you print this screen for your records.

**USE THE FOLLOWING STEPS IF THE CREDITOR
IS NOT LISTED IN STEP 4 ABOVE**

STEP 8 - Proceed with following at the SELECT A CREDITOR screen at STEP 4.

- Select **[Add Creditor]**.

STEP 9 - The CREDITOR PROCESSING screen displays.

- The case number will default correctly.
- Click the **[Next]** button.

STEP 10 - The ADD CREDITOR(S) screen displays.

- Enter the creditor's name and complete address in the following format.
Name and Address: John Doe
 1111 2nd Ave South
 Columbia, SC 29202
- Leave the **[Type]** field at the default - Creditor.
- Creditor Committee defaults to "no".
- Click the **[Next]** button.

STEP 11 - The ADD CREDITOR(S) screen displays with a total number of creditors entered.

- Click the **[Submit]** button.

STEP 12 - The CREDITORS RECEIPT screen displays.

- Click the **[File a Proof of Claim]** link and continue with STEP 3 above.

