

ASSIGNMENT OF CLAIM

Updated 07/07/2008

Description: This process shows the steps required for an external user to file an Assignment of Claim in cases filed after 01/01/2001 on CM/ECF.

NOTE: Before processing any assignments, please go to the court's claim register and verify the creditor and amount of the claim being transferred. The assignment of claim being transferred should be linked to the correct proof of claim, not to another assignment of claim. If there is not a claim listed, use the event Assignment of Claim - No Claim on Register. The amount being assigned must be the same as the amount on the claims register.

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

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Claim Actions hyperlink (or Creditor Claim Actions if you are a Limited Access Participant).
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click [**Next**] button.

STEP 4 - The EVENTS screen displays.

- Verify that the case name and number are correct.
- If the case name or number are not correct, click the browser [**Back**] button to re-enter the case number.
- Select Assignment of Claim from the list of events.
- Click the [**Next**] button.

NOTE: Type the first letter (**A for Assignment**) and the highlight bar will immediately select the first entry beginning with A.

STEP 5 - The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the **[Next]** button.

NOTE: If the filer is a Limited Access Creditor, this screen will be skipped.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click Add/Create New Party and complete the information. For more detailed information about adding parties, see section on Adding a Party for instructions.
- Click the **[Next]** button.

STEP 7 - The REPRESENTATION screen displays.

- Check the box indicating party and representation names.
- Click the **[Next]** button.

STEP 8 - The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 9 - The CLAIM TRANSFER screen displays.

- You must select a Transfer Type or your claim may not properly transfer.
- Enter the name of the company that the claim is being transferred to.
- Click the **[Search Creditors]** button.
- If the exact creditor name and address appear on the creditor list, select the creditor then click the **[Select]** button. This should automatically input the creditor chosen.
- If the exact creditor name and address is not listed, click the **[Close]** button.
- Click the **[Add New Creditor]** button.
- Enter the name and address in the following format:

Name and Address: ABC Company
 987 Russell Street
 Columbia, SC 29202

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

- Select the name of the creditor transferring the claim (**transferor**).
- Click the [**Select**] button. This should automatically input the original creditor's name and the Claim Number which should match the claim number assigned on the court's claims register.
- Click the [**Next**] button.

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

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

STEP 10 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event. For more detailed information about creating and attaching .pdf files, see section on Attaching PDF Files for instructions.
- Click the [**Next**] button.

STEP 11 - The CLAIM INFORMATION screen appears.

- Enter the claim number.
- Click the [**Next**] button.

STEP 12 - The MODIFY DOCKET TEXT screen displays.

- Modify text as necessary.
- Click the [**Next**] button.

STEP 13 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser [**Back**] button to find the screen needed to modify.

NOTE: If the [**Back**] button is used and case information is altered, you must use the [**Next**] button and resubmit for each screen or the changes will not take effect. In other words, do not use the [**Forward**] button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the [**Next**] button if correct.

Sample Docket Text: Final Text

Assignment of Claim Transfer Agreement 3001(e)2 Transferor: ABC Company (Claim No. 1) to XYZ Company Filed by ABC Company. (Bill Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

STEP 14 - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.