

**AMENDED PROOF OF CLAIM  
11/01/2011**

Description: 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 yellow (?) icon in the upper right hand corner.

**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.
- A pop-up box will appear. (Verify that the address is complete and is exactly the same as the address indicated on the .pdf. If not, add a creditor).
- Is this the correct creditor? Select Yes or No.

**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:
  - Select [**Find**] button.
  - All claims associated with this creditor will appear.
  - Select claim number being amended.
  - CM/ECF will automatically insert claim number being amended in the [**Amended Claim #**] field.
  - [**Filed By**] accept the default - Creditor.
  - Fill in the Amended [**Amount Claimed**] information by inserting the total claim amount in the following field(s), [**Amount Claimed**], [**Secured**], or [**Priority**]. The trustee will determine the final claim category.
  - If the amounts are entered incorrectly, select the radio button Amend options to clear all amounts. This will allow you to insert new amounts.

**NOTE:** Amounts must be entered without \$ signs or commas. Use periods to denote decimals.

- Fill in the [**Description**] text box 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.

**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.

- Have you redacted? (for privacy information)
- Click the [**Next**] button.

**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.

**Sample Notice of Electronic Claims Filing**

<b>United States Bankruptcy Court</b>	
<b>District of South Carolina</b>	
Notice of Electronic Claims Filing	
The following transaction was received from Attorney, Bill on 1/30/2008 at 2:07 PM EST	
<a href="#">File another claim</a>	
<b>Case Name:</b>	Joe Debtor
<b>Case Number:</b>	<a href="#">07-00500-jw</a>
<b>Claim Name:</b>	ABC Company 111 Fourth Street Columbia, SC 29201
<b>Claim Number:</b>	<a href="#">Amended 3</a> <a href="#">Claims Register</a>
<b>Amount Claimed:</b>	\$3000.00
<b>Amount Secured:</b>	\$2500.00
<b>Amount Priority:</b>	\$500.00
The following document(s) are associated with this transaction:	
<b>Document description:</b>	Main Document
<b>Original file name:</b>	C:\Documents and Settings\admin\Desktop\BLANK PAGE.pdf
<b>Electronic document Stamp:</b>	[STAMP bkecfStamp_ID=983900449 [Date=1/30/2008] [FileNumber=57449-0] [10d30251e0502684a05451fdcca131ab87742e56112d2f205ebf85d3db5c7c5f893138eblea2723fc53bf32da4d3e5846c07654432a5115a173e414b914a8c29]]

**NOTE:** If you are filing another Proof of Claim, click on the hyperlink above the case name and continue with **STEP 3**. Remember to change the case number if filing a Proof of Claim in a different case.

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

**STEP 8** – Proceed with the following at the SELECT A CREDITOR FOR CLAIM 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:   ABC Company  
                                  1111 2nd Ave South  
                                  Columbia, SC 29202

- Leave the [**Type**] field at the default - Creditor.
- 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.