

ASSIGNMENT OF CLAIM

Updated 1/20/2023

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 docketing any assignments, please go to the court's claims register and verify the creditor and amount of the claim being transferred. The amount being assigned must be the same as the amount on the claims register. If there is not a claim listed, use the event Assignment of Claim - No Claim on 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** button located on the main menu bar.

STEP 3 – The CASE NUMBER screen displays.

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

STEP 4 – The EVENTS screen displays.

- Select **Assignment of Claim** from the list of events or begin typing “Assignment” in the text box to find the event.
- Click the [**Next**] button.

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 party screen box, click **Add/Create New Party**, and complete the information.
- 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 SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event.
- Click the [Next] button.

STEP 9 – The FEE screen displays.

- The current fee amount will display.
- Click the [Next] button.

STEP 10 – The MODIFY DOCKET TEXT screen displays.

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

STEP 11 – 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 Fee Amount \$26 Filed by XYZ Mortgage Company.
(Attorney, Bill)**

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

Have you redacted?

STEP 12 – 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.