

ASSIGNMENT OF CLAIM – NO CLAIMS ON REGISTER
Updated 1/20/2023

Description: This process shows the steps required for an external user to file an Assignment of Claim in cases filed prior to 01/01/2001 or if there is no matching claim appearing on the register in 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 **Claims Actions** hyperlink or **Creditor Claim Actions** hyperlink 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.
- Click the **[Next]** button.

STEP 4 – The EVENTS screen displays.

- Verify that the case name and number are correct.
- If the case name or numbers are not correct, click the browser **[Back]** button to re-enter the case number.
- Select **Assignment of Claim - No Claims on Register** 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 blank.

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 ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the [Next] button.

STEP 8 – The SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event.
- Confirm that all private information is redacted if necessary.
- Click the [Next] button.

STEP 9 – The CLAIM TRANSFER screen displays.

- Enter the name of the company that the claim is being transferred to.
- Enter the name of the company of the original claimant per court claims register.
- Enter the Claim Number, if applicable. **This is the number of the claim assigned previously by the court (claims register).**
- Enter the amount of the claim.
- Click the [Next] button.

The screenshot shows a web form with a light yellow background. It contains four text input fields, each with a label and a horizontal line below it. The labels are: 'Transferring Claim To:', 'Transferring Claim From:', 'Claim Number (if applicable):', and 'Claim Amount:'. Below the input fields are two buttons: 'Next' and 'Clear'.

STEP 10 – The MODIFY DOCKET TEXT screen appears.

- 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.

<p><u>Sample Docket Text: Final Text</u></p> <p>Assignment of Claim to ABC Financial Services from XYZ Mortgage Company, Claim Number 22 in the Amount of 55,249.63 Filed by ABC Financial Services. (Attorney, Bill)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p> <p>Have you redacted?</p>

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.