

ASSIGNMENT OF CLAIM Updated 11/01/2011

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 claims 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 yellow help (?) icon in the upper right hand corner.

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 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 CLAIM NUMBER SELECTION screen displays.

- This screen indicates the Creditor Name, Claim Number, Total Amount of the Claim and the Date the Claim was Filed.
- Scrolling over each claim will allow you to view the address of the creditor.
- Once you have found the claim you wish to transfer, you may highlight the row and select the creditor information. The creditor selected will be highlighted in blue and under the Claims Selected, the claim number that was selected will appear.
- Select 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 11 - The MODIFY DOCKET TEXT screen displays.

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

STEP 12 - 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 Transferor: ABC Mortgage (Claim No. 2) To XYZ Mortgage Company. 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 13 - 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.