

## **PROOF OF CLAIM**

**Updated 11/9/2021**

**Description:** These instructions will guide you through the process of filing a Proof of Claim and adding a creditor to a case if one is missing on CM/ECF. Form B10 can be found on our webpage under Forms, Local Forms or can be accessed by selecting National Forms.

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

**STEP 2** – The BANKRUPTCY EVENTS screen displays.

- Click on the **File Claims** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

**STEP 3** – The SEARCH FOR A CREDITOR screen displays.

- Enter the correct case number using a hyphen between case year and case number.
- Enter the name of the creditor.
- 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 FOR CLAIM screen displays.

- Click the down arrow, (select a creditor), to scroll through the list of creditors, which are listed in alphabetical order.
- Click the creditor's name to select it, **[Next]**.
- Verify that the address is complete and is the same as the address indicated on the .pdf. If not, add a creditor), **[Next]**.

**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:
  - **[Amended Claim #]** leave blank.
  - **[Filed By]** accept the default – Creditor.
  - Fill in the 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]** and **[Remarks]** fields with additional comments to describe the claim, if applicable.

**NOTE:** Use the **[Description]** and **[Remarks]** fields to note information such as, amount shown plus interest, amount unknown, amount cannot be determined, etc.

- Click the **[Next]** button.

**STEP 6** – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.

**NOTE:** If additional documentation needs to be submitted with the proof of claim, please scan all the documents together with the proof of claim form being the first page followed by the additional documents. Please do not use the attachment feature to attach documents.

- Click the **[Next]** button.
- Attention!! Submitting this screen commits this transaction, **[Next]**.

**STEP 7** – The NOTICE OF ELECTRONIC CLAIMS 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 since it also includes the date, time, case number and Claim Number.

**Sample Notice of Electronic Claims Filing**

**United States Bankruptcy Court**

**District of South Carolina**

Notice of Electronic Claims Filing

The following transaction was received from Attorney, Bill on 11/30/2021 at 2:07 PM EST

[File another claim](#)

**Case Name:** Joe Debtor  
**Case Number:** [21-00500-hb](#)  
ABC Company  
**Claim Name:** 111 Fourth Street  
Columbia, SC 29201

**Claim Number:** [3](#) [Claims Register](#)

**Amount Claimed:** \$2500.00

**Amount Secured:** \$2000.00

**Amount Priority:** \$500.00

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Original file name:** C:\Documents and Settings\admin\Desktop\BLANK PAGE.pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=983900449 [Date=11/30/2021] [FileNumber=57449-0] [10d30251e0502684a05451fdcca131ab87742e56112d2f205ebf85d3db5c7c5f893138eblea2723fc53bf32da4d3e5846c07654432a5115a173e414b914a8c29]]

[File another claim](#)

**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.