

PROOF OF CLAIM
Updated 11/01/2011

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

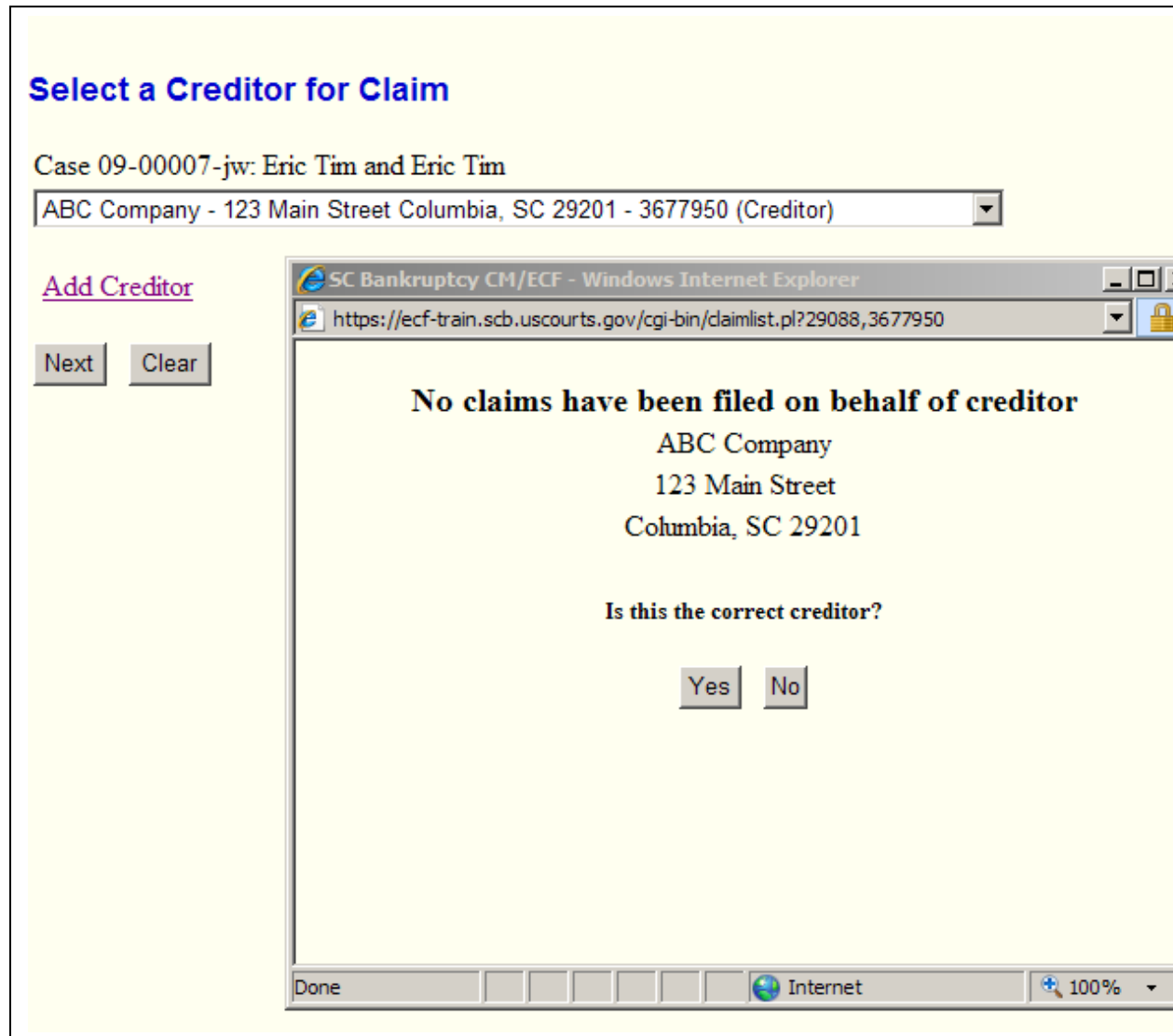
STEP 3 – The SEARCH FOR A CREDITOR screen displays.

- 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:
 - **[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 of 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.

- 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 claim was filed. The Claim Number is also displayed. It is recommended that you print this screen for your records.

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 1/30/2008 at 2:07 PM EST

[File another claim](#)

Case Name: Joe Debtor
Case Number: [07-00500-jw](#)
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=1/30/2008] [FileNumber=57449-0] [10d30251e0502684a05451fdcca131ab87742e56112d2f205ebf85d3db5c7c5f893138eblea2723fc53bf32da4d3e5846c07654432a5115al73e414b914a8c29]]

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.