CM/ECF Participant's Guide

RESPONSE TO NOTICE OF DISBURSEMENTS MADE

Updated 12/1/2025

Description: This process shows the steps required for an external user to file additional forms as supplements to a proof of claim secured by the debtor's principal resident as required under Rule 3002.1.

NOTE: These entries will appear on the Claims Register and, if linked properly, on the Docket Sheet.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Claim Actions** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Response to Notice of Disbursements Made Rule 3002.1** from the events list or start typing "Response" in the text box to find the event.
- Click the **[Next]** button.

STEP 4 – The JOINT FILING screen appears.

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

STEP 5 – The SELECT ADDITONAL ATTORNEY(S) screen appears.

- Select any additional attorney if applicable.
- Click the **[Next]** button.

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 drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 7 – The SELECT PDF screen displays.

NOTE: No document number will be assigned.

- Browse and select the .pdf file to associate with this event.
- Do not use the attachment feature with this event.
- Click the **[Next]** button.

STEP 8 – The CLAIMS SELECTION screen displays.

- This screen indicates the Creditor Name, Claim Number, Total Amount of 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 correct claim, you may highlight the row and select the creditor information. The creditor selected will be highlighted in blue and the claim number will populate under the Claims Selected.
- Select the **[Next]** button.

STEP 9 – The PREPETITION DEFAULT PAYMENTS screen displays.

- Select whether "The amount required to cure any prepetition arrearage **has** been paid in full" or "The amount required to cure any prepetition arrearage **has NOT** been paid in full."
- Select the **[Next]** button.

STEP 10 – The POSTPETITION MORTGAGE PAYMENT screen displays.

- Select whether "The amount required for any postpetition payments, arrearages, fees, charges or expenses **have** been paid in full" or "The amount required for any postpetition payments, arrearages, fees, charges, or expenses **have NOT** been paid in full."
- Select the **[Next]** button.

STEP 11 – The CERTIFICATE OF SERVICE screen displays.

- Check the box beside **Yes** or **No** indicating whether the Certificate of Service is included.
- Click the **[Next]** button.

STEP 12 – The DOCKET TEXT screen displays.

- Modify docket text if appropriate.
- Click the **[Next]** button.

***SAMPLE* DOCKET TEXT: Final Text**

Response to Notice of Disbursements Made Rule 3002.1 (Claim # 1) The amount required to cure any prepetition arrearage **has** been paid in full and The amount required for any postpetition payments, arrearages, fees, charges, or expenses **have NOT** been paid in full with Certificate of Service Filed by ABC Company, Inc. (Attorney, Bill)

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

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, and case number.

  REMINDER: A document number will not be displayed, only the word **"doc"** along with a hyperlink to the Claims Register.

SAMPLE CLAIMS REGISTER:

Creditor (5289647) ABC Company, Inc. P. O. Box 123 Columbia, SC 29201		**Claim No.: 1** *Original Filed Date:* 09/07/2023 *Original Entered Date:* 09/07/2023	*Status:* *Filed by:* CR *Entered by:* Attorney, Bill *Modified:*
Amount claimed: Secured claimed: Unsecured claimed:	$10569.55 $0.00 $10569.55		
History: **Details**	• **1-1** **doc**	09/07/2023 12/1/2025	Claim #1 filed by ABC Company, Inc., Amount claimed: $10569.55 (Attorney, Bill)

			Response to Notice of Disbursements Made Rule 3002.1 (Claim #1) The amount required to cure any prepetition arrearage **has** been paid in full and The amount required for any postpetition payments, arrearages, fees, charges, or expenses **have NOT** been paid in full with Certificate of Service Filed by ABC Company, Inc. (Attorney, Bill)
Description:			
Remarks:			