

Proof of Claim

Instructions:

Step 1: Search for Creditor

Step 2: Select a Creditor for Claim

Step 3: Enter Claim Information

Step 4: Attach Proof of Claim Form

Select Bankruptcy

Select Claims - File Them Here

Step 1: Search for Creditor

Enter

- Case Number
- Name of Creditor (1st word in creditor name must match exactly) or for complete list of creditors, do not enter a creditor name
- Type of creditor (creditor)

Step 2: Select a Creditor for Claim

Select creditor from pull-down list and verify name and address in pop-up window. If name and address match exactly, click Yes. If name and or address are incorrect, click No.

If creditor does not exist or the name of the creditor does not match exactly what is on the proof of claim form

■ **Add Creditor**

- Enter Case Number
- Enter Name and Address of creditor - 5 line maximum
- Creditor type - select Creditor (usually its already defaulted to this)
- Click Submit - Creditors Receipt should appear
- Click File A Proof of Claim and select the creditor you added.

Or, if address does not match exactly what is on the proof of claim form

■ **Edit Creditor**

- Enter Case Number
- Enter name of creditor or leave blank to see list of all
- Select Creditor to Edit
- Make corrections
- Click Submit - Modify Completed! should appear
- Click File A Proof of Claim and select the creditor you added.

Step 3: Enter Claim Information

Must match what is indicated of proof of claim form

- Amends Claim # (if applicable) - enter claim number of prior claim and/or click Find and select appropriate claim
- Filed By - select from pull-down if other than Creditor
- Amount Claimed - enter amount in appropriate category. If it is an amended claim to change the dollar amounts that were originally entered, click the radio button to Clear all Amounts first.
- Description/Remarks - enter text if applicable

Step 4: Attach Proof of Claim Form

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Warning!! Verify entry is correct before submitting.