

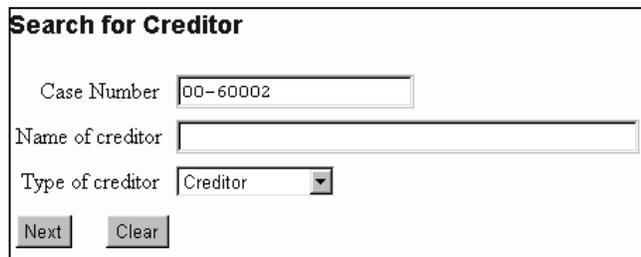
# FILING A CLAIM

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The following instructions will guide you through the process of filing a Claim to the Electronic Case Filing (ECF) system.

**STEP 1** Select **Bankruptcy** from the Main Menu, then click on the **File Claims** hypertext link from the Bankruptcy menu.

**STEP 2** The **Search for Creditor** screen appears.



**Search for Creditor**

Case Number

Name of creditor

Type of creditor

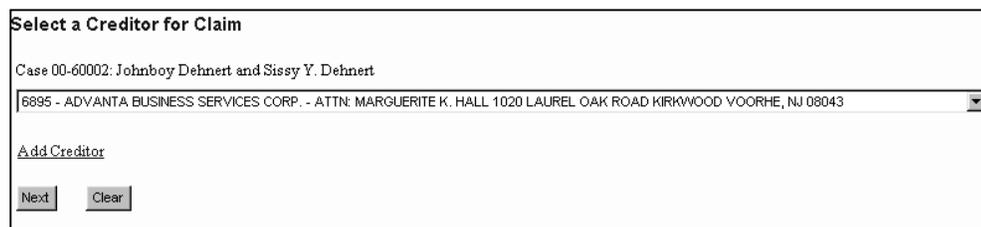
**Enter the following information:**

- **Case Number** – Enter case number (include hyphen).
- **Name of Creditor** – Leave blank for system to display pick list of all existing creditors for the case selected.
- **Type of Creditor** – System defaults to Creditor, options available are:
  - (1) Creditor
  - (2) Administrative

*[NOTE: All existing creditors in case entered as Creditor.]*

- Click on **Next** from **Search for Creditor** screen to continue.

**STEP 3** The **Select A Creditor For Claim** screen appears. This screen will access existing creditors in the case for selection.



**Select a Creditor for Claim**

Case 00-60002: Johnboy Dehnert and Sissy Y. Dehnert

[Add Creditor](#)

- Click on ▼ arrow to right of dialog box to display list of all creditors.
- If there is an exact match, click on creditor to highlight, then click on **Next** and proceed to **Step 4**.
- If creditor is not listed or listed with a different address, click on **Add Creditor** hypertext link and proceed to **Step 7**.

**STEP 4 Proof Of Claim Information** screen appears for entry of claim information.

Proof Of Claim Information For				
6945 - VIRGINIA DEPT. OF TAXATION Richmond District Office 1708 Commonwealth Avenue Richmond, VA 23230-3700				
Case Number: 00-60002	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Debtor ▼
Last Date To File:	Last Date To File (Govt):	Date Filed: 01/12/2001	Late: No ▼	Status:
<b>Amount Claimed</b>				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
<b>Amount Allowed</b>				
				Total (Display Only)
Description:				
Remarks:				
Next Clear				

- **Amends Claim #:** If amended claim being filed, enter claim number this claim amends.
- **Duplicates Claim #:** If claim is a duplicate of one already filed, enter claim number this claim duplicates.
- **Filed By:** System defaults to Creditor, click on ▼ arrow to the right of the field to select from the following options:
  - (1) Attorney
  - (2) Creditor
  - (3) Debtor
  - (4) Trustee
- **Late:** Is this claim filed after claims expiration date? Click on down arrow to the right of the field to select from the following options:
  - (1) No
  - (2) Yes
- **Status:** Leave blank or click on ▼ arrow to the right of the field to select from the following options:
  - (1) Allowed
  - (2) Disallowed
  - (3) Exhibit to claim filed and docketed on the Bankruptcy docket
  - (4) Filed Pursuant to FRBP 3004/3005
  - (5) Motion filed
  - (6) Objection filed
  - (7) Transferred
  - (8) Withdrawn
- **Amount Claimed** – Enter amount of claim in appropriate field(s) including decimal (Do not include dollar sign.)
  - (1) Unsecured
  - (2) Secured
  - (3) Priority
  - (4) Unknown
- **Description:** Use for additional information you may want to include.
- **Remarks:** Use for additional information you may want to include.
- Click on **Next** after completion of claim information.

**STEP 5** **Select the PDF document** screen appears to upload claim. Click on **Browse** button to navigate to the appropriate directory and file to select the claim.

Case **00-60002**  
Select the **pdf** document (for example: C:\199cv501-21.pdf).  
**Filename**  
 **Browse...**  
**Attachments to Document:**  No  Yes  
**Next** **Clear**

- At **File Upload** window, change **Files of type:** field to **All Files [ \*.\* ]** or **Acrobat [ \*.pdf ]** (whichever your system allows).
- Double click to select the PDF claim document or click to select, then click on **Open**.
- If there are attachments to the claim that are in a separate PDF file, select radio button for **Yes** to upload with claim document.
- An additional screen will appear for uploading attachments (all exhibits must be attached using this one screen).
  - (1) Following same instructions as that for claim, click on **Browse**, navigate to the appropriate directory and file, change **Files of type:** to **All Files [ \*.\* ]** or **Acrobat [ \*.pdf ]**, select the attachment
  - (2) Enter description of attachment, by clicking on ▼ arrow to the right of the **Type** field and selecting appropriate description from pick list.
  - (3) If description is not in pick list, use **Description** box and type in description of attachment.
  - (4) Click on **Add to List** and repeat process for the next attachment.
  - (5) Click on **Next** when all attachments have been uploaded.
  - (6) If there are no attachments, click on **Next** after selecting PDF claim file.

**STEP 6** **Notice of Electronic Claims Filing** screen appears confirming that document was received and is now an official court document.

- **Notice of Electronic Claims Filing** displays date and time transaction received by court, creditor name, claim number and other case participants that received/did not receive electronic notice of the entry.
- Note claim number of claim.
- Print copy of **Notice of Electronic Claims Filing** screen as receipt of docketing for your records.

**STEP 7** If you selected **Add Creditor** in **Step 3**, the **Creditor Processing** screen appears defaulting to the case number keyed at **File Claims** screen. Click on **Next**.

**STEP 8** **Add Creditor(s)** screen will appear for you to enter creditor's name and address.

- Click on ▼ arrow to the right of the **Type** field and select *Creditor* or *Administrative*.
- **Creditor committee**: click on appropriate radio button.
- **Continue To Enter**: allows user to enter more than one creditor to case.
- **Last Entry**: click on this radio button to proceed, then click on **Next**.

*[NOTE: Key city, state and zip code on one address line, abbreviate state.]*

**STEP 9** The **Add Creditor(s)** screen appears reflecting the total number of creditors keyed. If correct, click on **Submit**.

**STEP 10** The **Creditors Receipt** screen appears reflecting the number of creditors added to Database.

<b>Creditors Receipt</b>	
Case Number	00-60002
Total Creditors Added to Database	1
 <a href="#">File A Proof Of Claim</a>	
 <a href="#">Return To Creditor Maintenance Menu</a>	

**To file a Claim:**

- Click on **File A Proof Of Claim** hypertext link and follow **Steps 2** through **6**.

**To return to Creditor Maintenance Menu:**

- Click on **Return To Creditor Maintenance Menu** hypertext link.