



Eastern District of Virginia

United States Bankruptcy Court

Electronic Proof of Claim (ePOC)
Filing manual

Version 7.0

Electronic Proof of Claim

FILE YOUR PROOF OF CLAIM FORM ELECTRONICALLY

- If you are filing a proof of claim electronically for the first time, please read all information provided below BEFORE attempting to file your proof of claim using the link.
- This service is provided as an alternative filing option for those parties not eligible to register for CM/ECF who previously had to file their proofs of claim conventionally (in paper) with the court. It may also be used by CM/ECF Registrants.
- A claim filed electronically on this court's website will constitute the filer's approved signature and have the same force and effect as if the filer signed a paper copy of the document. Documents required to be verified or contain an unsworn declaration that are filed electronically will be treated, for all purposes (both civil and criminal, including penalties for perjury), the same as if signed or subscribed.
- Certain personal information must be removed from all documents before electronically submitting the proof of claim form. See the notice below.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Bankruptcy Rule 9037. This requirement applies to all documents, including attachments.

- I. ePOC 7 filing link:
 - a. Training System - <https://ecf-train.vaeb.uscourts.gov/cgi-bin/autoFilingClaims.pl>
 - b. Live System - <https://ecf.vaeb.uscourts.gov/cgi-bin/autoFilingClaims.pl>

II. Initial Screen (Live System)

United States Bankruptcy Court Eastern District of Virginia

File Claim

Case Number
Example: 14-00002

Name of Creditor

Filed by

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

IMPORTANT WARNING: A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Next

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Update this message via Site->ePOCMessageFront

Installed Version: 7

a. Case Number

Case Number
Example: 14-00002

Once you enter a case number, You will need to click "Find This Case" for the system to verify that it is a valid case

b. Creditor

Name of Creditor
 Enter a valid Creditor

c. Filed By

Filed by
 Creditor
 Creditor Attorney
 Debtor
 Debtor Attorney
 Trustee

Select appropriate filer type

d. Redaction Agreement

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 I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Check the Box that you agree to the responsibility of Redaction and click Next

III. Creditor Selection

Select Creditor

AT&T
 PO Box 8100
 Aurora, IL 60507

AT&T U-Verse
 P.O. Box 5014
 Carol Stream, IL 60197-5014

Creditor not listed

NOTE: The creditor's name and address must be an exact match. If it is not, please create a new creditor record.

This is what is typically seen if a match for the creditor is found.

United States Bankruptcy Court Eastern District of Virginia - TRAIN

Select Creditor

Creditor not listed

You will see the above if the creditor is not found.

IV. ePOC form

a. Header/Top

United States Bankruptcy Court Eastern District of Virginia - TRAIN

You selected "FILED BY" as CREDITOR. If this is incorrect, [START OVER!!](#)

ALL "Yes/No" Questions MUST be ANSWERED

CONFIRM this is the CORRECT Case

Debtor 1	Another One
Debtor 2 (Spouse, if filing)	
Case number:	21-30010

The confirmation section of the form contains case specific information you will need to verify

b. Part 1: Identify Claim – 1. Who is the current creditor?

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

Part 1: Identify the Claim

1. Who is the current creditor? If you selected "Creditor Not Listed" this section will be blank and you will need to enter it here.

Name of the current creditor (the person or entity to be paid for this claim)

Address where notices should be sent (Do not add the creditor's name in the address)

 If you selected a creditor the creditors' information will be here. **Note:** The creditor's name and address MUST be exact. If the creditor's name is not an exact match, go back and select "Creditor Not Listed"; create a new record.

Check for a Foreign Address
 (City, State, Zip) -

Telephone Number:

Email:

Other names the creditor used with the debtor

c. 2. Has this claim been acquired from someone else?

2. Has this claim been acquired from someone else? Yes No If you answer Yes to this, you will see an additional box: "From whom?" To be filled in

From whom?

d. 3. Where should notices and payments to the creditor be sent?

3. Where should notices and payments to the creditor be sent? (Notice Address Completed in Section 1)

Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)

CHECK if Payment Address differs from Notice Address

Uniform claim identifier for electronic payments in chapter 13 (if you use one): [\(See instructions\)](#)

Uniform Claim Identifier:

Uniform Claim Identifier:
 If you use a uniform claim identifier, you may report it here. A uniform claim identifier is an optional 24-character identifier that certain large creditors use to facilitate electronic payment in chapter 13 cases.

[\(See instructions\)](#)

If you select the Check box "CHECK if Payment Address differs from Notice Address" you will see:

CHECK if Payment Address differs from Notice Address

Address where payments should be sent

 Enter an address here if the Payment Address is different from the Notice Address

(City, State, Zip) -

Telephone Number:

Email:

Uniform claim identifier for electronic payments in chapter 13 (if you use one): [\(See instructions\)](#)

e. 4. You must select the creditor who filed the claim to amend the claim

4. You must select the creditor who filed the claim to amend a claim
 Does this claim amend one already filed? Yes No

f. 5. Do you know if anyone else has filed a proof of claim for this claim?

5. Do you know if anyone else has filed a proof of claim for this claim? Yes No If you select Yes, you will be asked "Who made the earlier filing?"

Who made the earlier filing?

g. Part 2: Give Information About the Claim as of the Date the Case Was Filed –

6. Do you have any number you use to identify the debtor?

6. Do you have any number you use to identify the debtor? Yes No If you select Yes here, you will be asked for the last 4 digits of the debtor's account or number used to identify the debtor.

Last 4 digits of the debtor's account or any number you use to identify the debtor:

h. 7. How much is the claim? (required)

7. How much is the claim? (required) Does this amount include interest or other charges?
 No
 Yes. Attach statement itemizing interest, fees, expenses, or other charges required by Bankruptcy Rule 3001(c)(2)(A).

If you have entered a claim amount of \$0, the claim amount is unknown, or the claim is unliquidated, please enter a brief explanation.
Comment:

i. 8. What is the basis of the claim? (required)

8. What is the basis of the claim? (required) Examples: Goods sold, money loaned, lease, services performed, personal injury or wrongful death, or credit card.
Attach redacted copies of any documents supporting the claim required by Bankruptcy Rule 3001(c).
Limit disclosing information that is entitled to privacy, such as healthcare information.

[\(See instructions\)](#)

8. Basis for Claim: State the type of debt or how it was incurred. Examples include goods sold, money loaned, services performed, personal injury/wrongful death, car loan, mortgage note, and credit card. If the claim is based on delivering health care goods or services, limit the disclosure of the goods or services so as to avoid embarrassment or the disclosure of confidential health care information. You may be required to provide additional disclosure if an interested party objects to the claim.

[\(See instructions\)](#)

j. 9. Is all or part of the claim secured?

9. Is all or part of the claim secured? No Yes. The claim is secured by a lien on property. [If you select Yes, you will be required to enter the information on the lien.](#)

Nature of property:
 Real estate. If the claim is secured by the debtor's principal residence, file a *Mortgage Proof of Claim Attachment* (Official Form 410-A) with this *Proof of Claim*.
 Motor vehicle
 Other. Describe:

Basis for perfection:
Attach redacted copies of documents, if any, that show evidence of perfection of a security interest (for example, a mortgage, lien, certificate of title, financing statement, or other document that shows the lien has been filed or recorded.)

Value of property:
Amount of the claim that is secured:
Amount of the claim that is unsecured: (The sum of the secured and unsecured amounts should match the amount in line 7.)

Amount necessary to cure any default as of the date of the petition:

Fixed **Annual Interest Rate** (when case was filed) %
 Variable

k. 10. Is this claim based on a lease?

10. Is this claim based on a lease? No Yes. Amount necessary to cure any default as of the date of the petition. \$

l. 11. Is this claim subject to a right of setoff?

11. Is this claim subject to a right of setoff? No Yes. Identify the property:

m. 12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)?

12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)? No Yes Check all that apply: [Selecting Yes will bring up a list of applicable priority options](#) **Amount entitled to priority**

12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)? No Yes Check all that apply: **Amount entitled to priority**

A claim may be partly priority and partly nonpriority. For example, in some categories, the law limits the amount entitled to priority.

- Domestic support obligations (including alimony and child support) under 11 U.S.C. § 507(a)(1) (A) or (a)(1)(B).
- Up to \$3,025* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use. 11 U.S.C. § 507(a)(7).
- Wages, salaries, or commissions (up to \$13,650*) earned within 180 days before the bankruptcy petition is filed or the debtor's business ends, whichever is earlier. 11 U.S.C. § 507(a)(4).
- Taxes or penalties owed to governmental units. 11 U.S.C. § 507(a)(8).
- Contributions to an employee benefit plan. 11 U.S.C. § 507(a)(5).
- Other. Specify subsection of 11 U.S.C. § 507(a)() that applies

* Amounts are subject to adjustment on 4/1/22 and every 3 years after that for cases begun on or after the date of adjustment.

n. **Documents:** Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both.

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Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called "Bankruptcy Rule") 3001(c) and (d). ([See instructions, and the definition of "redacted"](#).)

Attachments:

- Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.
- Attachments to the Proof of Claim are required to be PDF files.
- Attachments to the Proof of Claim are NOT to exceed 50.0 Mb in size.
- Multiple attachments to the Proof of Claim are permitted.
- Do not upload a completed Proof of Claim form as an attachment to this filing.** Attaching a completed Proof of Claim will result in multiple versions of the form being filed (the electronically created proof of claim form plus the proof of claim attached). If filing an Amended Proof of Claim, the attachment of the previously filed claim is allowed.

Note: You will have the option to select files to upload for this claim once you click on the "Submit Claim" button below

Do you wish to attach supporting documentation? Yes No

Documents: Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both.

Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called "Bankruptcy Rule") 3001(c) and (d). ([See instructions, and the definition of "redacted"](#).)

Definition of Redacted:
Masking, editing out, or deleting certain information to protect privacy. Filers must redact or leave out information entitled to privacy on the Proof of Claim form and any attached documents.

o. **Part 3: Sign Below**

Part 3: Sign Below

The person completing this proof of claim must sign and date it. FRBP 9011(b).

If you file this claim electronically, FRBP 5005(a)(2) authorizes courts to establish local rules specifying what a signature is.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157 and 3571.

Check the appropriate box: **(required)**

- I am the creditor.
- I am the creditor's attorney or authorized agent.
- I am the trustee, or the debtor, or their authorized agent. Bankruptcy Rule 3004.
- I am a guarantor, surety, endorser, or other codebtor. Bankruptcy Rule 3005.

I understand that an authorized signature on this Proof of Claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.

I have examined the information in this Proof of Claim and have a reasonable belief that the information is true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Print the name of the person who is completing and signing this claim:

Signature* *Type Full Name **(required)**

Title

Company

Identify the corporate servicer as the company if the authorized agent is a servicer

Address

Number and Street

(City, State, Zip) -

Contact Phone:

Email:

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I'm not a robot 

[Submit Claim](#) [Clear Form](#) **** Verify debtor name(s) prior to submitting claim to be filed.**

NOTE: You will be presented with a reCAPTCHA verification screen like the one below that you must complete.
Additional NOTE: Once you complete the reCAPTCHA verification you will need to submit the form in a timely manner or it will expire and require you to do it again.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157 and 3571.

I have examined the information and I declare under penalty of perjury that the information is true and correct.

I declare under penalty of perjury that the information is true and correct.

Print the name of the person who is the claimant (required)

Signature*

Title

Company

Identify the claimant as a creditor, debtor, or both.

Address

Number and street name

(City, State, Zip)

Contact Phone:

Email:

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Select all images with traffic lights

Submit Claim Clear Form

VERIFY

Once completed:

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I'm not a robot

reCAPTCHA Privacy - Terms

p. You will be presented with a verification of successful claim submission

United States Bankruptcy Court Eastern District of Virginia

debug is true
PDF/A force is false
Successful verification ...

Your claim was successfully filed in case number 21-30010.
Your claim number is 1.

Open in new window: Click [1](#) to view/print your filed claim.

Note: Any attachment(s) added will NOT be available to view/print unless you have a PACER account.

[File additional claims](#)