

## Electronic Proof of Claim Information

(Revised November 8, 2017)

- ◆ Except for Proofs of Claim filed by a debtor or trustee on behalf of a creditor, CM or the Electronic Claims link must be used to electronically file Proofs of Claim and amended Proofs of Claim beginning December 1, 2011. No login or password is required for the Electronic Claims link.
- ◆ Batch upload or single file upload must still be used to electronically file Proofs of Claim filed by a debtor or trustee on behalf of a creditor, transfers of claims, assignments of claims, withdrawals of claims, requests for notice, reaffirmation agreements, claim related documents, and proofs of service of these documents
- ◆ CM uses a fillable B410 Proof of Claim form to collect claims data and create completed B410 Proof of Claim forms. The fillable B410 Proof of Claim form is posted on the court's web site at <https://ecf.caeb.uscourts.gov/cgi-bin/autoFilingClaims.pl>.
- ◆ The fillable B410 Proof of Claim form requires the filer to choose whether the claim is filed by the debtor's attorney, creditor's attorney, creditor, debtor, or trustee. DO NOT use the fillable form for Proofs of Claim filed by a debtor or trustee on behalf of a creditor. Use the e-filing system single file upload or batch upload for Proofs of Claim filed by a debtor or trustee on behalf of a creditor.
- ◆ If an attorney is filing the claim, the attorney's name and address must be entered on the fillable form. The name and address of the attorney will be added to the mailing list and appear on the Proof of Claim and the claims register.
- ◆ After the creditor's name is entered on the fillable Proof of Claim form, CM will search the creditors already on the case for matches. If a match is found and it is the correct creditor, select the matching creditor. If a match is found and it is not the correct creditor or if no matches are found, click the **Creditor not listed** radio button. The name and address of the creditor will be added to the mailing list and appear on the Proof of Claim and the claims register.
- ◆ To include a separate address that payments should be mailed to, check the box indicating that the **Payment Address differs from Notice Address**. An additional address field will appear for this alternative address.
- ◆ The full name and title of the creditor or other person authorized to file the Proof of Claim must appear on the B410 Proof of Claim form. If a party other than the creditor is filing the Proof of Claim, the address of that party must be included.
- ◆ As an interim measure, the filing of a Proof of Claim electronically using the fillable Proof of Claim form shall constitute the filing claimant's approved signature by law

(see *General Order 11-03*) and, temporarily, neither signatures nor the use of “/s/ Name” will be required on Proofs of Claim filed electronically using the fillable form. In lieu of a signature or “/s/ Name,” the FILED claim will temporarily include the following statement on the signature line: “Filing a proof of claim electronically deems the claim signed by the creditor or authorized person.”

- ◆ Documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages and security agreements, can be attached to the Proof of Claim by clicking the **Yes** radio button after the question “Do you wish to attach supporting documentation?”.
  - ▶ Multiple attachments to the Proof of Claim are permitted.
  - ▶ Attachments to the Proof of Claim should be redacted. A document has been redacted when the person filing it has masked, edited out, or otherwise deleted, certain information. A creditor must show only the last four digits of any social-security, individual’s tax-identification, or financial-account number, only the initial’s of a minor’s name, and only the year of any person’s date of birth. If the claim is based on the delivery of 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.
  - ▶ Attachments to the Proof of Claim must be PDF files.
  - ▶ Attachments to the Proof of Claim should not exceed 2 Mb in size. If necessary, divide the PDF file into multiple attachments.
- ◆ Immediately after submission of a successfully filed claim, the case number for the case in which the claim was filed, the court claim number, and a link to the FILED stamped, electronic Proof of Claim created by the fillable form will appear on the screen. The date the information was entered on the fillable form will be the FILED date stamped on the claim.
- ◆ It is recommended that you click the link to view/print your filed claim and keep a copy. The claim will be listed on the claims register and available for public viewing, printing, and saving from PACER immediately after it is successfully submitted to CM.
- ◆ **Filing Rule 3002.1 Documents**
  - ▶ As of December 6, 2011, the completed B410 Proof of Claim created by using the fillable form and FILED in the case includes the changes to form B410 effective December 1, 2011.

- ▶ File B410 Attachment A, *Mortgage Proof of Claim Attachment*, as an attachment to your Proof of Claim.
- ▶ Registered Electronic Filers: Use Single File Upload (Filing Type: *Claims* and Document Type: *Claim Related Document*) or Batch Upload (*Claims Batch* and Document Code *CLD* in the PDF filename) to file B410 Supplement 1, *Notice of Mortgage Payment Change*, and B410 Supplement 2, *Notice of Postpetition Mortgage Fees, Expenses, and Charges*. DO NOT file the supplements as attachments to your Proof of Claim.

▶ **HELPFUL HINTS**

- ▶ **Verify the debtor(s) name and case number prior to submitting the Proof of Claim.**
- ▶ **Check the box to indicate the claim ‘amends’ a previously filed claim when resubmitting a claim for any reason.**
- ▶ **Verify all amounts listed.**
- ▶ **If you have supporting documentation to attach, check Yes after the question “Do you wish to attach supporting documentation?”**
- ▶ **If attachments do not properly attach to your Proof of Claim, file an amended claim and attach the correct PDF images. Check the box that designates the claim amends a previously filed claim, select the claim number assigned by the Court to the previously filed claim, and enter the FILED date of the previously filed claim.**
- ▶ **Print or save the completed proof of claim when given the option to view/print the FILED claim.**