

Electronic Proof of Claim

- ◆ Except for Proofs of Claim filed by a debtor or trustee on behalf of a creditor, this application must be used to electronically file all Proofs of Claim beginning December 1, 2011. A login and password is not required.
- ◆ This application contains a fillable B10 Proof of Claim form. Using the information entered by you, the fillable form will create your completed B10 Proof of Claim form.
- ◆ The fillable Proof of Claim form will allow the filer to choose whether the claim is submitted by the debtor's attorney, creditor's attorney, creditor, debtor, or trustee. DO NOT use this application 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, you will be able to add the attorney name and address and choose from the creditors on the case or add the correct creditor. The names and addresses of the attorney AND the creditor will be added to the mailing list and displayed on the proof of claim and the claims register.
- ◆ After entering the creditor's name, the application 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 it is not the correct creditor or if no matches are found, click the **Creditor not listed** radio button.
- ◆ To include a separate address that payments should be mailed to, check the box indicating that the Payment Address differs from the Notice Address. An additional address field will appear for this alternative address.
- ◆ 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 after the B10 form information is submitted.
 - ▶ 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.
- ◆ The Court's claim number will display with a link to the electronically FILED stamped proof of claim upon submitting the Proof of Claim. The Proof of Claim will be FILED stamped as of the entry date. It is recommended that you print or save the Proof of Claim.
- ◆ Filing Rule 3002.1 Documents
 - ▶ File B10 Attachment A, *Mortgage Proof of Claim Attachment*, as an attachment to your Proof of Claim.
 - ▶ Use Single File Upload (Filing Type: *Claims* and Document Type: *Claim Related Document*) or Batch Upload (*Claims Batch*; use Document Code *CLD* in the PDF filename) to file B10 Supplement 1, *Notice of Mortgage Payment Change*, and B10 Supplement 2, *Notice of Postpetition Mortgage Fees, Expenses, and Charges*. DO NOT file 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 *Amends* box if you are resubmitting the claim for any reason.**
 - ▶ **Verify all amounts in sections 1, 4, and 5.**
 - ▶ **If you have supporting documentation to attach, check Yes after the question "Do you wish to attach supporting documentation?"**
 - ▶ **If your attachments do not properly attach to you Proof of Claim, file an amended claim and attach the correct PDF images. Check the box that designates that the claim is amended. Select the claim number of the claim you are amending.**
 - ▶ **Print or save the completed proof of claim when directed to view/print the FILED claim.**