

Frequently Asked Questions - Electronic Proof of Claims

1. Do I need to attach the B410 form as an attachment?

No - The fillable form will create the B410 form. Any attachments should consist of supporting documentation to the POC.

2. When will the claim appear on the claims register?

The claim will immediately appear on the claims register upon submitting the proof of claim.

3. Can I get a filed acknowledgment of the POC?

Yes, the Court's claim number will display with a link to the electronically filed stamped proof of claim upon submitting the proof of claim. It is recommended that the claim is printed or saved at this time.

4. I'm attempting to enter my email address on the form and there does not appear to be enough room. How can I include my email information with my filing?

If you would like to include your email address information with your filing, you can prepare an attachment that contains the address information and upload it with the Proof of Claim.

NOTE: The email address you provide is purely informational and is not extracted by the court for any reason.

5. My attachments did not properly attach to the claim recently filed. How can I attach those PDF images of supporting documentation?

- a) Reformat the supporting documentation to an acceptable format. It may be necessary that you divide the PDF image into multiple attachments.
- b) File an amended claim and attach the correct PDF images.
- c) Check the box that designates that the claim is amended. Select the claim number of the claim to be amended.

6. Can I file a Proof of Claim for any chapter?

Yes.

7. Signatures?

The filing of the claim electronically deems the claim signed by the creditor or authorized person.

8. How do I record the creditor address and my address as attorney?

The fillable POC form allows the filer to add the attorney name and address and choose from the creditors in the case or add the correct creditor. Both names and addresses will be added to the mailing matrix and displayed on the proof of claim and claims register.

9. Can I include a separate address that payments should be mailed to?

Yes, check the box indicating that the Payment Address differs from Notice Address. An additional address field will appear for this alternative address.

10. I received the error, "Total Amount of Claim must be a dollar amount." What does this mean?

Do not include commas in the amount claimed.

11. I'm attempting to file an amended proof of claim. When I check the box to amend the claim, the previous claim number does not appear in the "Court Claim Number" box.

Make sure you are filing the proof of claim on behalf of the creditor listed on the original filing. If there are any differences, including those in punctuation, the system will not allow you to file this claim as amended.