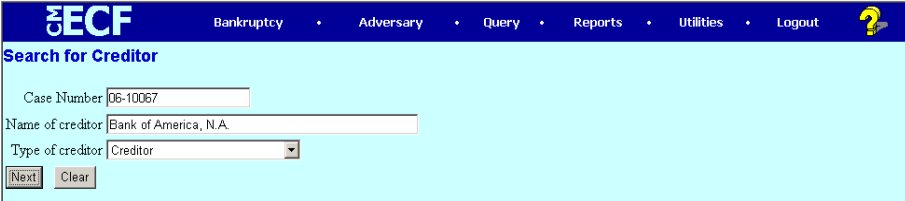U. S. Bankruptcy Court, Eastern District of Texas
CM/ECF PROCEDURE
For Attorneys

PROOF OF CLAIM

This procedure explains and demonstrates how to successfully file a proof of claim using the CM/ECF Filing System. During this process you will search the individual case matrix for the name of the creditor and enter the creditor with address if they are not found during the search.   This process is simple and routine once familiar with the screens. There are key fields to be aware of however. This module will lead you through this procedure.

STEP 1   Click the *Bankruptcy* option on the blue CM/ECF Main Menu Bar.

STEP 2   Click *File Claims.*

STEP 3   The *Search for Creditor Screen* appears.   Enter the correct case number and enter the name of the creditor filing the claim. Remember, searches in the CM/ECF System are upper/lower case sensitive. Enter the first few words of the name of the creditor and leave the "Type of Creditor" box at the default of "creditor". Click Next. (see figure 1)

Figure 1

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STEP 4   The *Select a Creditor for Claim Screen* appears. **If the search finds a name review the address to be certain it is the same as listed on the face of the proof of claim document you are filing. If not, you will need to click on** *"Add Creditor"* **and add the creditor again with the address that is listed on your claim form. If the drop down box is empty the search result is that no creditor was found with that name in this case. Select** *"Add Creditor"* **in this instance also. Click next. (see figure 2)**

Figure 2

STEP 5   **You've now entered** *Creditor Processing*. **Review case number. Click Next.**

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STEP 6   The *Add Creditor(s) Screen* appears. The creditor's name and correct address should be added here in a deliverable format as shown below. Leave the *type* drop down box at default *"creditor"*. If the creditor is a member of the creditor's committee select *"yes"*. If not leave the default as is. If this is the only creditor being added to the case at this time, leave the default at *"Last Entry"*. Click Next. (see figure 3)

Figure 3

STEP 7   The next screen tells how many creditors were added during the transaction. Usually, that number will be "1". Click Submit.

STEP 8   Click "File A Proof of Claim" on the receipt screen.

STEP 9   The *Search for a Creditor Screen* reappears. Enter the name of the creditor added during *Creditor Processing*. Click Next.
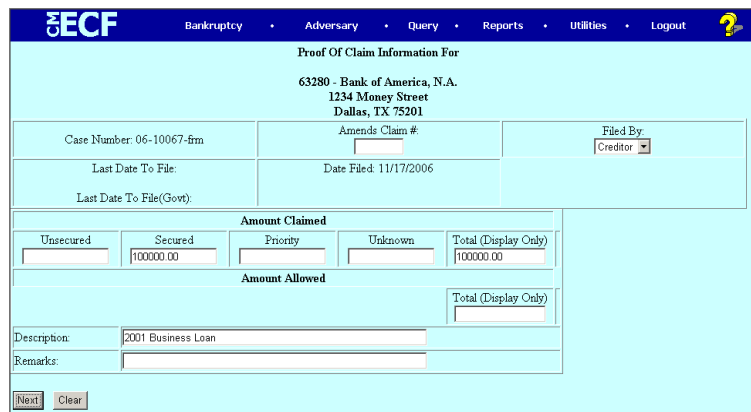
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STEP 10   **The creditor search finds the name of the creditor who was added and appears highlighted in the drop down box. Click Next. (see figure 4)**

Figure 4

STEP 11   **The *Proof of Claim Information Screen* appears. Enter the amount claimed in the proper category. By hitting the tab button, any combined amounts will be displayed in the total box. Information may be inserted in the *Description/Remarks* box. Click Next. (see figure 5)**

Figure 5

PROOF OF CLAIM
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STEP 12   The *Browse for a Document Screen* appears. Upload the correct PDF.

STEP 13   The *Notification of Electronic Filing Screen* appears. The claim has been assigned a "number" which is a hyperlink to the actual document. The filing of the proof of claim has now been completed. Return to the CM/ECF Blue Menu Bar to continue filing other documents or choose Logout.