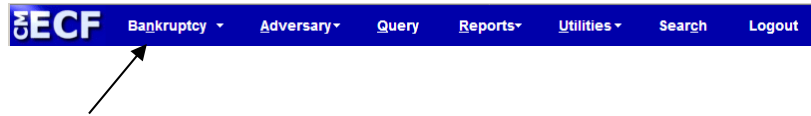


UNITED STATES BANKRUPTCY COURT
Eastern District of Texas
CM/ECF PROCEDURES FOR FILING A CLAIM

This procedure explains and demonstrates how to successfully file a proof of claim using the CM/ECF Filing System.

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



STEP 2 Click *File Claims*.



STEP 3 **The *Search for Creditor Screen* appears.**

Enter the correct case number.

If you leave the Name field blank and click Next, you will be given a list of all creditors to choose from on the *Select a Creditor* screen

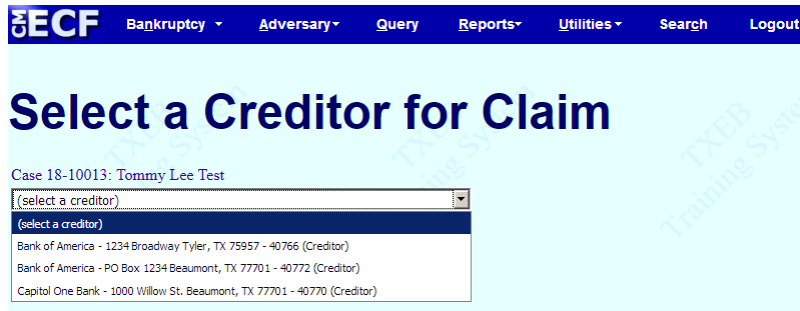
The screenshot shows the 'Select a Creditor for Claim' screen. At the top is a navigation bar with 'ECF' and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is 'Select a Creditor for Claim'. Below it, the case number 'Case 18-10013: Tommy Lee Test' is displayed. A dropdown menu is open, showing a list of creditors with their names and addresses. The list includes Bank of America, Capitol One Bank, Ford Motor Credit, Internal Revenue Service, and U.S. Department of Education.

(select a creditor)
Bank of America - 1234 Broadway Tyler, TX 75957 - 40766 (Creditor)
Bank of America - PO Box 1234 Beaumont, TX 77701 - 40772 (Creditor)
Capitol One Bank - 1000 Willow St. Beaumont, TX 77701 - 40770 (Creditor)
Ford Motor Credit - 1000 Park Blvd. Tyler, TX 75957 - 40767 (Creditor)
Internal Revenue Service - PO Box 1234 Houston, TX 77002 - 40771 (Creditor)
U.S. Department of Education - 633 Spirit Drive Chesterfield, MO 63005 - 40769 (Creditor)

If you enter the first few letters of the creditor's name and click Next, you will be provided with a list of creditors containing only those particular letters.

The screenshot shows the 'Search for Creditor' screen. It has the same navigation bar as the previous screen. The main heading is 'Search for Creditor'. Below it, there are three input fields: 'Case Number' with the value '1:18-bk-10013', 'Name of creditor' with the value 'Bank', and 'Type of creditor' with a dropdown menu showing 'Creditor', 'Administrative', and '20 Largest Unsecured Creditors'. At the bottom, there are 'Next' and 'Clear' buttons.

Case Number	Name of creditor	Type of creditor
1:18-bk-10013	Bank	Creditor



Case 18-10013: Tommy Lee Test

(select a creditor)

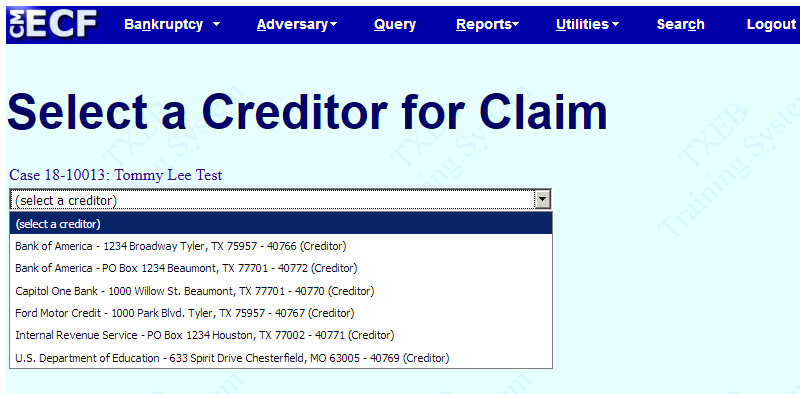
(select a creditor)

Bank of America - 1234 Broadway Tyler, TX 75957 - 40766 (Creditor)

Bank of America - PO Box 1234 Beaumont, TX 77701 - 40772 (Creditor)

Capitol One Bank - 1000 Willow St. Beaumont, TX 77701 - 40770 (Creditor)

STEP 4 If your search finds a creditor, review the address to be certain it is the same as the noticing address listed on the proof of claim document you are filing. Click Next.



Case 18-10013: Tommy Lee Test

(select a creditor)

(select a creditor)

Bank of America - 1234 Broadway Tyler, TX 75957 - 40766 (Creditor)

Bank of America - PO Box 1234 Beaumont, TX 77701 - 40772 (Creditor)

Capitol One Bank - 1000 Willow St. Beaumont, TX 77701 - 40770 (Creditor)

Ford Motor Credit - 1000 Park Blvd. Tyler, TX 75957 - 40767 (Creditor)

Internal Revenue Service - PO Box 1234 Houston, TX 77002 - 40771 (Creditor)

U.S. Department of Education - 633 Spirit Drive Chesterfield, MO 63005 - 40769 (Creditor)

STEP 5 If no results are found or creditor is listed at a different address than the noticing address on your proof of claim, you will need to click on “Add Creditor” and add the creditor with the noticing address that is listed on your claim form.



Case 18-10013: Tommy Lee Test

No creditors found for selected search criteria

[Change search criteria](#)

[Add Creditor](#)

[Add Common Creditor](#)

[Edit Creditor](#)

STEP 6 The *Creditor Processing* screen appears. Review case number. Click Next.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the title "Creditor Processing". A form labeled "Case Number" contains the text "1:18-bk-10013". Below the form are two buttons: "Next" and "Clear".

STEP 7 The *Add Creditor(s)* screen appears. The creditor's name and correct noticing address should be added 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. Click Next.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the title "Add Creditor(s)". The screen displays the case number "18-10013 Tommy Lee Test". Below this is a text area for "Name and Address" containing the text "Bank of America", "1234 Broadway", and "Tyler, TX 75957". Below the text area is a dropdown menu for "Creditor type" set to "Creditor". Below this are radio buttons for "Creditor committee" with "No" selected, and a checkbox for "Entity" which is unchecked. At the bottom are two buttons: "Next" and "Clear".

STEP 8 The next screen tells how many creditors were added during the transaction. Usually, that number will be “1”. Click **Submit**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Add Creditor(s)

Total Creditors Entered 1

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Submit

STEP 9 *Creditors Receipt* screen appears – click on **File a Proof of Claim**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Creditors Receipt

Case Number	1:18-bk-10013
Total Creditors Added to Database	1

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

STEP 10 **The *Search for a Creditor Screen* reappears. Enter the name of the creditor added during *Creditor Processing* above. Click Next.**

The *Creditor Search* finds the name of the creditor. Select the creditor who was added with the correct noticing address. Click Next.



The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main content area is titled "Select a Creditor for Claim". Below this title, it displays "Case 06-10067-fm: Lawrence Welk". A dropdown menu is open, showing a list of creditors, with "Bank of America, N.A. - 1234 Money Street Dallas, TX 75201 - 63260" selected. Below the dropdown, there are two links: "Add Creditor" and "Edit Creditor". At the bottom of the form, there are two buttons: "Next" and "Clear".

STEP 11 The *Proof of Claim Information Screen* appears.

Note: If filing an “amended” proof of claim, the original claim number must be entered in the “Amends Claim #” field.

The “Filed by” field defaults to “creditor”. If filed by the debtor, change the field to “debtor”.

Enter the amount claimed, then entered secured or priority amounts, if applicable. Additional information may be inserted in the *Description/Remarks* fields. Click Next.

US ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout			
Proof Of Claim Information For 40766 - Bank of America 1234 Broadway Tyler, TX 75957			
Case Number: 18-10013	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Creditor ▾	
Last Date To File:	Date Filed: 05/17/2018		
Last Date To File(Govt):			
Claimed			
Amount Claimed <input type="text"/> <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</small>	Secured <input type="text"/> <small>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</small>	Priority <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</small>	
Description:	<input type="text"/>		
Remarks:	<input type="text"/>		
Amend options: <input type="radio"/> Clear All Amounts			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

STEP 12 The *Browse for a Document Screen* appears. Locate your pdf and upload. Click on “yes” to attachments if you are uploading additional pdf’s. Click Next when complete.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Case 18-10013

Filename

Browse... No file selected.

Attachments to Document: ☒ No ☐ Yes

Next Clear

After uploading your pdf’s you will receive a reminder regarding redactions and notification that submitting this screen commits the transaction.

Note: All Documents **MUST** be redacted before uploading to the CM/ECF system.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Case 18-10013

Filename

Browse... TEST_PDF.pdf

Attachments to Document: ☒ No ☐ Yes

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

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.**

The screenshot shows the CM/ECF Blue Menu Bar at the top with links: Bankruptcy, Adversary, Query, Report, Utilities, Search, and Logout. Below the bar, the page is titled "United States Bankruptcy Court Eastern District of Texas". The main heading is "Notice of Electronic Claims Filing". A message states: "The following transaction was received from testattyb on 5/17/2018 at 11:07 AM CDT". A link "File another claim" is provided. The transaction details are as follows:

Case Name:	Tommy Lee Test
Case Number:	18-10013
Creditor Name:	Bank of America 1234 Broadway Tyler, TX 75957
Claim Number:	1 Claims Register
Amount Claimed:	\$4567.00
Amount Secured:	
Amount Priority:	

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: TEST_PDF.pdf
Electronic document Stamp: