

## PROOF OF CLAIM

### (Amending a Proof Of Claim Originally Filed By Another Creditor, Filing An Original Proof Of Claim, Filing An Amended Proof Of Claim)

**NOTE:** Prior to proceeding with the instructions below, you will need to complete a Proof Of Claim Form (B 10 Official Form 10) and save it on your computer along with your supporting documentation as a .pdf file. During the claims filing process, you will be prompted to select this .pdf file to associate with the filing of your proof of claim.

**Step 1** - Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.



**Step 2** - The BANKRUPTCY EVENTS screen displays.



Click on **File Claims** hyperlink.

**Step 3** - The SEARCH FOR A CREDITOR screen displays.

**Search for Creditor**

Case Number

Name of creditor

Type of creditor

When filing a claim or amending a claim, you must first identify the creditor claimant in our database.

- Enter the correct case number using a hyphen between case year and case number. (Ex. 00-00000).
- Enter the first few letters of the creditor's full or partial name that you are filing the claim for. A partial name search will locate any creditor in this case with those words in their name. Alternatively, clicking next without entering any search criteria will display all creditors for this case.
- If the search results in the creditor not being found, you will add the creditor to the list of creditors prior to filing your claim.
- Accept the null default in the “Type of creditor” field to search for all types of creditors.

Type the search criteria in the “Name of Creditor” field.

Click the [Next] button to search for the creditor.

**Step 4** - The SELECT A CREDITOR screen displays.

This screen indicates that no creditor records matched your search criteria. You may change the search criteria or add the creditor if appropriate. To change the search criteria, click the “Change search criteria” link and repeat step 3 using a different search criteria.

If you determine that the creditor should be added, click on the “Add Creditor” link.

Then follow the instructions in Step 5 - Step 8.

**Select a Creditor for Claim**

Case 12-50010: George Jetson and Wilma Jetson

(select a creditor) ▼

[Add Creditor](#)

[Edit Creditor](#)

[Add Common Creditor](#)

Next Clear

The screen below indicates that at least one creditor record was found matching the search criteria. Click the down arrow to scroll through the list of creditors located by the search. The list will be displayed in alphabetical order.

If you see the screen illustrated below, proceed to Step 9.

**Select a Creditor for Claim**

Case 12-50010: George Jetson and Wilma Jetson

(select a creditor) ▼

[Add Creditor](#)

[Edit Creditor](#)

[Add Common Creditor](#)

Next Clear

**Step 5** - The CREDITOR PROCESSING screen will appear.

**Creditor Processing**

Case Number  
5:12-bk-50010

Next Clear

Confirm the case number.

Click the [Next] button.

**Step 6** - The ADD CREDITOR(S) screen will appear.

### Add Creditor(s)

**Case 12-50010 already contains creditors!**

**Case number 12-50010** George Jetson and Wilma Jetson

*Name may be 50 characters. Address may be 5 lines, 40 characters each.*

*More than one creditor may be entered. Separate creditors with a blank line.*

**Name and Address**

First Bank  
123 Pine View Road  
Macon, GA 31201

**Creditor type** Creditor

**Creditor committee**  No  Yes **Entity**

Next Clear

Add the creditor name and address information using the format seen in the above illustration.

Click the [Next] button.

**Step 7** - The ADD CREDITOR(S) screen appears.

### **Add Creditor(s)**

**Total Creditors Entered 1**

Submit

This confirms the total creditors added.

Click the [Submit] tab.

**Step 8** - The CREDITORS RECEIPT screen will appear.

### **Creditors Receipt**

Case Number	5:12-bk-50010
Total Creditors Added to Database	1

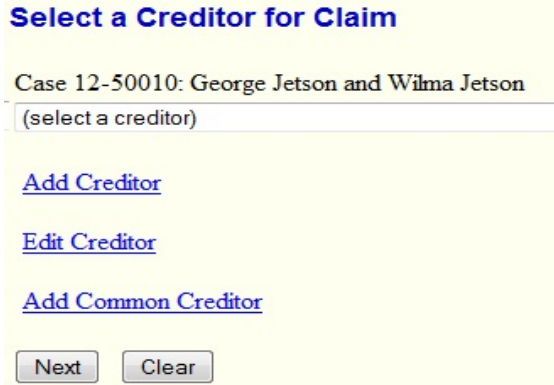
[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Click the “File A Proof of Claim” link to continue.

You will be prompted to search for the database again for the creditor you just added (as in step 3)

**Step 9** - The SELECT A CREDITOR screen displays.



**Select a Creditor for Claim**

Case 12-50010: George Jetson and Wilma Jetson

(select a creditor)

[Add Creditor](#)

[Edit Creditor](#)

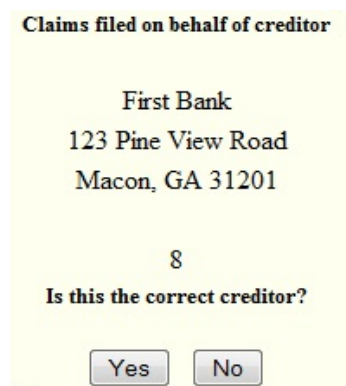
[Add Common Creditor](#)

This screen indicates that at least one creditor record was found matching the search criteria. If the search had not been successful a different screen would appear to allow you to change search criteria or add the creditor. Click the down arrow to scroll through the list of creditors located by the search. The list will be displayed in alphabetical order.

If the correct creditor and address information is found, click the creditor name to highlight and select it.

Click the [Next] button.

**Step 10** - A CONFIRMATION screen appears.



**Claims filed on behalf of creditor**

First Bank  
123 Pine View Road  
Macon, GA 31201

8

Is this the correct creditor?

Verify that the selected record is the correct entity and that the correct address for it displays. If this creditor has already filed a claim(s), the claim number(s) will appear below the address.

Accept the creditor record by clicking “Yes.”

**FOR INSTRUCTIONS ON HOW TO AMENDED A PROOF OF CLAIM ORIGINALLY FILED BY ANOTHER CREDITOR, SEE PAGES 8 -11**

**FOR INSTRUCTIONS ON HOW TO FILE AN ORIGINAL PROOF OF CLAIM SKIP TO PAGE 12**

**FOR INSTRUCTIONS ON HOW TO FILE AN AMENDED PROOF OF CLAIM, SKIP TO PAGES 13 - 18**

**TO AMEND A CLAIM ORIGINALLY FILED BY ANOTHER CREDITOR:**

In this example, Macon Bank has acquired First Bank. Macon Bank is not creating a new claim, but instead amending the claim already filed for this loan by First Bank. Macon Bank may amend claims filed by Macon Bank as well as those filed by First Bank.

After completing steps 3 - 9, confirm selection of the creditor record:

The CONFIRMATION SCREEN will appear.

**No claims have been filed on behalf of creditor**

Macon Bank  
123 Main Street  
Macon, GA

Is this the correct creditor?

Verify that the selected record is the correct entity and that the correct address displays. If this creditor has already filed a claim(s), the claim number(s) will appear below the address. Accept the creditor record by clicking “Yes”.

The PROOF OF CLAIM INFORMATION screen will appear next.

**Proof Of Claim Information For**

7692 - Macon Bank  
123 Main Street  
Macon, GA

Case Number: 12-50010	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Creditor ▼
Last Date To File:	Date Filed: 04/23/2012	
Last Date To File(Govt):		

Claimed		
Amount Claimed <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</small>	Secured <small>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</small>	Priority <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</small>
Description:		
Remarks:		

Amend options:  Clear Amounts, Description, and Remarks  Clear Description/Remarks  Clear all Amounts

- You must click the “Find” button to retrieve claims on this case.
- If you know the claim number of the claim to be amended, enter the claim number and click the “Find” button to retrieve that claim record.
- To list all claims for the “Filed by” type that you have selected, click the “Find” button.
- The options in the “Filed by” list are debtor, attorney, creditor, and trustee. If you know for certain that the claim was not filed by a creditor, you must select another option.



The following CREDITOR AND CLAIM INFORMATION screen appears.

<i>Creditor Name</i> ↓	<i>Claim #</i>	<i>Date filed</i>
First Bank	8	04/23/2012
First Bank	9	04/23/2012
First Bank II	1	02/14/2012
James Rowland, MD	3	02/14/2012
Liberty Hill Farm & Nursery	2	02/14/2012
Liberty Hill Farm & Nursery	5	02/22/2012
Lifelink of GA	7	02/24/2012
Rosson Signs	4	02/14/2012
Rosson Signs	6	02/24/2012

- If no claim number was requested, the resulting list will display the creditor name, claim number and date filed for each claim filed on the case.
- If the case has a large number of claims, there are two sort options to assist you in finding the correct claim record:
  - Clicking the Creditor Name column header will sort the listed claims alphabetically in either ascending or descending order.
  - Clicking the Claim # column header sorts the listed claims in numeric sequence by claim number.
- Any creditor can amend any claim filed for a case. Be sure that you choose the correct claim to amend.
- If you place your mouse over a creditor name, an information box will appear to help you verify the creditor address and account information before you select the claim.

Make your selection from the Creditor Name column by clicking on the name from the creditor name column to select the claim.

A CONFIRMATION screen will appear next.

<i>Creditor Name</i> ↓	<i>Claim #</i>	<i>Date filed</i>
First Bank	8	04/23/2012
First Bank		04/23/2012
First Bank II		02/14/2012
James Rowland, MD		02/14/2012
Liberty Hill Farm & Nursery		02/14/2012
Liberty Hill Farm & Nursery		02/22/2012
Lifelink of GA		02/24/2012
Rosson Signs		02/14/2012
Rosson Signs		02/24/2012

**Confirmation**

You are about to change the creditor for claim 9

From: First Bank (8156)  
123 Pine View Road  
Macon, GA 31201

To: Macon Bank (7692)  
123 Main Street  
Macon, GA

Do you want to continue?

**WARNING!** Changing creditor information associated with this claim is for claim amendments only. To transfer the claim, click Cancel and follow the court's procedure for transferring a claim.

Since you are not the original filer of this claim, a confirmation message appears warning that you are about to change creditor information associated with this claim.

Verify the information on the screen.

Click "Continue" to proceed.

The PROOF OF CLAIM INFORMATION screen appears.

**Original claim information:**

Proof Of Claim Information For		
7692 - Macon Bank 123 Main Street Macon, GA		
Case Number: 12-50010	Amends Claim #: 9 <input type="button" value="Find"/>	Filed By: Creditor ▼
Last Date To File:	Date Filed: 04/23/2012	
Last Date To File(Govt):		
Claimed		
Amount Claimed 52400.20 <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; 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:		
Remarks:		
Amend options: <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear all Amounts		
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

This screen above, (original claim information) allows you to amend the claim information for the selected claim. It is important to remember that this amended claim and its dollar value will take the place of the original claim.

**Amended claim information:**

Proof Of Claim Information For		
7692 - Macon Bank 123 Main Street Macon, GA		
Case Number: 12-50010	Amends Claim #: 9 <input type="button" value="Find"/>	Filed By: Creditor ▼
Last Date To File:	Date Filed: 04/23/2012	
Last Date To File(Govt):		
Claimed		
Amount Claimed 52400.20 <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</small>	Secured 45000.00 <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:		
Remarks:		
Amend options: <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear all Amounts		
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

The illustration above, (amended claim information) shows that the claim information was amended by adding a secured amount. Remarks were also entered in the “Remarks” field.

- An Amend Options radio button can be used to clear amounts from the amount claimed fields prior to the entry of new amounts.
- Tab to the fields in the “Amount Claimed” area to enter claim amounts in the appropriate fields.
- Enter description and / or remarks if appropriate.

Click the [Next] button.

Skip to pages 16 - 18 for the remaining instructions for this task.

## FILING AN ORIGINAL PROOF OF CLAIM (continued from page 6)

The PROOF OF CLAIM INFORMATION screen appears.

Proof Of Claim Information For		
8156 - First Bank 123 Pine View Road Macon, GA 31201		
Case Number: 12-50010	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Creditor ▼
Last Date To File:	Date Filed: 4/23/2012	
Last Date To File(Govt):		
Claimed		
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Description:	<input type="text"/>	
Remarks:	<input type="text"/>	
Amend options: <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear all Amounts		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

The options in the “Filed by” list are debtor, attorney, creditor, and trustee. If you know for certain that the claim you are filing is not by a creditor, you may select another option.

Tab to enter claim amounts in the appropriate fields.

Enter additional information in the “Description” or “Remarks” fields if appropriate.

The Amend options radio buttons can be used to clear amounts from the amount claimed fields if necessary.

Click the [Next] button.

Skip to pages 16 - 18 for the remaining instructions for filing an original claim.

## FILING AN AMENDED CLAIM (instructions continued from page 6)

The PROOF OF CLAIM INFORMATION screen appears next.

Proof Of Claim Information For		
7692 - Macon Bank 123 Main Street Macon, GA		
Case Number: 12-50010	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Creditor ▼
Last Date To File:	Date Filed: 04/24/2012	
Last Date To File(Govt):		
Claimed		
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Description:	<input type="text"/>	
Remarks:	<input type="text"/>	
<b>Amend options:</b> <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear all Amounts		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

To amend a claim already filed for this creditor, you must click the “Find” button to retrieve claims on this case.

If you know the claim number of the claim to be amended, enter the claim number and click the “Find” button to retrieve that claim record.

To list all claims for the “Filed by” type that you have selected, click the “Find” button.

The options in the “Filed by” list are debtor, attorney, creditor, and trustee. If you know for certain that the claim was not filed by a creditor, you must select another option.

Click the [Next] button.

The following CREDITOR AND CLAIM INFORMATION screen appears.

<i>Creditor Name</i> ↓	<i>Claim #</i>	<i>Date filed</i>
First Bank	8	04/23/2012
First Bank II	1	02/14/2012
James Rowland, MD	3	02/14/2012
Liberty Hill Farm & Nursery	2	02/14/2012
Liberty Hill Farm & Nursery	5	02/22/2012
Lifelink of GA	7	02/24/2012
Macon Bank	9	04/23/2012
Rosson Signs	4	02/14/2012
Rosson Signs	6	02/24/2012

- If no claim number was requested, the resulting list will display the creditor name, claim number and date filed for each claim filed on the case.
- If the case has a large number of claims, there are two sort options to assist you in finding the correct claim record:
  - Clicking the Creditor Name column header will sort the listed claims alphabetically in either ascending or descending order.
  - Clicking the Claim # column header sorts the listed claims in numeric sequence by claim number.
- Any creditor can amend any claim filed for a case. Be sure that you choose the correct claim to amend.
- If you place your mouse over a creditor name, an information box will appear to help you verify the creditor address and account information before you select the claim.

Make your selection from the Creditor Name column by clicking on the creditor name.

The PROOF OF CLAIM INFORMATION screen appears.

Proof Of Claim Information For		
7692 - Macon Bank 123 Main Street Macon, GA		
Case Number: 12-50010	Amends Claim #: 9 <input type="button" value="Find"/>	Filed By: Creditor ▼
Last Date To File:	Date Filed: 04/24/2012	
Last Date To File(Govt):		
Claimed		
Amount Claimed 52400.20 <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	Secured 45000.00 <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority  <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Description:		
Remarks:		
Amend options: <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear all Amounts		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

Now you can make an amendment to the selected claim. The amended claim will not receive a new claim number. It will be identified by an extension - for example (4-2).

The Amend options radio button “Clear all Amounts” can be used to clear amounts from the amount claimed fields prior to the entry of new amounts.

Enter the amount(s) in the appropriate field(s), then press the tab key to progress through the fields.

Enter description and / or remarks if appropriate. In the illustration below, the secured amount for claim #9 has been changed and remarks have been entered in the “Remarks” field.

Proof Of Claim Information For		
7692 - Macon Bank 123 Main Street Macon, GA		
Case Number: 12-50010	Amends Claim #: 9 <input type="button" value="Find"/>	Filed By: Creditor ▼
Last Date To File:	Date Filed: 04/24/2012	
Last Date To File(Govt):		
Claimed		
Amount Claimed 52400.20 <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	Secured 34000.00 <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority  <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Description:		
Remarks:	corrected secured amount	
Amend options: <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear all Amounts		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

Click the [Next] button.

The SELECT PDF screen displays.

Case 12-50010

Filename

Browse...

Attachments to Document:  No  Yes

Next Clear

Select the .PDF file to associate with this event. Click the Browse button to begin locating the .pdf claim form. Locate your proof of claim .pdf document in your computer's directory. Double click or click the open button so that the path to the proof of claim form will display in the Filename field.

Click the [Next] button.



The NOTICE OF ELECTRONIC CLAIMS FILING screen displays.

Notice of Electronic Claims Filing

The following transaction was received from Jones, J. on 4/23/2012 at 12:24 PM EDT

[File another claim](#)

**Case Name:** George Jetson and Wilma Jetson

**Case Number:** [12-50010](#)

**Creditor Name:** First Bank  
123 Pine View Road  
Macon, GA 31201

**Claim Number:** [9](#) [Claims Register](#)

**Amount Claimed:** \$52400.20

**Amount Secured:**

**Amount Priority:**

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

**Document description:**Main Document

This screen is a partial illustration of a Notice of Electronic Claims Filing. This notice serves as verification of the date and time the claim was filed.

For claims amended by a creditor other than the original creditor, the claim will now be found under the amended creditor's name.

Notice of Electronic Claims Filing

The following transaction was received from Jones, J. on 4/23/2012 at 12:50 PM EDT

[File another claim](#)

**Case Name:** George Jetson and Wilma Jetson

**Case Number:** [12-50010](#)

**Creditor Name:** Macon Bank  
123 Main Street  
Macon, GA

**Claim Number:** [Amended 9](#) [Claims Register](#)

**Amount Claimed:** \$52400.20

**Amount Secured:** \$45000.00

**Amount Priority:**

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

**Document description:**Main Document

If you file an amended claim, it will be noted on the “Claim Number” line.

Notice of Electronic Claims Filing

The following transaction was received from Jones, J. on 4/24/2012 at 1:05 PM EDT

[File another claim](#)

**Case Name:** George Jetson and Wilma Jetson

**Case Number:** [12-50010](#)

**Creditor Name:** Macon Bank  
123 Main Street  
Macon, GA

**Claim Number:** [Amended 9](#) [Claims Register](#)

**Amount Claimed:** \$52400.20

**Amount Secured:** \$34000.00

**Amount Priority:**

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

**Document description:** Main Document

Notice the blue hyperlinks.

Click on the “File another claim” link at the top of the Notice of Electronic Claims Filing screen to file another claim.

To view the case docket, click on the case number (12-50010)

To view the claim you just filed, click on the claim number “9”

To view the claims register, click on “Claims Register”

**NOTE:** To view information from any of the above mentioned hyperlinks, you must have a PACER account. PACER fees will apply to documents viewed and / or printed.