

PROOF OF CLAIM

Please see [Notice to Bar and Public Re Certain Chapter 13 Payment Dispute Issues](#) dated January 4, 2005. This notice states in part, “. . . . A creditor’s proof of claim in an amount different from that set forth in a Debtor’s Chapter 13 Plan, shall constitute an Objection to Confirmation of the Plan. . . .so long as the proof of claim is served upon the debtor, debtor’s attorney, chapter 13 trustee and any other party in interest at least seven days prior to the confirmation hearing date. . . .”

STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **Claim Filing** category

STEP 3 Enter case number in the appropriate field and the Last/Business Name of the creditor in the Name of Creditor box - DO NOT change “type” of creditor; click [NEXT] to search

Search Hints for Creditor Database

- Searching is case sensitive.
- Include punctuation.
- Partial names can be entered.
- Significant words or names are effective (Radio for Radio Shack or Northwest Radiology).
- Try alternate search clues if your first search is not successful.
- Wildcards (*) are not required but may be used.

STEP 4

IF	AND	THEN
Creditor HAS been added to case	Address is CORRECT	Click [NEXT] and proceed to Step 5
Creditor HAS been added to case	Address is INCORRECT	Click [NEXT] and proceed to STEP 5. Enter applicable information and enter Address on Proof of Claim differs from address in creditor database in the remark field.
Creditor has NOT been added to case		<p>A). Click [ADD CREDITOR]; the case number will fill in automatically; click [NEXT].</p> <p>B). Enter the creditor's information; click the [LAST ENTRY] radio button; click [NEXT].</p> <p>C). Click [SUBMIT].</p> <p>D). Click [FILE A PROOF OF CLAIM] to proceed to the Creditor Search screen; return to Step 3.</p>

STEP 5 Enter information where applicable on Proof of Claim Information screen.

- TIPS:**
- Use *Amends Claim #* or *Duplicates Claim #* fields only when appropriate.
 - Always select *Creditor* in “Filed By” field.
 - Enter the amount(s) of the claim in the appropriate fields: Secured, Unsecured or Priority; the total field will automatically calculate.
- ☛ *TIP - Amounts must be entered without a dollar sign (\$).*

- DO NOT complete “Description” filed.
- If creditor’s address on proof of claim differs from that in the creditor database, please enter **Address on Proof of claim differs from address in creditor database** in the “Remark” field. Otherwise leave this field blank.

Click [NEXT]

STEP 6 Upload PDF file and any attachments; click [NEXT]

☛ *TIP - No description is necessary if adding attachments.*

STEP 7 **Notice of Electronic Claims Filing** displays