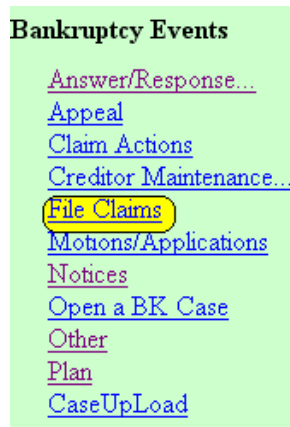


TO FILE A PROOF OF CLAIM

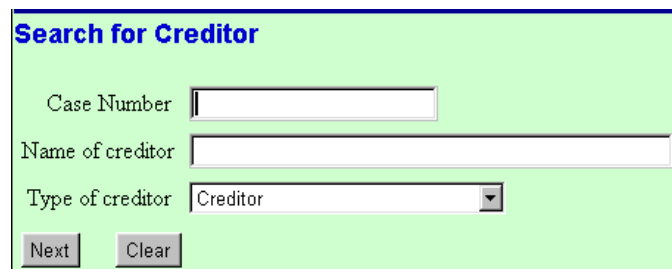
- * Click **Bankruptcy** on the CMECF Main Menu bar.

The **Bankruptcy Events** screen appears as shown below.



- * Click **File Claims**

The **Creditor Search** screen appears as shown below.



The screenshot shows a form titled "Search for Creditor" with the following fields and buttons: "Case Number" (text input), "Name of creditor" (text input), "Type of creditor" (dropdown menu with "Creditor" selected), "Next" button, and "Clear" button.

- * Enter the case number in the **Case Number** box.

Search for Creditor

Case Number

Name of creditor

Type of creditor

NOTE: If you do not know exactly how the creditor's name is registered in the database, it may be best if you **do not** enter the creditor's complete name in the **Name of Creditor** field.

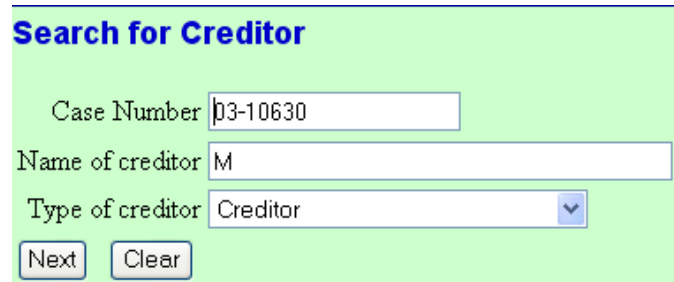
* **To search for the creditor** in the case's database, you could either:

a) Enter a portion of the creditor's name in the **Name of Creditor** box and click **Next**.

OR

b) **DO NOT** enter anything in the **Name of Creditor** box and just click **Next**.

If you typed a **letter or portion of the creditor's name** as shown in the Creditor Search screen shown below.



Search for Creditor

Case Number

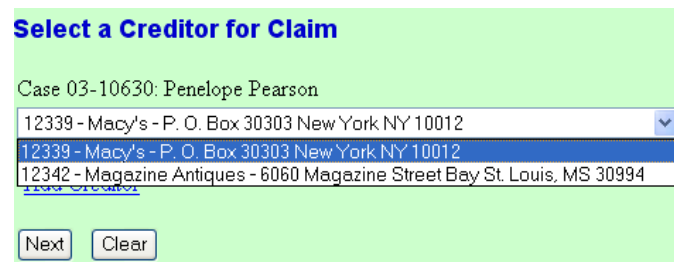
Name of creditor

Type of creditor

The **Type of Creditor** field default is “**Creditor**”.

- * Do not change the default in the **Type of Creditor** field.
- * Click **Next**.

The **Creditor Selection** screen appears as shown below with the creditor's name highlighted or with a list of creditors that meet your search criteria.



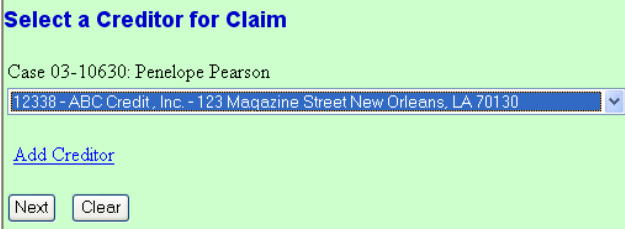
Select a Creditor for Claim

Case 03-10630: Penelope Pearson

- * If your creditor is in the drop-down list, select the creditor.
- * Click **Next** and proceed to Page 14.8.
- * If the creditor is not in the case's database, proceed to Page 14.5.

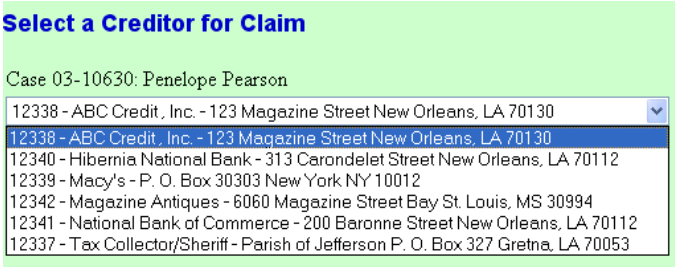
If you do not enter anything in the Name of Creditor box, click **Next**.

The **Creditor Selection** screen appears as shown below.



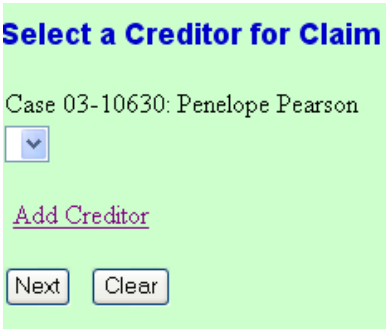
NOTE: IF the creditor is in the **case's** database, it will be included in the drop-down list.

- * Click the down arrow in the Creditor Selection screen and a list of creditors in the case will appear as shown in the screen below.



- * Select the creditor.
- * Click **Next** and proceed to Page 14.8.

If the creditor is NOT in the case database, the following screen will appear.



- * Click the **Add Creditor** button.
- * When you click the **Add Creditor** button, the Case Number screen appears.
- * Verify the case number then click **Next**.

The **Add Creditor** screen appears as shown below.

Add Creditor(s)

Case 02-10222 already contains creditors!
Case number 02-10222 Bradley Brown

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee No Yes

Continue To Enter Last Entry

- * Type the creditor's name and complete mailing address.
- * In the **Type** box, accept the default of **Creditor**.
- * At the **Creditor committee** prompt, accept the default of **No**.
- * The default is **Continue to Enter** (other creditors). Change the default to **Last Entry**.
- * Click **Next**.

The Add Creditor screen appears as shown below advising that you're adding one (1) creditor.



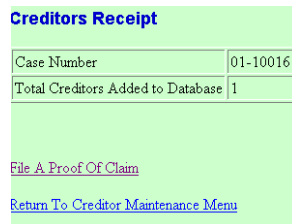
Add Creditor(s)

Total Creditors Entered 1

Submit

- * Confirm the addition and click the **Submit** button.

The Creditor Receipt screen appears as shown below verifying the addition of one (1) creditor to the database of the case.



Creditors Receipt

Case Number	01-10016
Total Creditors Added to Database	1

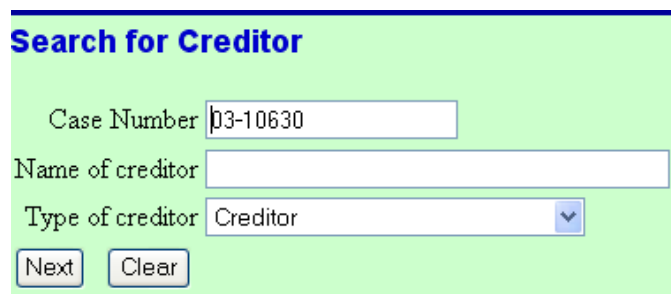
[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

You may now proceed to file your proof of claim.

- * Click **File a Proof of Claim**.

The **Creditor Search** screen appears as shown below.



Search for Creditor

Case Number

Name of creditor

Type of creditor

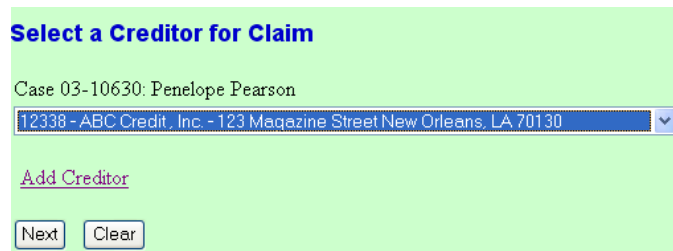
Next Clear

Enter the creditor's name and click **Next**

OR

Just click **Next**.

The **Creditor Selection** screen appears.



Select a Creditor for Claim

Case 03-10630: Penelope Pearson

12338 - ABC Credit, Inc. - 123 Magazine Street New Orleans, LA 70130

[Add Creditor](#)

Next Clear

- * Click the down arrow to the right of the box and make the appropriate creditor selection.

- * Click **Next**.

Continued on next page.

The **Proof of Claim** screen appears as shown below.

Proof Of Claim Information For				
3407 - ABC Credit , Inc. 123 Magazine Street New Orleans, LA 70130				
Case Number: 02-10262	Claim No:	Amends Claim # <input type="text"/>	Duplicates Claim # <input type="text"/>	Filed By: Creditor <input type="button" value="v"/>
Last Date To File:	Last Date To File(Govt):	Date Filed: 03/05/2002	Late: No <input type="button" value="v"/>	Status: <input type="button" value="v"/>
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Or <input type="text"/>
Amount Allowed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Or <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

- * Change the **Filed By** box from Creditor to **Attorney** by clicking on the down arrow and making the selection.

NOTE: When entering amounts in the Proof of Claim screen, do not use \$ signs or commas.

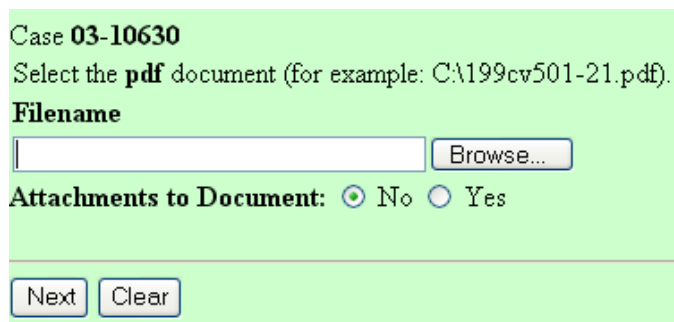
You may use decimals in entering amounts.

Enter the claim amount(s) in one of the box(es) marked “Unsecured”, “Secured”, “Priority” or “Unknown.”

DO NOT enter an amount in the “Total” field as doing so will cause the Notice of Electronic Filing to record the claim amount as “0” (zero).

- * Enter the claimant’s information in the appropriate field(s).
- * When completed, click **Next**.

The **PDF Selection** screen appears as shown below.

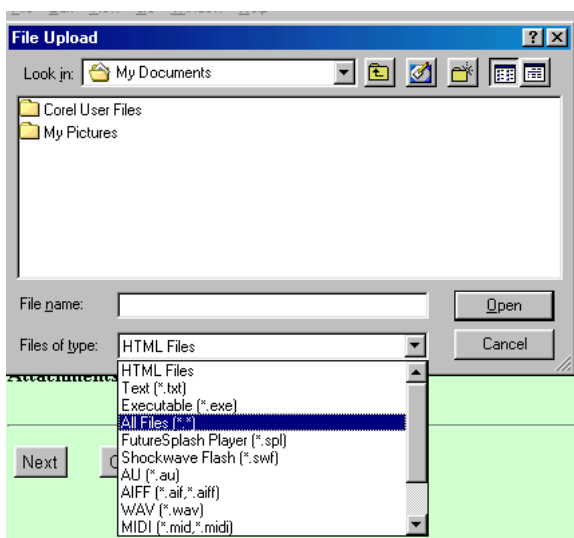


You must locate, preview and associate the PDF file.

- * Click the **Browse** button.

The File Upload screen appears as shown below.

- * Click the down arrow to the right of the **Files of type** field as shown.

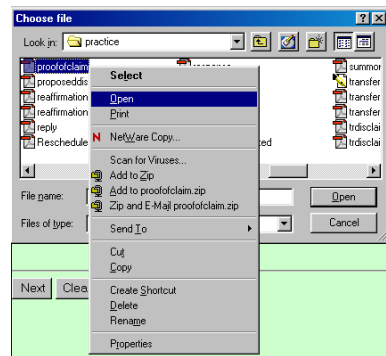


- * In the drop-down box, click on **All Files(*.*)**.
- * Locate the appropriate PDF file.

NOTE: Always preview a file before you associate it with the docket entry.

- * To preview the file, right click on the file.

A drop-down menu as shown below will appear.

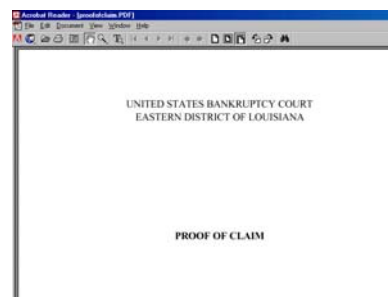


- * Click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



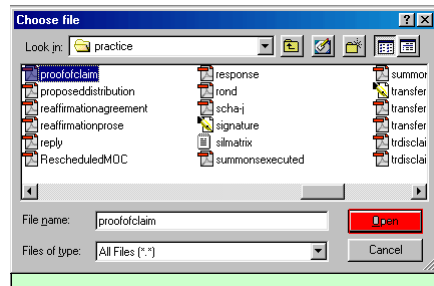
The selected file will open with Adobe Acrobat Reader.



- * Check the file to confirm that it is the correct one.
- * Close Acrobat Reader by clicking the **X** on the (dark blue) Adobe Title Bar.

This will bring you back to the File Upload window.

- * Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This associates the PDF file with the docket entry as shown in the screen below.

Case **02-10262**
 Select the **pdf** document (for example: CA199cv501-21.pdf).
Filename

Attachments to Document: No Yes

- * **If there is an attachment to the file**, select the **Yes** box to the right of the “attachment” prompt.

- * Click **Next** and proceed to the next page.

- * **If there is no attachment to the proof of claim**, accept the default of **No**.

This is your final screen! Your last chance to make corrections or to check information.

- * If it’s correct, click **Next**.

The Notice of Electronic Filing appears as shown on Page 14.14.

IF THERE IS AN ATTACHMENT TO THE PROOF OF CLAIM,

NOTE: The attachment will be a separate PDF file which contains, for example, an invoice, promissory note or some other support document.

An attachment will be identified in the docket text and the attachment image will be accessible by clicking on the hyperlink within the docket entry.

* If you selected **Yes** to the “Attachment” prompt,

The **Attachment Selection** screen appears as shown below.

SEC Filing System Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion:
[01-10016 Abraham Lincoln and Mary Lincoln](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is...

<input type="text"/>	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>

You need to locate, preview and associate the attachment file.

* Click the **Browse** button.

* Locate, preview and associate the attachment file.

- * After you have the attachment file associated with the entry, type a brief description of the attachment in the **Description** box as shown below.

Select one or more attachments.
Case 02-10262
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename
L:\practice\pcattachment.pdf
2) At your option, select a document type and/or enter a description.
Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- * Click the **Add to List** button.

The file is added to the **List** box as shown below and the cursor returns to Step 1 of the screen.

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename

2) At your option, select a document type and/or enter a description.
Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
L:\practice\attachment PDF

To include additional “attachment” files, repeat from Step 1 on the screen.

This is your final screen - the “screen of no return.”

- * If it’s correct and all “attachment” files have been associated, click **Next**.

The Notice of Electronic Filing appears as shown below.

Notice of Electronic Claims Filing

The following transaction was received from Crotty, Hcred on 3/18/2002 at 10:08 AM CST

Case Name: Abraham Lincoln and Mary Lincoln
Case Number: [01-10016](#)
Magazine Antiques
Creditor Name: 6060 Magazine St.
Bay St. Louis, MS 30994
Claim Number: [10](#)
Total Amount Claimed: \$1235.50

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

Document description:Main Document
Original filename:L:/practice/proofofclaim.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=988663450 [Date=3/18/2002] [FileNumber=34015-0] [
01-10016 Notice will be electronically mailed to:

Haty Crotty hrcrotty@mail.com

Htr Crotty trcrotty@world.com,

01-10016 Notice will not be electronically mailed to:

Joe Cocker
8888 Old Glory Road
New Orleans, LA 70123

Allen Harvey
Seale Daigle & Ross
11750 Bricksome Ave.
Suite B
Baton Rouge, LA 70816

Sherlock Holmes
3456 North Causeway Blvd.
Metairie, LA 70002