

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

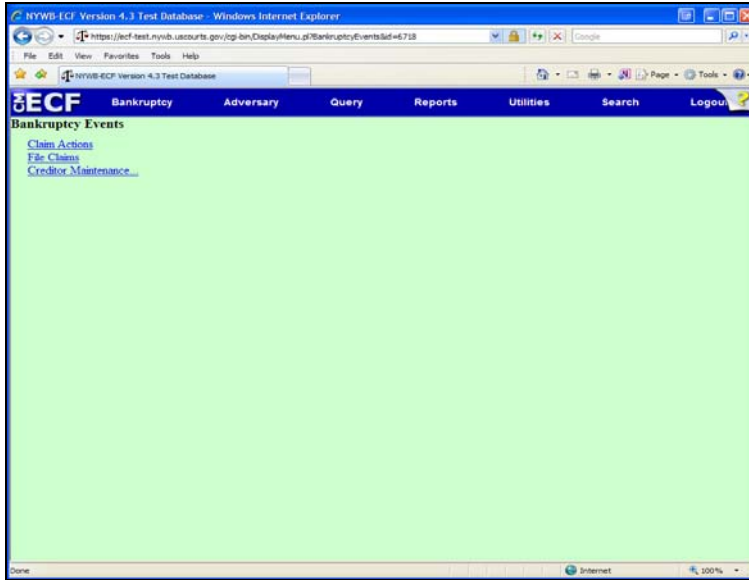
File a Proof of Claim



To begin, from the blue bar, click on the word: Bankruptcy

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File a Proof of Claim

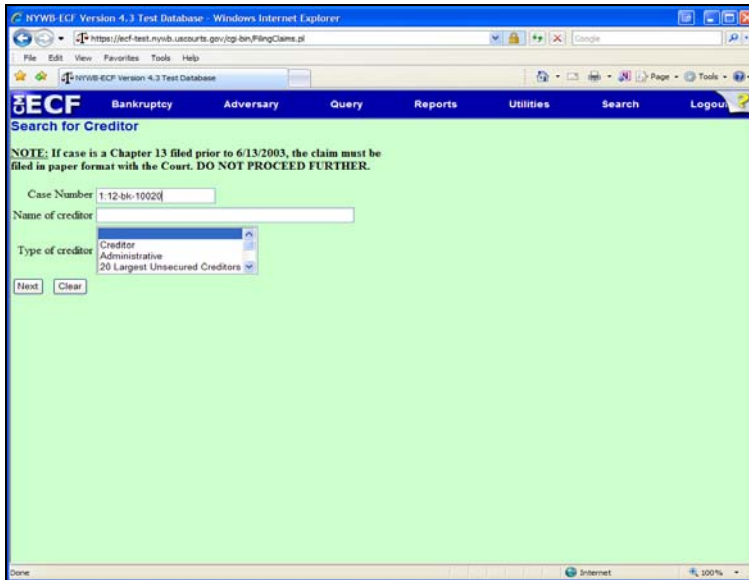


Bankruptcy Events:

Click: File Claims

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The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows "https://ecf-test.nywb.uscourts.gov/cgi-bin/FilingClaims.pl". The page has a blue header with the ECF logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Search for Creditor" and contains a note: "NOTE: If case is a Chapter 13 filed prior to 6/13/2003, the claim must be filed in paper format with the Court. DO NOT PROCEED FURTHER." Below the note are three input fields: "Case Number" with the value "1-12-bk-10020", "Name of creditor" (empty), and "Type of creditor" with a dropdown menu showing "Creditor", "Administrative", and "20 Largest Unsecured Creditors". At the bottom of the form are "Next" and "Clear" buttons.

Search for Creditor:

You can Search for a specific creditor by typing the creditor name in the box
OR
you can view ALL creditors in the case by clicking Next.

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File a Proof of Claim

Select a Creditor for Claim

Case 1-12-10020-CLB: Fred T Flintstone and Wilma M Flintstone
Chapter: 7
Trustee: Daniel E. Brick
Case is asset

Please select/add the Noticing Address, NOT the Payment Address

(select a creditor) ▼

[Add Creditor](#)

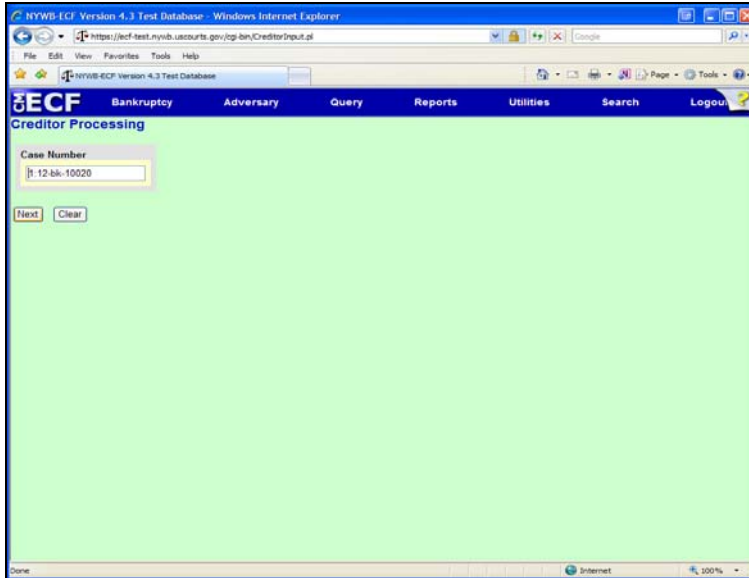
Select a Creditor for Claim:

- Use the Noticing Address, not the Payment Address
- Select an existing creditor from the drop down list. The creditor name and address MUST be an exact match to your pdf.
- If the list does not contain a creditor with an exact match to your pdf, you MUST add a new creditor before filing the Proof of claim.
Click on: Add Creditor

See next page for how to add a new creditor

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Creditor Processing:

You are now in: Creditor Processing

To continue, click: Next

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The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows a URL starting with "https://ecf-test.nywb.uscourts.gov/cgi-bin/CreditorInput.pl?1577302603581814_1_0-1". The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is green and titled "Add Creditor(s)". It contains a message: "Case 1-12-10020-CLB already contains creditors!". Below this, it says "Case number 1-12-10020-CLB Fred T Flintstone and Wilma M Flintstone" and provides instructions: "Name may be 30 characters. Address may be 3 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line." There is a text input field for "Name and Address" containing "Citibank, NA", "300 Main Street", and "Buffalo, NY 14202". Below the field is a "Creditor type" dropdown menu set to "Creditor". There are radio buttons for "Creditor committee" with options "No" (selected), "Yes", and "Entire". At the bottom of the form are "Next" and "Clear" buttons.

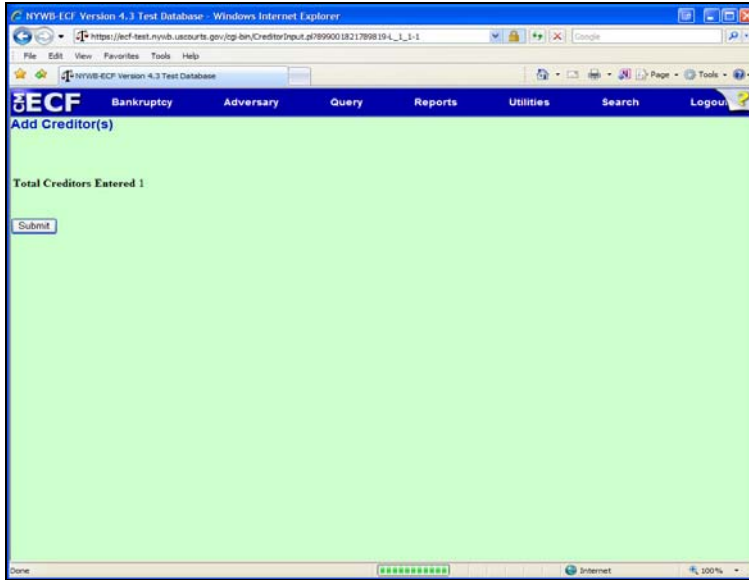
Add Creditor(s):

Enter the Creditor name and address EXACTLY as it appears on the pdf.

To continue, click: Next

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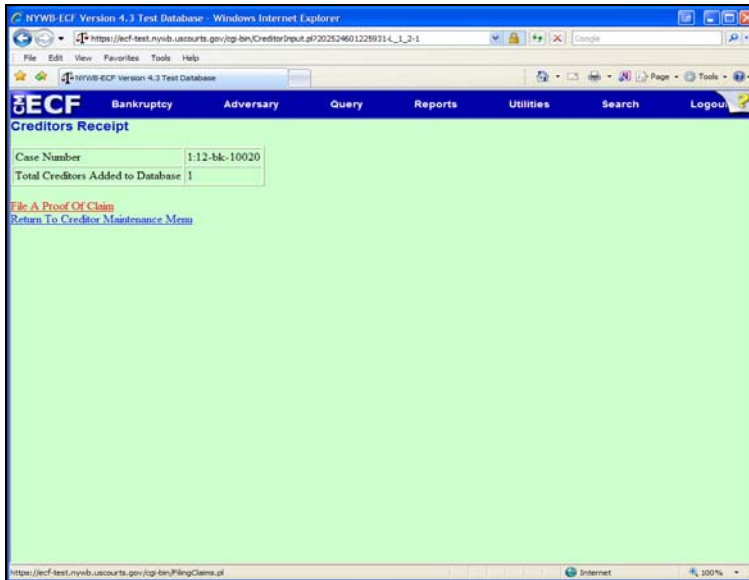


Add Creditor(s):

You MUST click Submit to add the creditor to the case.

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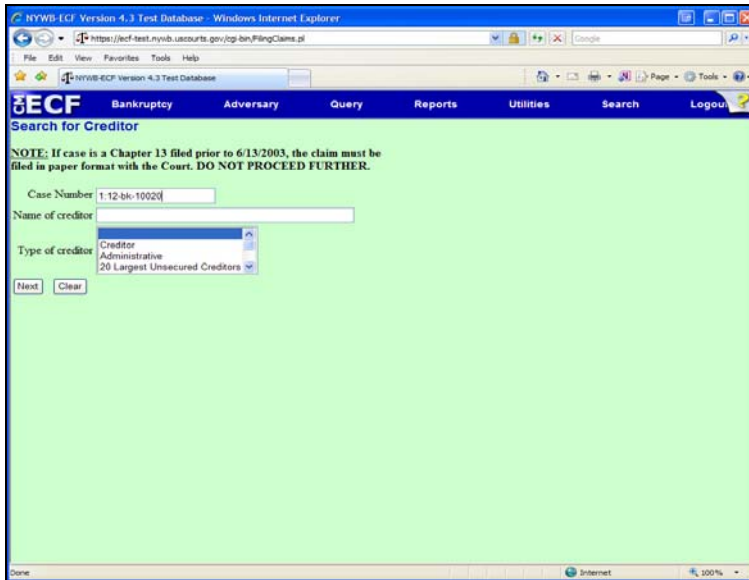


Creditors Receipt:

- This screen is confirmation that the creditor has been added to the case.
- Now, go back to filing the Claim, click: File a Proof Of Claim

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File a Proof of Claim

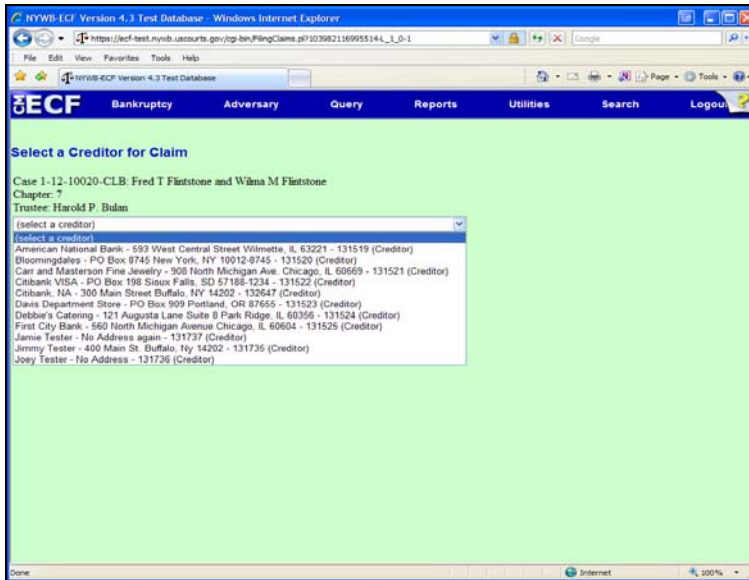


Search for Creditor:

You can enter the creditor name or click Next to view ALL creditors.

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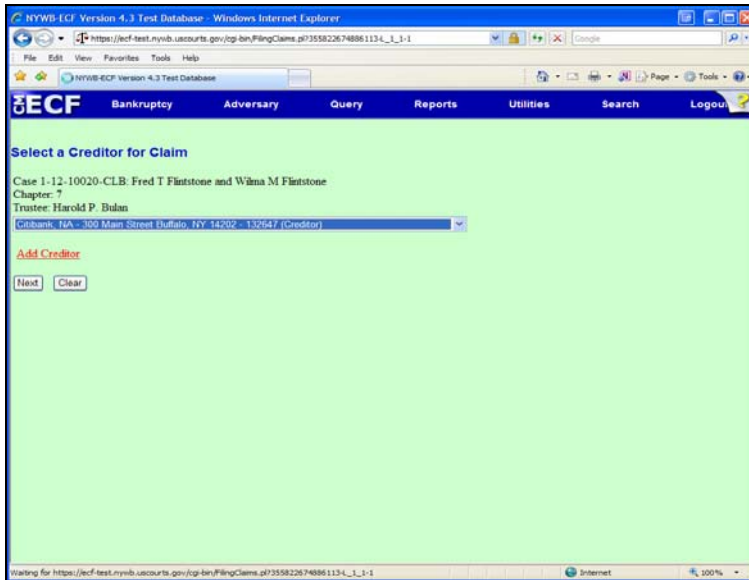
Select a Creditor for Claim:

To view ALL creditors, click on the down arrow.

Select and click on the creditor.

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Select a Creditor for Claim:

The selected creditor is shown.

Click: Next

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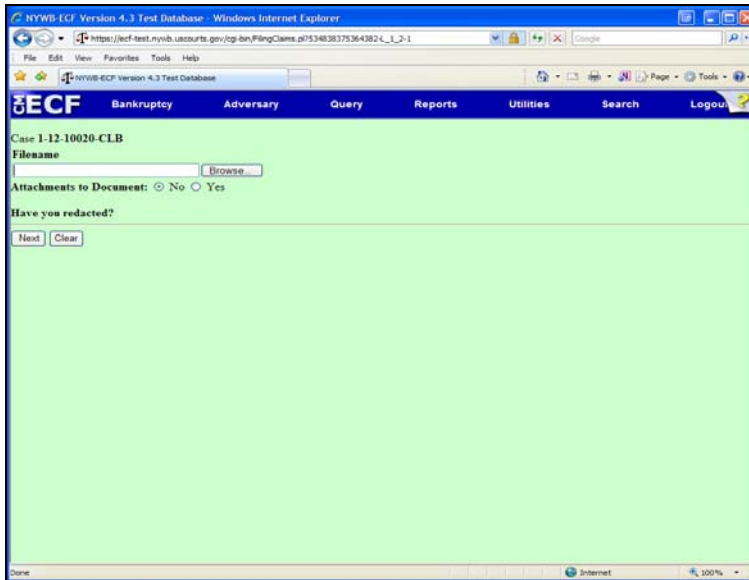
The screenshot shows a web browser window displaying the ECF system interface. The page title is "Proof of Claim Information For" and it is for case number 1-12-10020-CLB. The creditor is identified as 132647 - Citibank, NA, located at 300 Main Street, Buffalo, NY 14202. The form includes fields for "Amends Claim #", "Filed By" (set to Creditor), "Last Date To File" (08/02/2012), and "Date Filed" (11/20/2012). There are also fields for "Amount Claimed" (100.00), "Secured" (75.00), and "Priority". A "Description" field is present, along with "Remarks" and "Amend options" (Clear all Amounts). A "Next" button is visible at the bottom left of the form area.

Proof of Claim Information:

To continue, click: Next

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- Case 1:12-10020-CLB
- Filename:
- Attachments to Document: No Yes
- Have you redacted?:

Filename:

- Attach the pdf.
- The B 410 form and supporting documents can be combined.

Click: Next

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File a Proof of Claim

Case 1-12-10020-CLB

Filename
Choose File 1_5 Page Motion.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

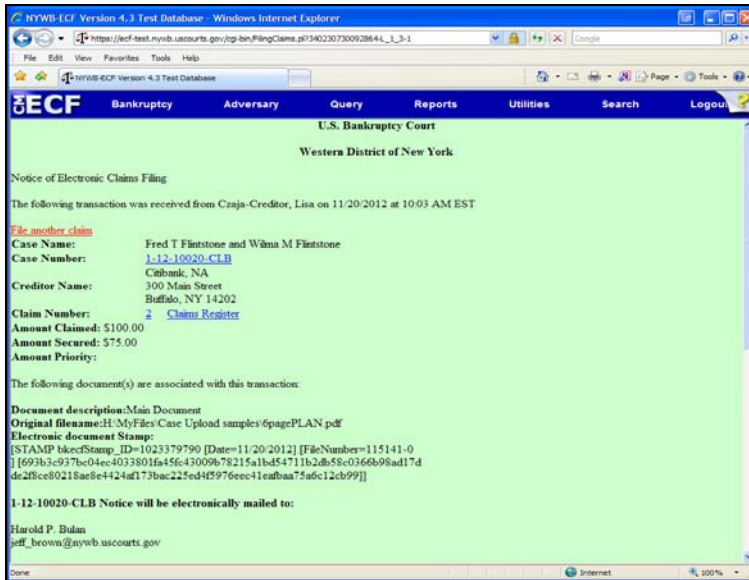
This is your last screen before filing the claim.

Have you redacted?

Click: Next

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Notice of Electronic Claims Filing:

This is your receipt of filing.
The Claim Number is shown.