UNITED STATES BANKRUPTCY COURT

Western District of Washington

Creditor Manual

For Filing Claims and Claims Related Documents Electronically

Help Desk

The Clerk's Office has a Help Desk to answer questions while you're filing documents in the Electronic Case Files system. Call and a court staff member will be there to answer your questions:

206-370-5280 (7:30 am - 5:00 pm M-F) for **Seattle** cases
253-882-3939 (7:30 am - 5:00 pm M-F) for **Tacoma** cases

You also can send an Email to the

Seattle Help Desk at ECFHelp_Seattle@wawb.uscourts.gov ,
Tacoma Help Desk at ECFHelp_Tacoma@wawb.uscourts.gov.

Need to speak with someone at the court about a non-ECF matter? Here are some important telephone numbers for you:

All **general information and questions regarding filing cases,**

call (206) 370-5200 for the Seattle area

call (253) 882-3900 for the Tacoma area

To **register for Public Access to Court Electronic Records (PACER)** to view case files over the Internet, call 1-800- 676-6856.

If you have questions about a **specific case, other than how to file electronically,** you can call the case manager. Cases are assigned according to the last two digits **(terminal digits)** of the case number. Check the court's Telephone List on the Web site at http://www.wawb.uscourts.gov for the case manager's extension.

For questions related to **hearings/trials** or to **request a hearing date,** please contact the judge's secretary or courtroom deputy.

Chief Judge Karen Overstreet	Duffy Clarke, Secretary Phyllis Jones, Courtroom Deputy	(206) 370-5336 (206) 370-5331
Judge Philip Brandt (Seattle Chambers)	Suzan Gallup, Courtroom Deputy	(206) 370-5321
Judge Philip Brandt (Tacoma Chambers)	Juanita Kandi, Secretary Mary Snarski, Courtroom Deputy	(253) 882-3960 (253) 882-3961

Judge Thomas Glover	Dianne Berst, Secretary Kim Kelley, Courtroom Deputy	(206) 370-5316 (206) 370-5311
Judge Paul Snyder	Debby Vincent, Secretary Shawn Utley, Courtroom Deputy Pattie Adams, **Ch 13** Courtroom Deputy Audrey Smith-Gervasi	(253) 882-3950 (253) 882-3951 (253) 882-3952 (253) 882-3963
Judge Samuel Steiner	Ruth Barnett, Secretary Janice Brooks, Courtroom Deputy	(206) 370-5306 (206) 370-5301

Using a Browser to Log On To Electronic Case Files (ECF)

The following instructions will guide you in the basic use of a browser to log on to the Electronic Case Files (ECF) system. You should use Internet Explorer 5.5 or higher. This is the ONLY browser supported by the most recent version of Treasury's Pay.gov system, version 3.2. Other browsers may work, but are not supported by the Department of Treasury. Netscape 4.7 will work in CM/ECF as long as interaction with Pay.gov for fee payment is not necessary.

STEP 1 On your PC desktop, access **Internet Explorer** by clicking on the icon. (Internet Explorer **Figure 1**).

Internet Explorer.lnk

Figure 1

STEP 2 The **NETSCAPE COMMUNICATOR** or **INTERNET EXPLORER** screen displays.

- ❑ Enter the URL for the ECF document filing system or training database.

> ▶ To access the ECF site, enter
>
> **https://ecf.wawb.uscourts.gov**
>
> ▶ To access the training database, enter
>
> **https://ecf-train.wawb.uscourts.gov**

STEP 3 The **WELCOME TO U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF WASHINGTON** page displays.

❑ Select the **Western District of Washington - Document Filing System** hyperlink

STEP 4 The **ECF/PACER LOGIN** screen displays.

❑ Enter the ECF login and password that you received when you registered to be an Electronic Case Files participant. This is the login you'll use to electronically file documents.

OR

❑ Enter your Public Access to Court Electronic records PACER login and password to view electronic case files. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

STEP 5 The ECF Menu Bar displays **(See Figure 1.)**

Figure 1

❑ Select **Bankruptcy** from the Menu Bar.

❑ Click the yellow question mark **?** help icon for further information about the categories on the Menu Bar.

STEP 6 To **LOGOUT** of the ECF system:

❑ Click on the Logout button on the Menu Bar.

❑ To close the browser, click the close icon, or the X in the top right corner of the Menu Bar.

Converting A Document To PDF

The following instructions will guide you through the process of converting a word processing document to Portable Document Format (PDF). For this example MS Word 2000 and WordPerfect 9 are used. Once a document is saved in PDF it can not be modified. Documents transmitted to the Electronic Case Files system must be in this format.

- When Adobe Acrobat is installed on your system it creates PDF Writer. You will choose this as your ‘Printer’ when saving the document as PDF. The PDF writer allows you to name the file and save it in a directory on your hard drive or computer network.
- You will need to print and scan the Proof of Claim if you’re using a computer program other than word processing.

Requirements:

- Word processing software. For example: MS Word or WordPerfect.
- Adobe PDF Writer
- Scanner (optional)

STEP 1 Prepare the Proof of Claim form, the Notice of Transfer of Claim or the Withdrawal of Claim document.

STEP 2 Convert the document to PDF.

- Click the print icon on your word processor toolbar.
- Select **Adobe PDF Writer** from your list of available printers.
- Name the document with the extension .pdf or select PDF files in the **Save as type**: box.
- Optionally, scan the document and save it as a PDF file.

STEP 3 Save the claim form or document to a folder on the computer hard drive or network where it may easily be retrieved later.

‘ Click the **Save** button.

TIPS FOR NAMING A DOCUMENT:

Create a file name that clearly identifies the case and the type of document.

! Use the case number or debtor’s name as part of the file name, and identify the type of document: jsmith-transfer or 02-12345claim.

% **NOTE**: If you have more than one Proof of Claim for the same case, use a number after each document to identify it. **Example: 02-1234claim1.pdf, 02-1234claim2.pdf.**

Notice of Addition
to Creditor List

This procedure explains how to add a creditor to a case.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays

❑ Click the **Multi Case Docketing** link.

STEP 3 The **CASE NUMBER(S)** screen appears.

❑ Enter the case number, including the hyphen, YY-NNNNN.

❑ When entering multiple cases, press enter on the keyboard and next the next case number. Continue in this manner until all cases have been entered.

❑ Click **[Submit]**.

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

STEP 4 The **MULTI CASE DOCKETING** screen displays.

❑ Select **Notice of Addition to Creditor List.**

❑ Click **[Submit].**

❑ Click **[Submit]**.

STEP 5 The **SEARCH FOR PARTY** screen displays.

- ❑ Enter the last or business name of the Requestor *(the party to receive special notice)*.
  - ❑ Click **[Search]**.

STEP 6 If the search results displays a match, click the party's name to select them.

- ❑ Verify the party's address. If an incorrect address is displayed, make the necessary corrections.
- ❑ **Creditor (cr:cr) MUST** be selected as the **Role Type**.
- ❑ Click **[Submit]**.

STEP 7 If there are no matches, the system will return a **No Person Found** message. (Optional) screen).

- ❑ Since the party is not already on the database, proceed to add the special request party. Click the **[Create New Party]** button.

STEP 8 The **PARTY INFORMATION** screen displays**.**

- ❑ Enter the **Name** and **Address** information in the appropriate boxes as indicated below. An address must appear for the party. *(See Figure 2.)*
  - ◆ **REMINDER: CM/ECF is case sensitive. Capitalize the first letter of the first and last name and type the remainder of the name in lower case.**
  - ◆ **REMINDER: DO NOT USE COMMAS OR PERIODS WHEN ADDING NAME AND ADDRESS INFORMATION TO A CASE.**

    Mary Jones
    c/o John Smith
    700 Stewart St #6310
    Seattle, WA 98101
- ❑ **Creditor (cr:cr) MUST** be selected as the **Role Type**.

- ❑ If the party is represented by an attorney click the **Attorney** button to add the attorney information. If not, click **[Submit].**

➢ **NOTE:** The creditor's address must be entered when notices should be mailed to them as well as the attorney.

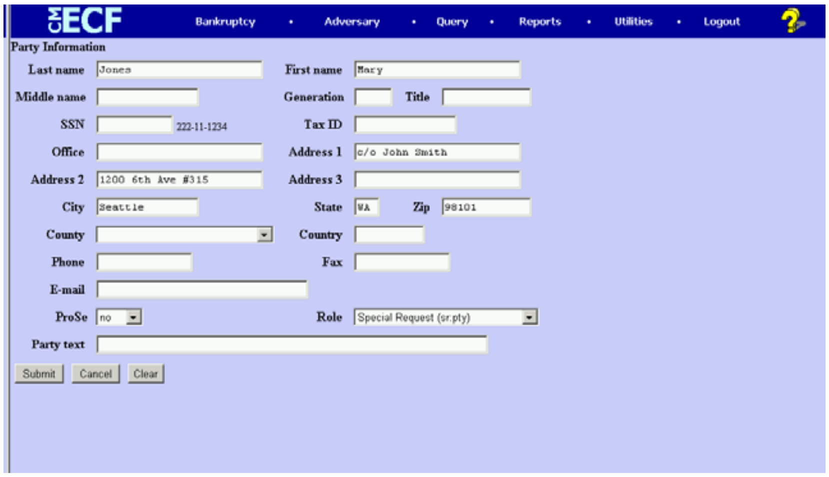

Figure 2

STEP 9 The **SEARCH FOR PARTY** screen displays.

- ❑ Click **End Party Selection**.

STEP 10 Please Enter the Name of the Creditor

- ❑ Type in name of creditor requesting notice
- ❑ Click **[Submit]**.
- ❑ Click **[Submit]**.

STEP 11 The **DOCKET TEXT: Final Text** screen displays.

- ❑ Verify the accuracy of the information. If an error is discovered abort by clicking Bankruptcy on the menu bar. Or click the back button to go back to the point of error and make appropriate corrections.
- ❑ Click **[Submit].**

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen appears

- ❏ Print a copy of the screen for your records. This is the verification of the date and time the Notice of Addition to Creditor List was filed with the court.

PROOF OF CLAIM

These instructions will guide you through the process of filing a Proof of Claim, and add a creditor to a case if one is missing.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click **File Claims** from the list of categories.

STEP 3 The **SEARCH FOR CREDITOR** screen displays.

- ❑ Enter the case number, including the hyphen, YY-NNNNN.
- ❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **SELECT A CREDITOR FOR CLAIM** screen displays.

- ❑ Click the ▼ down arrow to scroll through the list of creditors.
- ❑ Click the creditor's name to select it.
- ❑ Click on **[Submit]**.

➢ **NOTE:** If the creditor is not listed, skip to **STEP 8** for instructions on how to add a creditor.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays.

Proof of Claim Information For

Creditor Name
Street Address
City, State, ZIP

Case Number 00-00000-XYZ	**Amends Claim #.**	**Filed By: Creditor**
Last Date to File: **Last Date to File (Govt):**	**Date Filed:**	

Amount claimed

Unsecured	Secured	Priority	Unknown	Total (Display Only)

Amount Allowed

Unsecured	Secured	Priority	Unknown	Total (Display Only)

Description	
Remarks	

❑ Fill in the Proof of Claim Information as follows:

The gray areas are automatically filled.
[Amends Claim #] Use only if creditor has previously filed a claim. You must have the claim number of the originally filed claim.
[Filed by] Accept the default Creditor.

❑ Fill in the Amount Claimed information by category.

➢ **NOTE:** Amounts must be entered without $ signs or commas. Use periods to denote decimals. The amounts in the different categories will be totaled and displayed in the Total (Display) box.

❑ Fill in the Description and Remarks boxes with additional comments to describe the claim, if applicable.

❑ Click **[Submit]**.

STEP 6: The **SELECT THE PDF DOCUMENT** screen appears.

➢ **NOTE:** Before you attach the claim it must be converted to a PDF format and stored in a folder on a hard drive or computer network.

❑ Click on the **[Browse]** to locate the claim on the hard drive or network.

- ❑ Click on the Files of type ▼ symbol and select *All Files*.
- ❑ Highlight the Proof of Claim PDF file.
- ❑ Click on Open.
- ❑ Click **[Next]** if the filename is correct.

➢ **NOTE:** When attaching supplemental document click the y radio button at Attachments to Document prior to clicking **[Next]**. At the attachment to document screen, browse and attach the supplemental. Click on Add to List. Enter all supplmentals prior to clicking **[Next].**

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** screen appears

- ❑ Print a copy of the screen for your records. This is the verification of the date and time the claim was filed with the court.

❑ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

FOLLOW THESE INSTRUCTIONS IF THE CREDITOR IS NOT LISTED IN STEP 4.

STEP 8 At the **SELECT A CREDITOR FOR CLAIM** screen.

- ❑ Select **[Add Creditor]**.
- ❑ Click **[Submit].**

STEP 9 The **CREDITOR PROCESSING** screen appears.

- ❑ Click **[Submit]**. The case number is correct.

STEP 10 The **ADD CREDITOR(S)** screen appears.

- ❑ Enter the creditor's name and address in the following format:

Name & :	Jane Doe
Address	1111 1st Ave SW
	Seattle, WA 98158

- ❑ Leave Type at the default Creditor.
- ❑ Click **[Submit].**

Note: If you need to add more than one creditor it can be done by hitting enter twice and adding the next creditor.

STEP 11 The **ADD CREDITOR(S)** screen appears with total number of creditors entered.

- ❑ Click **[Submit]**.

STEP 12: The **CREDITORS RECEIPT** screen appears.

- ❑ Click **[File A Proof of Claim]**.
- ❑ Follow **STEP 4 - STEP 7** to file your claim.

Notice to Override Preferred Creditor

This procedure explains how to file a Notice of Override of Preferred Creditor.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❑ Click the **Creditor Events** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

❑ Enter the case number, including the hyphen, YY-NNNNN.

❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **CREDITOR EVENTS** screen displays.

❑ Click the ▼ arrow and select **Notice of Override of Preferred Creditor** from the pick list.

❑ Click **[Submit].**

STEP 5 The **SELECT THE ATTORNEY** screen displays.

❑ Click **[Submit].** Click OK at you have not selected an attorney.

STEP 6 The **SELECT THE PARTY** screen appears.

- ❑ Click on the creditor's name to highlight it.
- ➢ Note: If the creditor's name is not listed, click on **Add/Create New Party** to add the party to the case.
- ❑ Click **[Submit]**.

STEP 7 The **SEARCH FOR PARTY** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❑ Enter the party's last or business name in that field.
- ❑ Click **[Search].**

STEP 8 The **PARTY SEARCH** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❑ Click on the party's name to select them.
- ❑ Click **[Select name from list].**
- ❑ When the party is not liste, click **[Create new party]** to add them.

STEP 9 The **PARTY INFORMATION** screen displays.

- ❑ The party's role type is **Creditor**.
- ❑ Click **[Submit].**

STEP 10 The **PARTY SELECTION** screen displays with added creditor highlighted.

- ❑ Click **[Submit].**
- ❑ Click **[Submit].**

➢ **NOTE:** Before you attach the Notice to Override Preferred Creditor document it must be converted to a pdf format and stored in a folder on your hard drive or computer network. The document must include a /s/ signature or an image of a signature.

STEP 11 The **SELECT PDF DOCUMENT** screen displays.

- ❑ Click on the **[Browse]** to locate the Notice to Override Preferred Creditor on your hard drive or network.

- ❑ Highlight the Notice to Override Preferred Creditor PDF file.
- ❑ Click on Open.
- ❑ Click **[Submit]** if the filename is correct.

STEP 12 Click **[Submit]**

STEP 13 The **DOCKET TEXT: FINAL TEXT** screen appears

- ❑ Click on **[Submit]** if the final text is accurate, or
- ❑ Click on the browser back button to find the screen, make the correction, and resubmit.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen appears

- ❑ Print a copy of the screen for your records. This is the verification of the date and time the **Notice of Override of Preferred Creditor** was filed with the court.

➢ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

Reaffirmation Agreement

This procedure explains how to file a Reaffirmation Agreement.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click the **Creditor Events** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the case number, including the hyphen, YY-NNNNN.
- ❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **FILE A CLAIM ACTION** screen displays.

- ❑ Click the ▼ arrow and select either *Reaffirmation Agreement (Debtor Represented by Attorney, Reaffirmation Agreement (Debtor is Not Represented by Attorney)* or *Reaffirmation Agreement (Undue Hardship)* from the pick list.
- ❑ Click **[Submit]**

➢ **NOTE:** Before you attach the Reaffirmation Agreement document it must be converted to a pdf format.

STEP 5 The **ATTORNEY SELECTION** screen displays.

- ❑ Click **[Submit]** to proceed.
- ❑ When prompted Note: you have not selected an attorney, click the **OK** button.

STEP 6 The **SELECT THE PARTY** screen displays.

- ❑ Click on the creditor's name to highlight it. Note: If the creditor's name is not listed, click on **Add/Create New Party** to add the party to the case.
- ❑ Click **[Submit]**.

STEP 7 The **SEARCH FOR PARTY** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❑ Enter the party's last or business name in that field.
- ❑ Click **[Search].**

STEP 8 The **PARTY SEARCH** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❑ Click on the party's name to select them.
- ❑ Click **[Select name from list].**
- ➢ Click **[Create new party]** and add the party's information when they are not listed.

STEP 9 The **PARTY INFORMATION** screen displays.

- ❑ The party's role type is **Creditor**.
- ❑ Click **[Submit].**

STEP 10 The **PARTY SELECTION** screen displays with added creditor highlighted.

- ❑ Click **[Submit].**

STEP 11 The **SELECT PDF DOCUMENT** screen displays.

❑ Click **[Browse]** to locate the Reaffirmation Agreement on your hard drive or network.

- In the *File Upload* box, click on the *Files of type* ▼ symbol.
- Select *All Files*.
- Right-click on the PDF document.
- Click on **Open** from the drop down list.
- Verify that it is the correct PDF document.
- Click **X** in the upper-right corner of the PDF document to close it.
- Double-Click the file name to attach the document to the electronic event.

❑ Click **[Submit]** if the filename is correct.

STEP 12 The **Enter Creditor name** screen displays.

❑ Enter the creditor's name.

❑ Click the **[Submit]** button.

❑ Click the **[Submit]** button.

STEP 13 The **FINAL TEXT** screen displays.

❑ Click **[Submit]** if the text is correct, or use the back button to return to a previous screen to correct the error.

STEP 14: The **NOTICE OF ELECTRONIC FILING** screen appears

❑ Print a copy of the screen for your records. This is the verification of the date and time the Reaffirmation Agreement was filed with the court.

❑ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

Request For Special Notice

This procedure explains how to file a Request for Special Notice.

Multiple Requests for Special Notice may be filed simultaneously using **Creditor Batch Filing**.
Individual Requests can be entered using the Creditor Events category.

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STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click the **Creditor Batch Filings** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the first case number, including the hyphen, YY-NNNNN.
- ❑ Press the *Enter* key and enter the second case number. Proceed in this manner until all case numbers have been entered.
- ❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **FILE A COURT DOCUMENT** screen displays.

- ❑ Click the ▼ arrow and select **Request for Special Notice (Batch)** from the pick list.
- ❑ Click **[Submit].**

➢ **NOTE:** Before you attach the Request for Special Notice document it must be converted to a pdf format and stored in a folder on your hard drive or computer network. The document must include a /s/ signature or an image of a signature.

STEP 5 The **SELECT PDF DOCUMENT** screen displays.

- ❑ Click **[Browse]** to the right of the first case to locate the Request for Special Notice on your hard drive or network.

➢ Make certain the PDF image is attached to the applicable case. The case number displays to the left of your screen.

- ❑ Click on the Files of type ▼ symbol.
- ❑ Select *All Files*.
- ❑ Highlight the Request for Special Notice PDF file.
- ❑ Click on Open.
- ❑ Proceed in this manner to upload the image for each case.
- ❑ Click **[Submit]** after uploading the last pdf image.

STEP 6 The **SEARCH FOR PARTY** screen displays.

- ❑ Enter the last or business name of the Requestor *(the party to receive special notice)*.
- ❑ Click **[Search]**.

STEP 7 If the search results displays a match, click the party's name to select them.

- ❑ Verify the party's address. Address information should be corrected when applicable.
- ❑ **Special Request (sr:pty) MUST** be selected as the **Role Type**.

STEP 8 *(Optional):* If there are no matches, the system will return a **No Person Found** message.

- ❑ Since the party is not already on the database, proceed to add the special request party. Click the **[Create New Party]** button.

STEP 9 The **PARTY INFORMATION** screen displays**.**

- ❑ Enter the **Name** and **Address** information in the appropriate boxes as indicated below. An address must appear for the party. (see Figure 2.)

  - **REMINDER: CM/ECF is case sensitive. Capitalize the first letter of the first and last name and type the remainder of the name in lower case.**

  - **REMINDER: DO NOT USE COMMAS OR PERIODS WHEN ADDING NAME AND ADDRESS INFORMATION TO A CASE.**

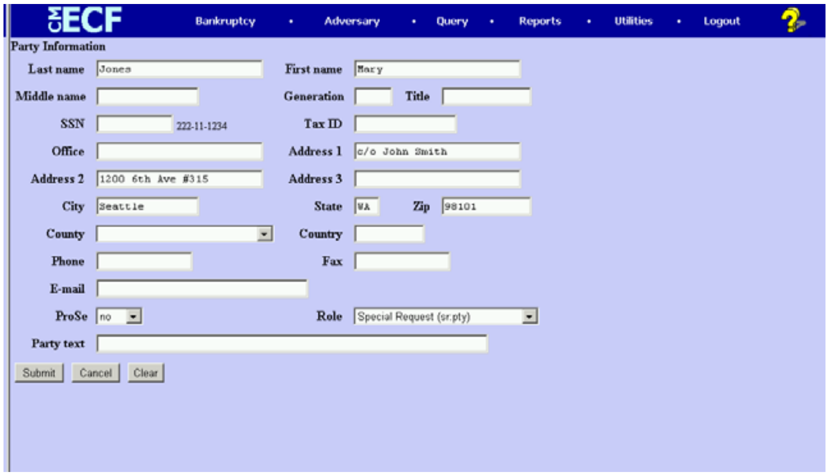

Figure 2

Mary Jones
c/o John Smith
700 Stewart St #6310
Seattle, WA 98101

- ❑ **Special Request (sr:pty) MUST** be selected as the **Role Type**.

- ❑ If the party is represented by an attorney click the **Attorney** button to add the attorney information. If not, click **[Submit].**

➢ **NOTE:** The creditor's address must be entered when notices should be mailed to them as well as the attorney.

STEP 11 *(Optional):* The **SEARCH FOR ATTORNEY** screen displays.

- ❑ Enter the attorney's bar id and/or last name.

- ❑ Click **Search.**

STEP 12 *(Optional):* The **ATTORNEY SELECTION** screen displays.

- ❑ Click the attorney name to select them.

- ❏ When the attorney is not listed click the **Create New Attorney** button and add the attorney's name and address information. Click **Add Attorney.**
- ❏ Click **[Submit].**

STEP 13 The **SEARCH FOR PARTY** screen displays.

- ❏ Click **End Party Selection**.
- ❏ Click **[Submit]**.

STEP 14 The **Enter Name of Requestor** screen displays.

- ❏ Enter the Requestor's name in the text box.
- ❏ Click **[Submit].**

Step 15 The **Docket Text: Modify Text** screen displays

- ❏ Use the drop down box to add pretext if necessary
- ❏ Click **[Submit].**

STEP 16 The **DOCKET TEXT: Final Text** screen displays.

- ❏ Verify the accuracy of the information. If an error is discovered abort by clicking Bankruptcy on the menu bar. Or click the back button to go back to the point of error and make appropriate corrections.
- ❏ Click **[Submit].**

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen appears

- ❏ Print a copy of the screen for your records. This is the verification of the date and time the Notices of Transfer of Claim was filed with the court.

➢ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

Request for Debtor to File Federal Tax Documents

This procedure explains how to file a Request for Debtor to File Federal Tax Documents.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❏ Click the **Creditor Events** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- ❏ Enter the case number, including the hyphen, YY-NNNNN.
- ❏ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **CREDITOR EVENTS** screen displays.

- ❏ Click the ▼ arrow and select **Request for Debtor to File Federal Tax Documents** from the pick list.
- ❏ Click **[Submit].**

STEP 5 The **SELECT THE ATTORNEY** screen displays.

- ❏ Click **[Submit].** Click OK at you have not selected an attorney.

STEP 6 The **SELECT THE PARTY** screen appears.

- ❏ Click on the creditor’s name to highlight it. Note: If the creditor’s name is not listed, click on **Add/Create New Party** to add the party to the case.
- ❏ Click **[Submit]**.

STEP 7 The **SEARCH FOR PARTY** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❏ Enter the party's last or business name in that field.
- ❏ Click **[Search].**

STEP 8 The **PARTY SEARCH** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❏ Click on the party's name to select them.
- ❏ Click **[Select name from list].**
- ❏ When the party is not listed, click **[Create new party]** to add them.

STEP 9 The **PARTY INFORMATION** screen displays.

- ❏ The party's role type is **Creditor**.
- ❏ Click **[Submit].**

STEP 10 The **PARTY SELECTION** screen displays with added creditor highlighted.

- ❏ Click **[Submit].**

➢ **NOTE:** Before you attach the **Request for Debtor to File Federal Tax Documents** document it must be converted to a PDF format and stored in a folder on your hard drive or computer network. The document must include a /s/ signature or an image of a signature.

STEP 11 The **SELECT PDF DOCUMENT** screen displays.

- ❏ Click on the **[Browse]** to locate the Request for Debtor to File Federal Tax Documents on your hard drive or network
- ❏ Highlight the Request for debtor to File Federal Tax Documents PDF file.

- ❑ Click on Open.
- ❑ Click **[Submit]** if the filename is correct.

STEP 12 Enter name of requestor:

- ❑ Type in name of creditor requesting tax documents.
- ❑ Click **[Submit]**

STEP 13 The **TEXT MODIFICATION** screen displays.

- ❑ Enter additional remarks in the text box, if applicable.
- ❑ If significant errors are discovered, abort the transaction and begin again by clicking on bankruptcy from the menu options.
- ❑ Click **[Submit]**

STEP 14 The **FINAL TEXT** screen displays.

- ❑ Click **[Submit]** if the text is correct.

STEP 15: The **NOTICE OF ELECTRONIC FILING** screen appears

- ❑ Print a copy of the screen for your records. This is the verification of the date and time the Request for Debtor to File Federal Tax Documents was filed with the court.

❑ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

NOTICE OF TRANSFER OF CLAIM

This procedure explains how to file a Notice of Transfer of Claim.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❏ Click the **Creditor Events** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

❏ Enter the case number, including the hyphen, YY-NNNNN.

❏ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **CREDITOR EVENTS** screen displays.

❏ Click the ▼ arrow and select **Notice of Transfer of Claim(by Creditor)** from the pick list.

❏ Click **[Submit].**

STEP 5 The **SELECT any additional attorney(s)** screen displays.

❏ Click **[Submit].** Click OK at you have not selected an attorney.

STEP 6 The **SELECT THE PARTY** screen displays.

- ❑ Click on the creditor’s name to highlight it.

- ➢ Note: If the creditor’s name is not listed, click on **Add/Create New Party** to add the party to the case.

- ❑ Click **[Submit]**.

STEP 7 The **SEARCH FOR PARTY** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❑ Enter the party's last or business name in that field.

- ❑ Click **[Search].**

STEP 8 The **PARTY SEARCH** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❑ Click on the party's name to select them.

- ❑ Click **[Select name from list].**

- ❑ Click **[Create new party]** and add the party's information when they are not listed.

STEP 9 The **PARTY INFORMATION** screen displays.

- ❑ The party's role type is **Creditor**.

- ❑ Click **[Submit].**

STEP 10 The **PARTY SELECTION** screen displays with added creditor highlighted.

- ❑ Click **[Submit].**

➢ **NOTE:** Before you attach the Notice of Transfer of Claim document it must be converted to a pdf format and stored in a folder on your hard drive or computer network. The document must include a /s/ signature or an image of a signature.

STEP 11 The **SELECT PDF DOCUMENT** screen displays.

- ❑ Click on the **[Browse]** to locate the Notice of Transfer of Claim on your hard drive or network.

- ❏ Click on the Files of type ▼ symbol.
- ❏ Select *All Files*.
- ❏ Highlight the Transfer of Claim PDF file.
- ❏ Click on Open.
- ❏ Click **[Submit]** if the filename is correct.
- ❏ Click **[Submit]**

STEP 12 The **ENTER TRANSFEROR/TRANSFEREE** screen displays.

- ❏ Select the **transfer type.**
  - 3001 (e) 1 - for other than for security before proof is filed.
  - 3001 (e) 2 - for other than for security after proof is filed.
  - 3001 (e) 3 - for security before proof is filed.
  - 3001 (e) 4 - for security after proof is filed.
- ❏ Search for **transferee.**
  Click **Search Creditors**.
  - If the party is listed, highlight name and click **[Select]**.
  - If not listed click **[Close]**, then click **[Add New Creditor]**.
  - Type in name and address of Transferee, click **[Submit]**.
- ❏ Search for **transferor.**
  - Click **Search Creditors**.
  - If transferor is listed highlight name and click **[Select]**.
  - If not listed click [Close], then click **[Add New Creditor]**.
  - Type in name and address of Transferor, click **[Submit]**.
  - A claim number will automatically appear if a claim has been filed by the transferor and the correct creditor listing has been selected.
- ❏ Click **[Submit]**.

STEP 13 The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen displays.

- ❏ Enter additional remarks in the text box, if applicable.
- ❏ Click **[Submit]**.

STEP 14 The **DOCKET TEXT: FINAL TEXT** screen appears

- ❏ Click on **[Submit]** if the final text is accurate. If inaccuracies are found, abort the transaction and begin again. Click on Bankruptcy to abort.

STEP 15 The **NOTICE OF ELECTRONIC FILING** screen appears

- ❑ Print a copy of the screen for your records. This is the verification of the date and time the Notices of Transfer of Claim was filed with the court.

➢ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

WITHDRAWAL OF CLAIM

This procedure explains how to file a Withdrawal of Claim.

NOTE: Prior to beginning this process you need to determine what the claim number is by running the claims register for the case through PACER.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click the **Creditor Events** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the case number, including the hyphen, YY-NNNNN.
- ❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **FILE A CLAIM ACTION** screen displays.

- ❑ Click the ▼ arrow and select *Withdrawal of Claim (by Creditor)* from the pick list.
- ❑ Click **[Submit]**

➢ **NOTE:** Before you attach the Withdrawal of Claim document it must be converted to a pdf format.

STEP 5 The **ATTORNEY SELECTION** screen displays.

- ❑ Click **[Submit]** to proceed.
- ❑ When prompted Note: you have not selected an attorney, click the **OK** button.

STEP 6 The **SELECT THE PARTY** screen appears.

- ❑ Click on the creditor's name to highlight it.
- ❑ Note: If the creditor's name is not listed, click on **Add/Create New Party** to add the party to the case.
- ❑ Click **[Submit]**.

STEP 7 The **SEARCH FOR PARTY** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❑ Enter the party's last or business name in that field.
- ❑ Click **[Search]**.

STEP 8 The **PARTY SEARCH** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ❑ Click on the party's name to select them.
- ❑ Click **[Select name from list].**
- ❑ Click **[Create new party]** and add the party's information when they are not listed.

STEP 9 The **PARTY INFORMATION** screen displays.

- ❑ The party's role type is **Creditor**.
- ❑ Click **[Submit].**

STEP 10 The **PARTY SELECTION** screen displays with added creditor highlighted.

- ❑ Click **[Submit**

STEP 11 The **SELECT PDF DOCUMENT** screen displays.

- ❑ Click **[Browse]** to locate the Notice of Transfer of Claim on your hard drive or network.
  - In the *File Upload* box, click on the *Files of type* ▼ symbol.
  - Select *All Files*.
  - Right-click on the PDF document.
  - Click on **Open** from the drop down list.
  - Verify that it is the correct PDF document.
  - Click **X** in the upper-right corner of the PDF document to close it.
  - Double-Click the file name to attach the document to the electronic event.
- ❑ Click **[Submit]** if the filename is correct.

Step 12 Enter Claim Number(s).

- ❑ Type in claim number that is being withdrawn.
- ❑ Click the **[Submit]** button.

STEP 13 Enter the name of Claimant.

- ❑ Type in the name of the creditor who is withdrawing the claim.
- ❑ Click the **[Submit]** button.

STEP 14 The **TEXT MODIFICATION** screen displays.

- ❑ Enter additional remarks in the text box, if applicable.

STEP 15 The **FINAL TEXT** screen displays.

- ❑ Click **[Submit]** if the text is correct, or use the back button to return to a previous screen to correct the error.

STEP 16 The **NOTICE OF ELECTRONIC FILING** screen appears

- ❑ Print a copy of the screen for your records. This is the verification of the date and time the Withdrawal of Claim was filed with the court.

- **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.