

Transfer, Withdrawal and Satisfaction of Claim

Last Updated: February 8, 2024

Events: Bankruptcy>Claim Actions>Transfer of Claim (fee)
Bankruptcy>Claim Actions>Transfer of Claim – Agent
Bankruptcy>Claim Actions>Withdrawal of Claim
Bankruptcy>Claim Actions>Satisfaction of Claim

Assignments/transfers of claims or notices of them are not to be filed on the claims register as a claim. Instead, they are to be filed on the bankruptcy case docket using the **Claim Actions** option on the **Bankruptcy Menu**.

Transfer of Claim

- If the assignor/transferor has not filed a proof of claim, the assignee/transferee should not be making this filing and instead should file a proof of claim.
- Select one of the two Assignment/Transfer entries –
 - Transfer of Claim (fee)
 - Transfer of Claim – Agent (this event will only be used if a Claims Agent has been assigned to the case)

Note: One of these two entries are to be used whether filing the actual assignment/transfer or filing a notice of the assignment/ transfer that has occurred.

- 1) Select **Bankruptcy>Claim Actions>Transfer of Claim (fee) or Transfer of Claim – Agent**, click **Submit**
- 2) **Select the Party:** Select your name/company if listed. If not listed, select **Add/Create New Party**, click **Submit**
- 3) Add party name and select **Search**. If party name appears, highlight the name and select **Select name from list**. If party name does not appear, select **Create new party** click **Submit**
- 4) If Party is selected, review address information to ensure correctness. If adding a new party, enter address information here. Select **Role**, and click **Submit**
- 5) Attorney/Party Association screen will appear. The box is automatically checked, click **Submit**
- 6) Upload the document you are filing (the assignment/transfer) in pdf format. If attachments will be uploaded select the radio button Yes under Attachments to Document. Click **Submit**
- 7) You will be prompted to choose the **Transfer type** and enter the transferee and transferor. Click on **Search Creditors**, if the creditor you are filing on behalf of

appears, choose that creditor. If the transferee is not a creditor listed in the bankruptcy case, select **Add New Creditor**. You will be prompted to add the creditor information and address.

- 8) Enter the transferor information. Select **Search Creditors**, highlight the creditor that the claim is being transferred to. There is the option to **Transfer More Claims** prior to submission. If no further transfer of claims will be filed, click **Submit**.
- 9) The Fee: \$28 screen will appear. Click **Submit**
- 10) The **File a Claim Action** screen will appear. Click **Submit**
- 11) At the next screen review final text before submission. If everything appears correct, click **Submit**
- 12) After the final submission, you will receive a filing receipt, which is your proof of filing. You may want to print or otherwise save this for your records.

Withdrawal of Claim

Withdrawals of claims must be filed on the bankruptcy case docket and are not to be filed as a claim on the claims register. Withdrawals are to be filed on the bankruptcy case docket using the **Claim Actions** option on the **Bankruptcy Menu**.

- 1) Select **Bankruptcy>Claim Actions>Withdrawal of Claim**
- 2) Follow the steps outlined above to select, add or create your company (the assignee/transferee) to the party list.
- 3) Upload the withdrawal of claim document in pdf format as outlined above. Any attachments may be uploaded as outlined in claims filing above.
- 4) When prompted, please input the claim number or numbers in the document being filed. If the claim number is not input, no cross reference will be made on the claims register.
- 5) If you do not know the claim number, then you will need to view the claims register which can be done by clicking on the hyperlink to the case name and number and will require the input of your PACER login and id) and obtain the claim number.
- 6) After the filing process is complete you will receive a Notice of Electronic Filing receipt as your proof of filing. You may want to print it or otherwise save this for your records.

Satisfaction of Claim

A satisfaction of claim may be filed by a claimant to advise the court that the claim has now been paid in full. Document may be in letter or pleading format.

- 1) Select **Bankruptcy>Claim Actions>Satisfaction of Claim**, click **Submit**
- 2) **Select the Party:** Select your name/company if listed. If not listed, select **Add/Create New Party**, click **Submit**
- 3) Add party name and select **Search**. If party name appears, highlight the name and select **Select name from list**. If party name does not appear, select **Create new party**. Click **Submit**
- 4) If Party is selected, review address information to ensure correctness. If adding a new party, enter address information here. Select **Role**, and click **Submit**
- 5) Please be sure you know the claim number being satisfied. This warning will appear: **Selection of a claim on the next screen is required. If you do not see the claim being satisfied, stop, and contact the clerks office for assistance.** Click **Submit**
- 6) Highlight the claim being satisfied. Click **Submit**
- 7) Click **Submit**
- 8) The message **Docket Text: Final Text** will appear. Review docket text for accuracy, click **Submit**
- 9) After the filing process is complete you will receive a Notice of Electronic Filing receipt as your proof of filing. You may want to print it or otherwise save this for your records.