

FILING A PROOF OF CLAIM

There are two different methods for filing a Proof of Claim in the CM/ECF system in the Northern District of Florida. The standard method allows the user to submit a prepared .pdf claim form into the CM/ECF system. The other method, called Speed-Claims, enables the user to use an on-screen procedure to fill out the claim form, convert it to .pdf and file it automatically.

Standard Method of Filing a Claim

- Prepare a Proof of Claim form (Official Form 10) and scan it or save it in .pdf format.
- A "fillable" Proof of Claim form is located on the court's web site and can be completed and saved as a .PDF document. This eliminates the need for scanning.
- If you are an attorney representing a creditor in the case you will first need to add the creditor to the case before filing the claim. Attorneys who represent the debtor may not use this method to add creditors to a case. Addition of creditors to a case by the debtor's attorney requires that the schedules and/or mailing matrix be amended.
- Claims and Creditor Activity**
[Add Creditor\(s\)](#)
[File Claims](#)
[File Speed-Claim](#)
[Mortgage Claim Supplements & Related Documents](#)
[Creditor Maintenance/Upload...](#)
- Select "Bankruptcy" from the blue menu bar. A list of bankruptcy topics will appear. Select "Add Creditor(s)" located under the heading called Claims and Creditor Activity. Enter the case number when prompted.
- Enter Individual Creditor(s) for Filing Claim(s)**
 07-30017 John Q. Citizen
 Start typing to find an event.
Available Events (click to select an event)
 Enter Individual Creditor(s) (Paperless)
- Select the paperless event for entering individual creditors and click "Next."
- Select the appropriate response indicating whether you are representing the debtor or representing a creditor in the case. Attorneys representing debtors will not be allowed to complete the party addition using this method and will be re-directed to amend the schedules or mailing matrix. Click "Next" when finished.
- Indicate your role in this case:**

Attorney representing the Debtor(s)
 Attorney representing Creditor(s)
- Enter the name of the creditor in the creditor field. When adding multiple creditors or multiple addresses for a single creditor (e.g., a creditor's noticing address differs from the claim payment address), you must double space between your entries as shown in the screen shot here or the system will not recognize that they are separate entries.
- Enter the name(s) of the creditor(s) added:** Creditor A, Creditor B

On the next screen, you will enter the address information for the creditor(s) noted above.

If the noticing address differs from the Proof of Claim payment address, you must add the creditor at both addresses. Please double space between your entries or the system will not recognize that they are different addresses.

ABC Creditor
 123 N. Main St.
 Tallahassee, FL 32301

ABC Creditor
 Accounts Receivable
 PO Box 123
 Atlanta, GA 30303
- Add Creditor(s)**

Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.

Name and Address:

Creditor type: Creditor

Creditor committee: No Yes Entity

- Confirm the addition of the creditor and click “Next” to receive the Notice of Electronic Filing.

Enter Individual Creditor(s) for Filing Claim(s)

Docket Text: Final Text
 Creditor(s) added to matrix: ABC Credit Company. Added by (Squyres, Aaron)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- After the creditor has been added you can now file the Proof of Claim form. Select “Bankruptcy” from the blue menu bar and then click on “File Claims.”

Claims and Creditor Activity

[Add Creditor\(s\)](#)
[File Claims](#)
[File Speed-Claim](#)
[Mortgage Claim Supplements & Related Documents](#)
[Creditor Maintenance/Upload...](#)

- When prompted, enter the case number and select the creditor from the drop down list of creditors which have been added to the case. Click “Next”.

Select a Creditor for Claim

Case 07-30017: John Q. Citizen

(select a creditor)

(select a creditor)

- ABC Credit Company - P.O. Box 999 Pensacola, FL 32502 - 17786 (Creditor)
- ABC Credit Company - 1111 Pacific Heights San Francisco, CA 94104 - 28660 (Creditor)
- Cheap Bank - c/o Chesler & Barr, P.A. 1201 N. Eglin Pkwy. Shalimar, FL 32579 - 18256 (Creditor)
- Don Maloy, Leon County Tax Collector - Post Office Box 1835 Tallahassee, FL 32302-1835 - 17789 (Creditor)
- Doris Maloy, Leon County Tax Collector - 17790 (Creditor)
- XYZ Credit Company - P.O. Box 999 Pensacola, FL 32502 - 17820 (Creditor)

- The following screen will ask you to enter the information that is found on the claim. Once you are finished, click “Next”.

- Enter the total amount of the claim in the “Amount Claimed” field.
- Enter the secured amount (if any) in the “Secured” field.
- Enter the priority amount (if any) in the “Priority” field.
- The additional information fields are optional. You can enter a description of the claim in the “Description” and/or “Remarks” fields.

Proof of Claim Information For
 17786 - ABC Credit Company
 P.O. Box 999
 Pensacola, FL 32502

Case Number: 07-30017 Amends Claim #: Find Filed By: Creditor

Last Date To File: Date Filed: 06/05/2012

Last Date To File(Govt):

Claimed		
Amount Claimed	Secured	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</small>	<small>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</small>	<small>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</small>

Description:

Remarks:

Amend options: Clear all Amounts

Next Clear

- The next screen will prompt you to enter the .pdf file containing your document. Click on the “browse” button and navigate to the location on your computer where your Proof of Claim .pdf file is stored. If you are attaching additional documents to the motion, click “Yes” for attachments and then click “Next.”

Case 07-30017

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

C:\ClaimForm.pdf

Attachments to Document: No Yes

Next Clear

- After the Proof of Claims has been successfully filed, you will see the “Notice of Electronic Claims Filing.” The notice will include a hyperlink to the case docket sheet, to the claims register and to the document you just filed. The bottom of the notice will include a list of those individuals who are being served with the motion and the manner in which service will be made.

U.S. Bankruptcy Court
 Northern District of Florida

Notice of Electronic Claims Filing

The following transaction was received from Squyres, Aaron on 6/5/2012 at 2:27 PM EDT

[File another claim](#)

Case Name: John Q. Citizen
Case Number: 07-30017
Creditor Name: ABC Credit Company
 P.O. Box 999
 Pensacola, FL 32502

Claim Number: [8 Claims Register](#)

Amount Claimed: \$600.00
Amount Secured: \$500.00
Amount Priority:

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

Document description:Main Document
Original filename:C:\Users\kevin\Desktop\Document.pdf
Electronic document Stamp:
 STAMP:tkcc8strang_ID=1042227419 [Date=6/5/2012] [FileNumber=57548-0] [17389-cb446fcc8b110a05d6b7ae1d865eb28e91639448f5fcdaa738dc509ab30e1122b382d83b5548e1d4b15dbd6b1c1d7d6dd7786211e6588afaf62e4e]

07-30017 Notice will be electronically mailed to:
 Joseph E. Broadus on behalf of Debtor John Citizen
 jebroadus@hotmail.com

Filing a Claim Using 'Speed-Claims' Feature

- Select **"Bankruptcy"** from the blue menu bar. A list of bankruptcy topics will appear. Select **"File Speed-Claim"** located under the heading called Claims and Creditor Activity.
- Claims and Creditor Activity**

 - [Add Creditor\(s\)](#)
 - [File Claims](#)
 - [File Speed-Claim](#)
 - [Mortgage Claim Supplements & Related Documents](#)
 - [Creditor Maintenance/Upload...](#)
- Complete the online Proof of Claim form by filling out the fields that apply to your claim. You may attach supporting documents by clicking on "Yes" near the bottom of the page. A window will open prompting you to browse your documents to be attached. Click **"Next"** when finished.

Electronic FORM B10 Speed-Claim (12/11)

UNITED STATES BANKRUPTCY COURT - Northern District of Florida

Case Number 07-30017 Chapter 7

Today's date: 06/05/2012

Last Date To File:

Last Date To File(Govt):

COURT USE ONLY

NOTE: Do not use this form to make a claim for an administrative expense that arises after the bankruptcy filing. You may file a request for payment of an administrative expense according to 11 U.S.C. § 503.

Name of Creditor: (The person or other entity to whom the debtor owes money or property):
ABC Credit Company

Name and address where notices should be sent:
1786 - ABC Credit Company
P.O. Box 999
Pensacola, FL 32502

Phone: Email:

Name and address where payment should be sent (if different from above):
Same

Phone: Email:

1. Amount of Claim as of Date Case Filed:

Amount Claimed Secured Priority

Enter the Total Amount of Claim as of Date Case Filed (not secured priority, general unsecured & unknown)

If all or part of your claim is secured, enter the secured amount (Box 4 on claim)

If all or part of your claim is entitled to priority, enter the priority amount (Box 3 on claim)

If all or part of your claim is secured, complete item 4. If all or part of your claim is entitled to priority, complete item 5.

Check this box if the claim includes interest or other charges in addition to the principal amount of the claim. Attach a statement that itemizes interest or charges.

2. Basis for Claim: (See instruction #2)

3. Last four digits of any number by which creditor identifies debtor:

3a. Debtor may have scheduled account as:

3b. Uniform Claim Identifier (optional): (See instruction #3b)

4. Secured Claim. (See instruction #4)
Check the appropriate box if your claim is secured by a lien on property or a right of setoff. Attach required redacted documents, and provide the requested information.

Nature of property or right of setoff: Real Estate Motor Vehicle Other

Describe:

Amount of arrearage and other charges, as of the time case was filed, included in secured claim, if any:

Basis for Perfection:

Amount of Secured Claim: \$

Amount Unsecured: \$

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U.S. Bankruptcy Court
Northern District of Florida

Notice of Electronic Claims Filing

The following transaction was received from Squyres, Aaron on 10/24/2007 at 12:04 PM EDT

Case Name: John Q. Citizen
Case Number: 07-30017
Creditor Name: XYZ Credit Company
P.O. Box 9999
Pensacola, FL 32502
Claim Number: 2 Claims Register
Total Amount Claimed: \$2378.96

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

Document description: Main Document
Original filename: b10 Speed Claim
Electronic document Stamp:
[STAMP bkccfStamp_ID=1042227419 [Date=10/24/2007] [FileNumber=11640-0] 550441583e02e8b894b72d86009411516942ccf8ba1e3646255f6893132dae5b7b2b592f4c852b6042af26442f43685e6237895599ea269b016fc740f5423a91]

07-30017 Notice will be electronically mailed to:

Sam lam wblevins@usa.net
Aaron Squyres Kevin_Davis@FLNB.USCourts.Gov, bkccaseman@hotmail.com

07-30017 Notice will not be electronically mailed to:

Practice Lawyer
21999 Lawyer Drive
Anytown, FL 32502