

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
SYSTEM
BATCH CLAIMS UPLOAD REGISTRATION FORM**

This form is to be used to register for BATCH CLAIMS UPLOAD for filing PROOFS OF CLAIM and related documents in a .ZIP format via the Internet component of the Case Management/Electronic Case Filing System (hereafter CM/ECF), in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Agency/Company: _____

Mailing Address: _____

Voice Phone Number: (____) _____

Fax Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. All filings with the court, including attachments, must comply with Federal Rule of Bankruptcy Procedure 9037: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may NOT appear except as allowed by the rule.
2. Signatures on proofs of claim shall be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal rules of Criminal Procedure and any applicable non bankruptcy law.

3. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees to whom I give authorization. All proofs of claim or other documents filed using my password will contain my signature as set forth in paragraph one.
4. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed as attachments or exhibits to proofs of claim I file using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
6. I agree to abide by all of the requirements set forth in Local Bankruptcy Rule 5005-2 and the ECF Administrative Procedures for Electronically Filed Cases currently in effect, and posted at www.azb.uscourts.gov, and any changes or additions that later may be made.

Applicant Signature

Date

- I file a high volume of Notices of Appearances and Requests for Notice and request access to the Batch Filing process and a copy of the Batch Filing Instructions.**

Please submit by fax or mail to: 602-682-4901

U.S. Bankruptcy Court
Attn: Data Quality Administrators
230 N. First Ave., #101
Phoenix, AZ 85003-1706

Description of the Process
for
Electronic Filing of Bankruptcy Claims Information
in
CM/ECF by Creditors



Attached are specifications describing processes for electronic filing of claims information in Bankruptcy Courts in a batch mode. You may email questions and comments to Geoff.Mallard@baesystems.com

4/17/06	Appendix added: Court ID, & creditor ID.
4/20/06	Naming convention for zip files.
3/9/07	BK CM/ECF Release 3.1.5 changes, including Claims Register.
4/17/08	BK CM/ECF Release 3.2 changes.
8/27/09	(NO CHANGES) Documentation is current for BK CM/ECF Release 3.3.x

Changes for BK CM/ECF Release 3.2 are as follows:

claimFunction “**addClaim**”

- CHANGE The <claimFiledBy> tag is now required.
- ADDITION The <amendAction> tag has been added to improve the processing of amended claim values.
- CHANGE The claim ownership restriction has been removed.

claimFunction “**transferClaim**”

- CLARIFY Added valid value depictions to the <transferType> tag description.
- REMOVED Removed the <creditorId> option from <transferorInformation> tag.

claimFunction “**addCreditor**”

- ADDITION The <creditorCommittee> tag has been added as an optional tag.
- ADDITION The <creditorEntityIndiv> tag has been added. The tag value will be used to designate the type of creditor committee member when the creditor is a member of the creditor committee.

Modifications to “**XML Examples**” section

Add depiction of <claimFiledBy> tag usage to the “File a claim and add a new Creditor” XML file example.

Add depiction of <amendAction> tag usage to the “Amend a Claim with documents” XML file example.

Add depiction of <creditorCommittee> tag usage to the “File a claim and add a new Creditor” XML file example.

Remove the <creditorId> option depictions from the <transferorInformation> tag in the “Transfer a Claim with Documents” XML file example.

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Overview

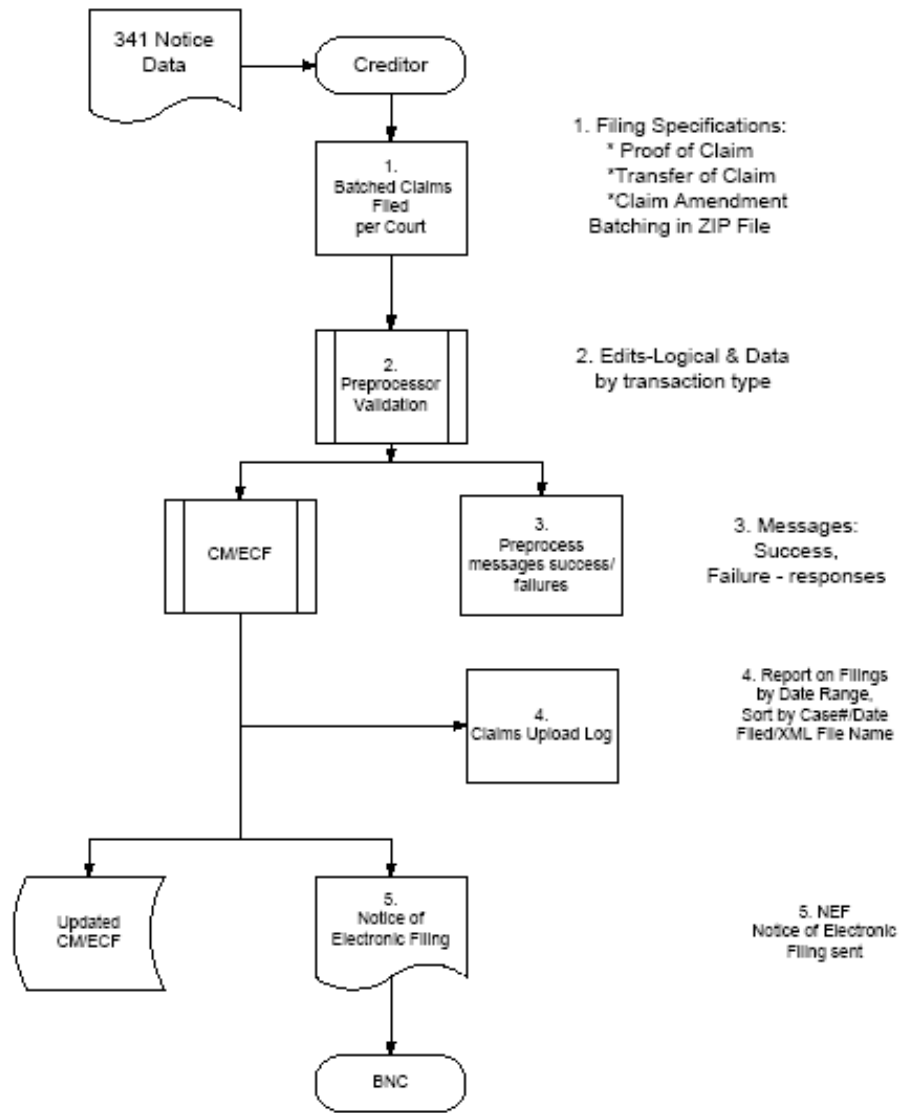
Large claims filers may apply for and be given limited access login and password to a bankruptcy court's CM/ECF system. They will be able to file claims in batches from 1 to 25 claims and receive electronic notice of electronic filing (NEF) for successful transactions and error messages for transactions that fail. The information requirements include XML data to support automatic docketing of claims information and PDF versions of the Forms (B10 Proof of Claim and the new B210 Transfer of Claim) and supporting documentation. One objective is to support an automated, labor saving process for both creditors and courts. Plans are for this capability to be phased in as bankruptcy courts upgrade to CM/ECF Release 3.0 in the February - April 2006 period.

Claims Filing Scenario

1. A claims filer (who is not an attorney already registered with CM/ECF) may obtain a limited access login and password from each court for the purpose of filing, amending or transferring claims information electronically.
2. The filer will log into CM/ECF and select Claims Upload from the menu. The filer will upload the batch by entering the name and location of the compressed file (zip) containing multiple claims transactions (XML) and documents (PDF). Documents will include PDF versions of the completed forms (Proof of Claim, Transfer of Claim) and supporting documentation in PDF. See Exhibit A for file and transaction specifications.
3. A pre-process validation of the XML and PDF files will take place on the court's CM/ECF server, checking for valid PDF and correct XML tags and usage, as well as correct case number, office, district, case type and user identification. A message indicating whether the submitted file(s) passed or failed the validation check will be displayed. Notice of transactions failing pre-processing will be sent to the filer.
3. Automatic docketing (ADI) of the claim information to CM/ECF will take place using the PDF claim form attached to the XML data. A confirmation report listing the case number, claim number, date filed, creditor id, action (success/fail), dollar amount and XML file name will be displayed. Optionally, the filer may elect to run the Claims Upload Report to list transactions for a time period.
4. A Notice of Electronic Filing will be produced for each claim filed as appropriate.

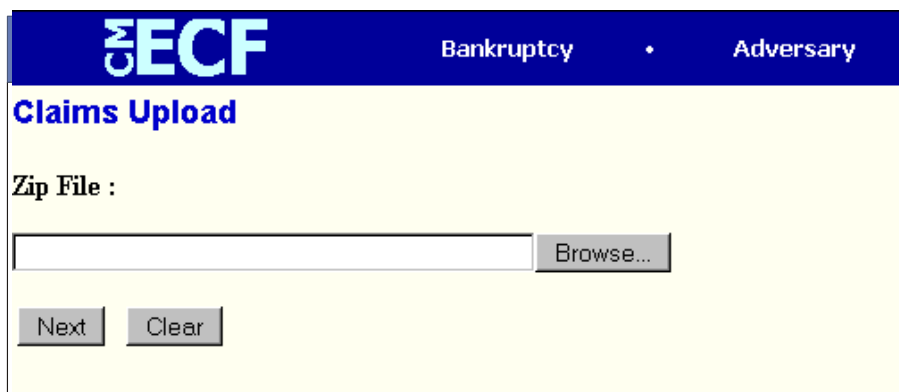
Sample XML claims files are attached. Note the file naming convention described on the last page of this document.

Processing of Electronic Claims Information



Claims Filing Process

- Step 1: The large claims filer has been granted access by the court and logged into the CM/ECF application and has access to the Bankruptcy/Claims Upload selection option.
- Step 2: The large claim filer will identify the .ZIP formatted file that will be submitted. The .ZIP file will contain the XML formatted claims information, and any PDF formatted document attachments required for the completion of the claim action.



The screenshot shows a web interface for the CM/ECF system. At the top, there is a dark blue header with the CM/ECF logo on the left, and the words "Bankruptcy" and "Adversary" on the right, separated by a small dot. Below the header, the page title "Claims Upload" is displayed in blue. The main content area has a light yellow background. It features a label "Zip File :" followed by a text input field. To the right of the input field is a "Browse..." button. Below the input field are two buttons: "Next" and "Clear".

Step 3: A preliminary validation will take place, as follows:

Validation Area	Description
XML Schema	A symbol or character can be included by specifying its symbolic representation (e.g., “¢” for the cent sign).. See “ <u>Symbols and Special Characters</u> ” for the list.
Symbols and Special Characters	Check for the existence of “&”, “~”, “*”, “ ”, “;”, “^ “and “\” in the file name.
<userName>	Validated against name associated with logged-in user. The entry must match the users table. Used to identify the creator of the claim record.
Case Number	Check each XML file for valid case number designation and format (yy-nnnnn)for the office and casetype.
District	Check each XML file for valid district code and format (nnnn). (Use CourtID entry in Site table). See Appendix for codes.
Office	Check each XML file for valid divisional office designation and format (n) for the case number and casetype. Contact the Court for office code(s).
Casetype	Check each XML file for valid casetype and format (value=“bk”) for the entered case number, office, and District.
*****	Check the XML file first for validation. If XML file is bad, the XML file and PDF(s) are deleted.
Existence of PDF’s	Verify that all PDF files identified in each XML file are present. If one or more of the identified PDF files are bad(fail PDFCheck), then the PDF(s) and the related XML file are discarded.
PDF File Size	Check PDF file(s) for a PDF file size limit – value is set on a per court basis. Default is 2.5MB. Verify file limit with the Court.
*****	Check the XML file for the existence of a document "claimAttachDoc" claim function whenever the "transferClaim" claim and/or “addClaim” functions are used.

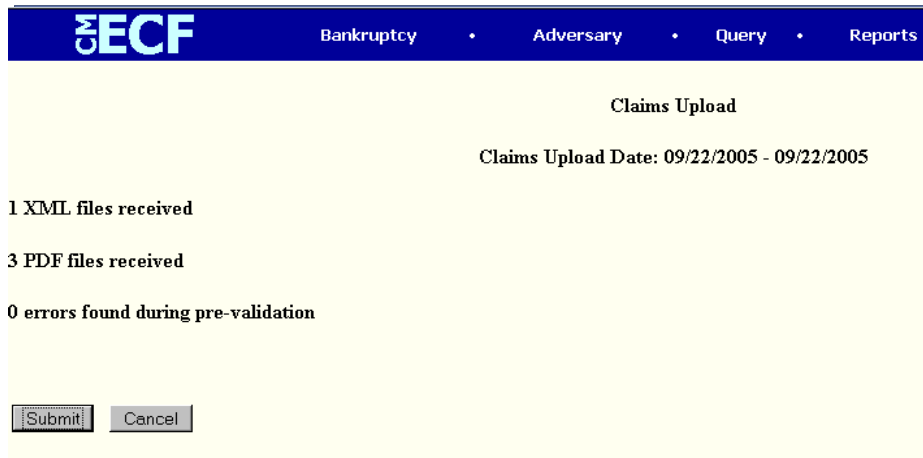
Step 4: If the filer chooses to continue with the upload, a confirmation report will be displayed in the browser which will list the completed status of the CM/ECF filing. The report will display, for successful uploads, the case number, date filed, XML file, action (success/fail), office, claim number, dollar amount, and creditor number. The report will display for unsuccessful uploads the case number, XML file, error, office, and date filed.

If the filer chooses to continue with the upload and does not chose to wait for the upload to complete, The filer will receive an email notification that the upload has completed with a link to the Claims Upload Log.

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout  				
Claims Upload Log Report Period: 12/01/2005 - 12/01/2005 Sorted By: Case Number				
2 Transactions Processed				
2 Successful Claim Action(s)				
Case	Date Filed	XML File	Action	Notes
04-44444	12/01/2005	04-44444_bk_4_1111_20050801_0748.xml	Add Creditor	Office: 4 Claim No: 0 Amount: 0.00 Creditor #: 106606030
04-44444	12/01/2005	04-44444_bk_4_1111_20050801_0748.xml	Add Claim	Office: 4 Claim No: 14 Amount: 4000.00 Creditor #: 0

User Reports

Large claims filers will receive an on-screen, pre-process validation summary prior to file processing by CM/ECF. The summary will list the number of files received, the number of PDF files received, and provide a list of the files where validation errors were found with an error description for each file.



The screenshot shows a web interface for the CM/ECF system. At the top, there is a blue navigation bar with the CM/ECF logo on the left and menu items: Bankruptcy, Adversary, Query, and Reports. Below the navigation bar, the page title is "Claims Upload". Underneath the title, it displays the "Claims Upload Date: 09/22/2005 - 09/22/2005". The main content area lists the following statistics: "1 XML files received", "3 PDF files received", and "0 errors found during pre-validation". At the bottom of the content area, there are two buttons: "Submit" and "Cancel".

Claims Upload Log

The Claims Upload Log, which is available from the CM/ECF utilities menu, allows the user the ability to create a listing of his/her claim upload activities based on the following user-supplied information: Start Date, End Date, Sort By - Case Number or Date Filed or XML File Name.

The Claims Upload Log will display the reporting dates and the sort option selected by the user. The total number of transactions processed for the reporting period will display. The log will display for successful uploads a total for the number of successful claim actions. Within each successful claim action, the log will display the case number, date filed, XML file name, action (i.e. claim filed), office, claim number, amount, and creditor number. The log will display for unsuccessful uploads a total for the errors which resulted in no update to the database. Within each unsuccessful claim action, the log will display the case number, the XML file name, the error, the office, and the date filed.

Claims Upload Log
Report Period: 12/01/2005 -
Sorted By: Case Number

2 Transactions Processed

2 Successful Claim Action(s)

Case	Date Filed	XML File	Action	Notes
04-44444	12/01/2005	04-44444_bk_4_1111_20051201_0915.xml	Add Creditor	Office: 4 Claim No: 0 Amount: 0.00 Creditor #: 106606029
04-44444	12/01/2005	04-44444_bk_4_1111_20051201_0915.xml	Add Claim	Office: 4 Claim No: 13 Amount: 2500.00 Creditor #: 0

Submitted files failing pre-validation

XML File	Error	Notes
Date Filed: 12/01/2005		
04-44445_bk_4_1111_20051201_0920.xml	Found unexpected <claimedUnsecured> inside <claimedUnsecured> This is not a valid child element-etc	Date Filed: 12/01/2005
04-44445_bk_4_1111_20051201_0920.xml	Found unexpected <claimedUnsecured> inside <claimedUnsecured> This is not a valid child element-etc	Date Filed: 12/01/2005

Large Claims Filer -- CM/ECF Claims Upload Log

CM/ECF Bankruptcy . Adversary . Query . Reports

Utilities

Your Account
[Change Your PACER Account](#)

Miscellaneous
[Claims Upload Log](#)

CM/ECF Bankruptcy . Adversary . Query . Reports

Claims Upload Log

Start Date End Date Sort By: **Case Number**
 Date Filed
 XML File Name

CM/ECF Bankruptcy . Adversary . Query . Reports

Claims Upload Log
 Report Period: 02/10/2004 - 02/15/2005
 Sorted By: Case Number

3 Transactions Processed
 1 Successful Claim Action(s)

Case	Date Filed	XML File	Action	Notes
1:04-bk-10223	11/09/2004	04-10223_bk_1_2369_20041109_093522.xml	Add Claim	Office: 1 Claim No: 38 Amount: 100.00 Creditor #: 5896235

2 Error(s) -- No Update

Case	XML File	Error	Notes
1:04-bk-33226	04-33226_bk_1_2369_20041109_093523.xml	Unable to add creditor	Office: 1 Date Filed: 11/09/2004
1:04-bk-33226	04-33226_bk_1_2369_20041109_093529.xml	Unable to add creditor	Office: 1 Date Filed: 11/09/2004

File & Transaction Specifications

All claims-specific XML files should have the following tags.

TAG NAME	FORMAT/ LENGTH	REQ	DESCRIPTION
<claim> <claim caseNumber="04-10023" district="2369" office="1" caseType="bk">		Req	Encloses the case number, district, office and case type attributes
caseNumber	YY-#####	Req	Consists of the year and the case number (i.e: caseNumber="04-12345")
district	char(4)	Req	Entry must match the court's district code.
office	char(1) - A-Za-z0-9	Req	The divisional office where the case is filed.
caseType	char(8)	Req	Type of case (i.e. "bk")
<userName>	char(255)	Req	Identifies the creator of the claim record. User names will be assigned when filers are given access permissions.
<courtFiling>		Req	Encloses/groups the associated claimFunction tags.

ClaimFunction Specifications

The claimFunction is used to describe the type of claim filing action that the filer would like to perform in CM/ECF. Using the claimFunctions, filers will have the ability to add claims, amend claims, transfer claims (varies by court), and attach claim PDF documents . Some courts may permit creditors to be added using Claims Upload.

The <claimFunction> tag contains information for a claims-specific entry. All items underneath the <claimFunction> tag are passed in as a parameter. The name attribute of the <claimFunction> tag is used to determine which function to call.

For Claim Functions
<i>There is no length requirement, but the entry must be one of the <claimFunction name=""> entries describing the claim function that is to be used.</i>
<p>The entries that may be entered for <claimFunction Name> are as follows (look below for details):</p> <pre><claimFunction name =”addClaim”> <claimFunction name =”transferClaim”> <claimFunction name =”addCreditor”> <claimFunction name =”claimAttachDoc”></pre>

Add or Amend Claim

For adding or amending claims, if the creditor information is already present in the CM/ECF database, this information need not be included in the XML file. If the creditor **is not in the CM/ECF database**, creditor information must be included in the XML file and must be processed using the “addCreditor” claimFunction. The creditor table is updated before claims processing. Upon completion of the “addCreditor” claimFunction, the claims information and any document attachments included in the XML file are added to the claims table and the document table, respectively.

<claimFunction name =”addClaim”>			
<amends>	integer	Opt*	Claim number that this claim amends. *Required if amending a claim

<claimFiledBy>	char(2)	Req	Claim filer type. Valid values are: AT - attorney DE - debtor CR - creditor TR - trustee
<amendAction>	char (1)	Opt*	Used to identify the process by which amounts contained in the submitted xml file should be handled. Values are as follows: "c" = clear amount values from database and use values contained in the submitted xml file "r" = revise the existing amounts from the database to include the values submitted in the xml file) *Required if amending a claim.
<creditorId>	integer	Opt*	Identifies the creditor. * Required if amending a claim. * When the "addCreditor" claimfunction is not used when adding a claim.
<claimedUnsecured>	decimal(12,2)	Opt	Unsecured amount claimed by filer.
<claimedSecured>	decimal(12,2)	Opt	Secured amount claimed by filer.
<claimedPriority>	decimal(12,2)	Opt	Priority amount claimed by filer.
<claimedUnknown>	decimal(12,2)	Opt	Unspecified amount claimed by filer.
<claimDescription>	char(255)	Opt	Brief description of claim.
<claimRemarks>	char(255)	Opt	Notes on claims.

Transfer Claims

XML file contains transferee (TO), transferor (FROM), and claim number information, with the B210 Notice of Transfer of Claim, and supporting documentation.

<claimFunction name =”transferClaim”>			
<transferType>	Char (10)	Opt	Identifies the transfer type. Valid values are: 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4 Please Note Spaces.
<transfereeInformation> <transfereeInformation> <transferee creditorId =”3334333333” creditorFullName =”Rye Ray Stone Crafters” creditorAddress1=”23 West Lake Parkway” creditorAddress2 = ”Brookshire, NH 34056”> </transferee> </transfereeInformation>		Req	Encloses the creditorId, creditorFullName, creditorAddress1, creditorAddress2, creditorAddress3, creditorAddress4, creditorAddress5 tags of the transferee.
<creditorId>	integer	Opt*	Identifies the creditor. *If the creditor name and address tags are not present, then this field is required.
<creditorFullName>	char(50)	Opt	Identifies the full name of the transferee creditor. If the <creditorId> tag is present, address is not required. If the creditor id is not present, a new creditor will be added.
<creditorAddress1>	char(40)	Opt	Creditor address line 1.
<creditorAddress2>	char(40)	Opt	Creditor address line 2.

<creditorAddress3>	char(40)	Opt	Creditor address line 3.
<creditorAddress4>	char(40)	Opt	Creditor address line 4.
<creditorAddress5>	char(40)	Opt	Creditor address line 5.
<transferorInformation> <transferorInformation> <transferor claimno="12"> </transferor> <transferorInformation claimNo="10"> </transferor> </transferInformation>		Req	Encloses the <claimNo> tag of the transferor.
<claimNo>	integer	Req	The claim number being transferred

Add Creditors- Note that permission to use this claimFunction is court-specific.

<claimFunction name ="addCreditor">			
<creditorFullName>	char(50)	Req	Full name of the creditor.
<creditorAddress1>	char(40)	Opt	If the <creditorId> tag is present, address is not required. If the creditor id is not present, a new creditor will be added. In such a case, at least one line of address is required.
<creditorAddress2>	char(40)	Opt	If the <creditorId> tag is present, address is not required.
<creditorAddress3>	char(40)	Opt	If the <creditorId> tag is present, address is not required.
<creditorAddress4>	char(40)	Opt	If the <creditorId> tag is present, address is not required.
<creditorAddress5>	char(40)	Opt	If the <creditorId> tag is present, address is not required.

<creditorCommittee>	char(1)	Opt	<p>Flag designating whether the creditor is a member of the creditor committee.</p> <p>Valid values are:</p> <p>“y” “n”</p> <p>Note: Default is “n” if no tag is used in the XML file.</p>
<creditorEntityIndiv>	char(1)	Opt*	<p>For a member of the creditor committee (cr_committee_flag=y), this value designates the type of member. Valid values are:</p> <p>e - entity (a business) i - individual</p> <p>* This tag is required if the creditor is a member of Creditor Committee and/or if the <creditorCommittee> tag is in the XML file with a value of “y”).</p>

Attach Claim Documents (PDF Files) Required to file, amend or transfer a claim.

<claimFunction name =”claimAttachDoc”>			
<pdfDocument>	A50	Req	<p>Name of the pdf document. This would be the Proof of Claim (B10), Notice of Transfer of Claim (B210) or supporting documentation. This name should be unique and related to the XML file name. See File Naming Convention section (last page) for additional guidance.</p>

<description>	A80	Req	Description of the attachment. The Forms document (B10 or B210) should have a description of “ Main Document ”. Any attachments with supporting documentation should have a description followed by free text. (i.e. Appendix <i>text description</i>)
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B10 Proof of Claim Form

The official form and instructions may be found at:

http://www.uscourts.gov/rules/Revised_Rules_and_Forms/BK_Form_B10.pdf

B210 Transfer of Claim Form

The new form and instructions may be found at:

<http://www.uscourts.gov/bkforms/official/b210.pdf>

<http://www.uscourts.gov/bkforms/official/b210-inst.pdf>

XML Examples

Example - File a claim and add a new Creditor

```
<claim caseNumber="01-12345" district="1111" office="1" caseType="bk">
  <userName>jonesr</userName>
  <courtFiling>
    <claimFunction name="addClaim">
      <claimFiledBy>AT</claimFiledBy>
      <claimedUnsecured>3000.00</claimedUnsecured>
      <claimedSecured>1000.00</claimedSecured>
      <claimDescription>Claim Filed</claimDescription>
      <claimRemarks>Remarks Added</claimRemarks>
    </claimFunction>
    <claimFunction name="claimAttachDoc">
      <pdfDocument>01-12345_bk_1_1111_20050801_0748.pdf</pdfDocument>
      <description>Main Document</description>
    </claimFunction>
    <claimFunction name="addCreditor">
      <creditorFullName>Abbey Marks</creditorFullName>
      <creditorAddress1>59 New Castle Lane</creditorAddress1>
      <creditorAddress2>Building 12</creditorAddress2>
      <creditorAddress3>Suite 3</creditorAddress3>
      <creditorAddress4>East Castle, DE 33949</creditorAddress4>
      <creditorCommittee>y</creditorCommittee>
      <creditorEntityIndiv>e</creditorEntityIndiv>
    </claimFunction>
  </courtFiling>
</claim>
```

Example – Add Multiple Claims with Documents

```
<claim caseNumber="04-12345" district="2369" office="1" caseType="bk">
  <userName>jonesr</userName>
<courtFiling>
  <claimFunction name="addClaim">
    <claimFiledBy>CR</claimFiledBy>
    <creditorId>12345656</creditorId>
    <claimedSecured>0.00</claimedSecured>
    <claimDescription>description of the claim</claimDescription>
    <claimRemarks>notes on a claim</claimRemarks>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0700.pdf</pdfDocument>
    <description>Main document</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0701.pdf</pdfDocument>
    <description>document Attachment 1</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0702.pdf</pdfDocument>
    <description>document Attachment 2</description>
  </claimFunction>
</courtFiling>
<courtFiling>
  <claimFunction name="addClaim">
    <claimFiledBy>CR</claimFiledBy>
    <claimedSecured>200.00</claimedSecured>
    <claimDescription>description of the claim</claimDescription>
    <claimRemarks>notes on a claim</claimRemarks>
  </claimFunction>
  <claimFunction name="addCreditor">
    <creditorFullName>Sears & Roebuck Collections</creditorFullName>
    <creditorAddress1>123 Main Street</creditorAddress1>
    <creditorAddress2>Cleveland, OH 12345</creditorAddress2>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0600.pdf</pdfDocument>
    <description>Main document</description>
  </claimFunction>
</courtFiling>
</claim>
```

Example – Transfer a Claim with Documents

```
<claim caseNumber="04-12345" district="2369" office="1" caseType="bk">
  <userName>jonesr</userName>
  <courtFiling>
  <claimFunction name="transferClaim">
    <transfereeInformation>
      <transferee creditorFullName="Charles Mako" creditorAddress1="13 Park Street"
creditorAddress2="Lexington, KY 12345">
    </transferee>
    </transfereeInformation>
    <transferorInformation>
    <transferor claimNo="4">
    </transferor>
    </transferorInformation>
    <transferorInformation>
    <transferor claimNo="5">
    </transferor>
    </transferorInformation>
    <transferorInformation>
    <transferor claimNo="6">
    </transferor>
    </transferorInformation>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0500.pdf</pdfDocument>
    <description>Main document</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0501.pdf</pdfDocument>
    <description>document Attachment 1</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0502.pdf</pdfDocument>
    <description>document Attachment 2</description>
  </claimFunction>
</courtFiling>
</claim>
```

Example – Amend a Claim with Documents

```
<claim caseNumber="04-12345" district="2369" office="1" caseType="bk">
  <userName>jonesr</userName>
<courtFiling>
  <claimFunction name="addClaim">
    <amends>33</amends>
    <claimFiledBy>CR</claimFiledBy>
    <amendAction>c</amendAction>
    <creditorId>2839485</creditorId>
    <claimedSecured>0.00</claimedSecured>
    <claimDescription>description of the claim</claimDescription>
    <claimRemarks>notes on a claim</claimRemarks>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0300.pdf</pdfDocument>
    <description>copy of the original document</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0501.pdf</pdfDocument>
    <description>document Attachment 1</description>
  </claimFunction>
  <claimFunction name="claimAttachDoc">
    <pdfDocument>01-12345_bk_1_1111_20050801_0502.pdf</pdfDocument>
    <description>document Attachment 2</description>
  </claimFunction>
</courtFiling>
</claim>
```


File Naming Convention

XML and PDF File Naming Convention

File names must be unique so that they will not be over-written. All XML files must be unique. Because the PDF files are deleted after each individual XML file is executed, the PDF file names must be unique to each XML file (CASENUM + CASETYPE + OFFICE + DISTRICT + date time stamp)

FORMAT: CASENUM_CASETYPE_OFFICE_DISTRICT_DATETIME.XML

Examples:

04-10223_bk_1_23699_20040401_093522.xml

03-12388_bk_1_23699_20040401_123245.pdf

Naming Convention for ZIP Files

The recommended naming convention for the ZIP formatted files that the large claims filer will create and submit to CM/ECF using Claims Upload is as follows:

FORMAT: Name_DateStamp_ReferenceNumber.ZIP
(Total length of the file name must not exceed 40 characters)

DEFINITIONS:

Name

The Name and/or numbers identifying the large claims filer. The Name can be up to 23 characters including any “_”s that are used to represent a blank space in the name

DateStamp

The Date when the file is submitted to CM/ECF. The DateStamp format is YYYYMMDD

ReferenceNumber

The three digit number representing the sequential count from 000 to 999 for the Zip file(s) submitted by a large claims filer on a given day (represented by the DateStamp). (i.e. If 5 ZIP files were submitted on 01/02/05 by a large claims filer, the ReferenceNumber portion of the ZIP file name would increment by 1 for each file submitted – 000, 001, 002, 003, 004)

ZIP

Each ZIP formatted file submitted by a large claims filer should contain the ZIP file extension.

EXAMPLES:

Large Claims Filer instance where **ONE** submitter from the organization is uploading claims:

alpha_beta_testing_corp_20050101_000.ZIP
Uzowe_corp_financial_20050101_000.ZIP

Large Claims Filer instance where **MORE THAN ONE** submitter from the organization is uploading claims

(examples below display name identifier by state, by city, and by person)

Azowe_corp_financial_AZ_20050101_000.ZIP
Azowe_corp_financial_TN_20050101_000.ZIP
Azowe_corp_financial_SD_20050101_000.ZIP

Ezowe_corp_yuma_20050101_000.ZIP
Ezowe_corp_phoenix_20050101_000.ZIP
Ezowe_corp_tuscon_20050101_000.ZIP

Ozowe_corp_TSmith_20050101_000.ZIP
Ozowe_corp_PRS_20050101_000.ZIP
Ozowe_corp_DannyG_20050101_000.ZIP

Appendix

**Federal Judiciary District Codes (ID)
Creditor ID**

Federal Judiciary District Codes (Court ID)

District Code (Court ID)	Acronym (CDS07)	District Name
1127	ALM	ALABAMA MIDDLE
1126	ALN	ALABAMA NORTHERN
1128	ALS	ALABAMA SOUTHERN
097-	AK	ALASKA
0970	AZ	ARIZONA
0860	ARE	ARKANSAS EASTERN
0861	ARW	ARKANSAS WESTERN
0973	CAC	CALIFORNIA CENTRAL
0972	CAE	CALIFORNIA EASTERN
0971	CAN	CALIFORNIA NORTHERN
0974	CAS	CALIFORNIA SOUTHERN
1082	CO	COLORADO
0205	CT	CONNECTICUT
0311	DE	DELAWARE
0090	DC	DISTRICT OF COLUMBIA
113A	FLM	FLORIDA MIDDLE
1129	FLN	FLORIDA NORTHERN
113C	FLS	FLORIDA SOUTHERN
113G	GAM	GEORGIA MIDDLE
113E	GAN	GEORGIA NORTHERN
113J	GAS	GEORGIA SOUTHERN
0993	GUAM	GUAM
0975	HI	HAWAII
0976	ID	IDAHO

0753	ILC	ILLINOIS CENTRAL
0752	ILN	ILLINOIS NORTHERN
0754	ILS	ILLINOIS SOUTHERN
0755	INN	INDIANA NORTHERN
0756	INS	INDIANA SOUTHERN
0762	IAN	IOWA NORTHERN
0863	IAS	IOWA SOUTHERN
1083	KS	KANSAS
0643	KYE	KENTUCKY EASTERN
0644	KYW	KENTUCKY WESTERN
053L	LAE	LOUISIANA EASTERN
053N	LAM	LOUISIANA MIDDLE
0536	LAW	LOUISIANA WESTERN
0100	ME	MAINE
0416	MD	MARYLAND
0101	MA	MASSACHUSETTS
0645	MIE	MICHIGAN EASTERN
0646	MIW	MICHIGAN WESTERN
0864	MN	MINNESOTA
0537	MSN	MISSISSIPPI NORTHERN
0538	MSS	MISSISSIPPI SOUTHERN
0865	MOE	MISSOURI EASTERN
0866	MOW	MISSOURI WESTERN
0977	MT	MONTANA
0867	NE	NEBRASKA
0978	NV	NEVADA
0102	NH	NEW HAMPSHIRE

0312	NJ	NEW JERSEY
1084	NM	NEW MEXICO
0207	NYE	NEW YORK EASTERN
0206	NYN	NEW YORK NORTHERN
0208	NYS	NEW YORK SOUTHERN
0209	NYW	NEW YORK WESTERN
0417	NCE	NORTH CAROLINA EASTERN
0418	NCM	NORTH CAROLINA MIDDLE
0419	NCW	NORTH CAROLINA WESTERN
0868	ND	NORTH DAKOTA
0994	NMI	NORTHERN MARIANAS
0647	OHN	OHIO NORTHERN
0648	OHS	OHIO SOUTHERN
1086	OKE	OKLAHOMA EASTERN
1085	OKN	OKLAHOMA NORTHERN
1087	OKW	OKLAHOMA WESTERN
0979	OR	OREGON
0313	PAE	PENNSYLVANIA EASTERN
0314	PAM	PENNSYLVANIA MIDDLE
0315	PAW	PENNSYLVANIA WESTERN
0104	PR	PUERTO RICO
0103	RI	RHODE ISLAND
0420	SC	SOUTH CAROLINA
0869	SD	SOUTH DAKOTA
0649	TNE	TENNESSEE EASTERN
0650	TNM	TENNESSEE MIDDLE
0651	TNW	TENNESSEE WESTERN

0540	TXE	TEXAS EASTERN
0539	TXN	TEXAS NORTHERN
0541	TXS	TEXAS SOUTHERN
0542	TXW	TEXAS WESTERN
1088	UT	UTAH
0210	VT	VERMONT
0391	VI	VIRGIN ISLANDS
0422	VAE	VIRGINIA EASTERN
0423	VAW	VIRGINIA WESTERN
0980	WAE	WASHINGTON EASTERN
0981	WAW	WASHINGTON WESTERN
0424	WVN	WEST VIRGINIA NORTHERN
0425	WVS	WEST VIRGINIA SOUTHERN
0757	WIE	WISCONSIN EASTERN
0758	WIW	WISCONSIN WESTERN
1089	WY	WYOMING

NOTE: The office code, where used, may be obtained from the EDI CDS09 field, or as part of the case number on the Proof of Claim form - see below. Additional sources are from PACER or from the court itself.

Creditor ID

The Creditor ID is an integer assigned by CM/ECF for each creditor added to a case. The creditor/recipient ID may be taken from the EDI data field REF(j1) or, in the paper world, from the Proof of Claim Form (B-10) accompanying the §341 First Meeting of Creditors Notice.