UNITED STATES BANKRUPTCY COURT
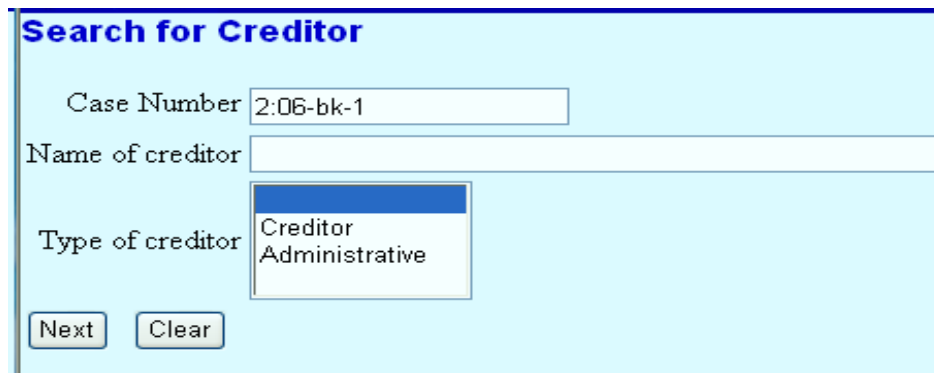## DISTRICT OF ARIZONA

CLAIMS FILING INSTRUCTIONS

A. The Limited Use/Claims Filing Password may be used to electronically file proofs of claim, amended claims, withdrawals of claims, assignments or transfers of claims, requests for notice and reaffirmation agreements (with the signatures of the debtors). An attorney level ECF filing password also may be used by the attorney to file claims. **Assignments/transfers of claims, withdrawals of claims and requests for notice are not to be filed on the claims register as a claim. Those documents must be filed on the bankruptcy case docket. Your claims filing password will have access to do that. See the specific instructions below.**
Your claims filing password has access to the following Bankruptcy Event Menu options. (To obtain access to Batch Filings you need to request that access when completing the registration form.)

B. <u>PROOF OF CLAIM OR AMENDED CLAIM</u>. To file a proof of claim or amended claim, follow these instructions.

1. Select **File Claims** under **Bankruptcy Events.**

2. Input Case Number. Leave **Name of Creditor** field blank and leave **Type of Creditor** box highlighted at the blank space, and click on **Next.**

A creditors list box will be displayed. Open that box and select your claimant from list. You may need to scroll down the list to find your creditor. If the scroll down bar on the right is off the screen, you may first need to use the left to right scroll at the bottom of the screen to scroll all the way to the right.

Select a Creditor for Claim

Case 2:06-bk-00063-GBN: CLAIRE ANNETTE and CORY ANNETTE

JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256

JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256
JUST ANOTHER CREDITOR - 111 JUST ANOTHER ADDRESS JUST ANOTHER AZ 87777 - 62257
THE MUSIC STORE - 456 SUGARLAND DR PHOENIX AZ 85023 - 62255

Edit Creditor

Next   Clear

You may also enter the first few letters of your claimant (in either lower or upper case, as the search is not case sensitive.)

Case Number 2:06-bk-1
Name of creditor JC

Type of creditor Creditor
Administrative

Next   Clear

Only those creditors with those first letters selected will be displayed.

Case 2:06-bk-00063-GBN: CLAIRE ANNETTE and CORY ANNETTE

JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256

JC PENNY - 123 N DYSART RD GOODYEAR AZ 85303 - 62256

Add Creditor

Edit Creditor

Next   Clear

If the creditor list is quite long, you can enter the first three or four letters of your creditor's last name or business name to obtain a shorter list of creditors as shown above.   If your creditor is not displayed, you can also click on **Change Search Criteria** to modify your search.

No creditors found for selected search criteria
Change search criteria

3.   If your claimant is not on the creditor list, select **Add Creditor** (to edit a creditor, see paragraph 4)**.** The case number will be displayed. Click on **Next** to add your claimant at the address on the claim.

Add Creditor

Edit Creditor

[Next] [Clear]

Case Number

2-06-bk-00063   99-12345, 1:99-bk-12345 or 1-99-bk-12345

[Next] [Clear]

A full text box is now displayed rather than separate fields for each line. At this point, you can either copy and paste the creditor information in the text box or simply type the creditor information in the text box. The name may be 50 characters; the address may be five (5) lines, 40 characters each. Enter in **ALL CAPS**. Leave type as **Creditor.** Leave dot in **No** for Creditor Committee. Leave **Entity** blank. Click on **Next,** then **Submit.**

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

```
JOHN DOE
123 N. FIRST AVE.
PHOENIX, AZ   85001
```

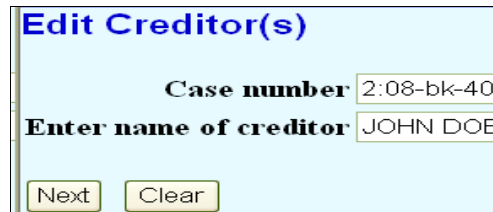**Creditor type** Creditor

Creditor committee ⦿ No ◯ Yes   **Entity** ☐

[Next] [Clear]

A **Creditors Receipt** will be displayed after selecting the Submit button.

Creditors Receipt

Case Number	2-06-bk-00063
Total Creditors Added to Database	1

File A Proof Of Claim
Return To Creditor Maintenance Menu

4. **Editing the Creditor**.   If your claimant is on the list but at an address different from that on your claim, then select **Edit Creditor**. Enter the name of the creditor and click Next.
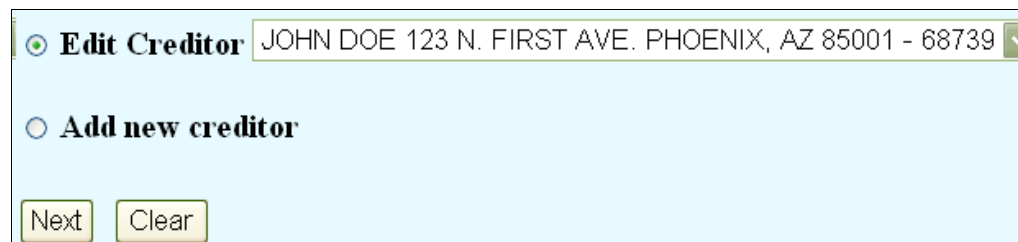
Edit Creditor(s)

Case number	2:08-bk-40
Enter name of creditor	JOHN DOE

[Next] [Clear]

Place radio dot next to **Edit Creditor** and make sure the creditor that you want to edit is shown.   Click Next.
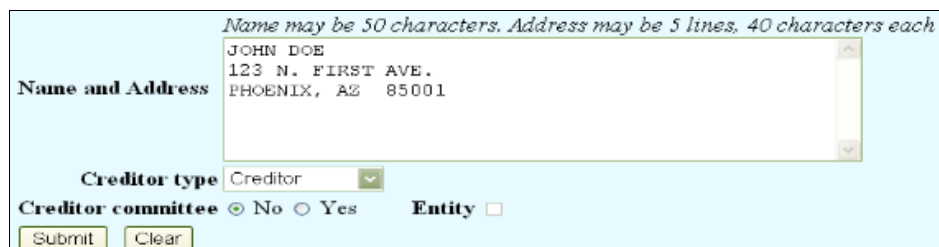
⊙ **Edit Creditor** JOHN DOE 123 N. FIRST AVE. PHOENIX, AZ 85001 - 68739 ⌄

○ **Add new creditor**

[Next] [Clear]

Make the appropriate changes to the creditor's address and click Submit.

Name may be 50 characters. Address may be 5 lines, 40 characters each

Name and Address
```
JOHN DOE
123 N. FIRST AVE.
PHOENIX, AZ  85001
```

Creditor type Creditor ⌄
Creditor committee ⊙ No ○ Yes   **Entity** ☐
[Submit] [Clear]

5. Click on **File a Proof of Claim** after the creditor has been added or edited.

Repeat steps at paragraph 2 to include all steps for selecting the creditor. You will need to open the creditor list box to find the claimant you just added. The system does not automatically select the party just added.

6. Select your claimant from list displayed. A pop-up window will appear verifying that the correct creditor has been selected. If it is correct, click **Yes.** If the creditor is not the correct one and you select **No**, then you will be routed back to the **Select a Creditor for Claim** screen to re-select.


7. Input information and data on claims register screen. If you are filing an amended claim, to find the claim number of the claim you are amending, click on the **Find** button next to **Amends Claim #** and a window will open showing all the claims filed in the case. They are sorted alpha by creditor name by default, but can be changed to a sort by claim number by clicking on the Claim # bar at the top. Click on the Creditor Name and the claim number will be filled in the **Amends Claim #** on the Claim Information screen. You must follow this process, even if you know the claim number. If you simply input the claim number in the **Amends Claim #** box, you will not be permitted to input or change any amounts.

Creditor Name ↓	Claim #	Date filed
JUST ANOTHER CREDITOR	1	08/07/2006
JUST ANOTHER CREDITOR	2	08/07/2006
JUST ANOTHER CREDITOR	3	08/09/2006
JUST ANOTHER CREDITOR	4	08/09/2006

If you select a claim that is for another creditor, the following pop-up will appear. If you selected the creditor in error, click Cancel. If you wish to change the name and/or address, click Continue. This is for amended claims only. You cannot file a transfer or assignment of claim in this area.
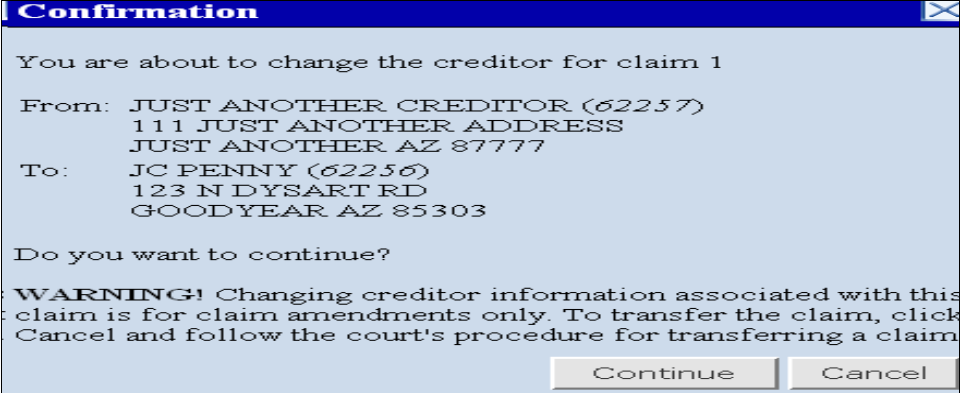
8. When inputting the amount claimed, if you input amounts in more than one of the boxes, the system will automatically total those amounts.

9. Any account number should be input in the **Description Box**. Because of the federal courts' privacy policy, do not input an entire SSN if that is the account number, only the last four digits of the SSN are to be input. The **Remarks Box** may be used for any other information you may want to input. Click on Next.

10. Click on Browse to upload the proof of claim or amended claim in pdf format. You are given the opportunity to add one or more attachments. If the file size of scanned exhibits exceeds 3 megabytes, they should be broken up into sections under 3 megabytes. Do not file only the proof of claim and then send the paper exhibits to the court. You must e-file all exhibits or other attachments. If you have no attachments, click on Next.

> Case 2:06-bk-00063-GBN
> Select the **pdf** document (for example: C:\199cv501-21.pdf).
> Filename
> [_____] [Browse...]
> Attachments to Document: ⊙ No ○ Yes
>
> [Next] [Clear]

If you are filing exhibits to the claim, upload your claim in pdf format and select Attachment to Document: Yes. Click on Browse to upload the attachment. Select a document type and/or enter a description and click on Add to List. Repeat if more than one attachment. After uploading and describing the attachments, click on Next.

> Select one or more attachments.
> Case 2:06-bk-00063-GBN
> 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
> Filename
> [F:\USER\CFouche\WP\Proof of Claim (] [Browse...]
>
> 2) Select a document type, and/or enter a description.
> Type   Description
> [Exhibit   ▾] [A through F]
> 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
>
> [Add to List]
>
> [Remove from List]
> [Next]

11.   No paper copy of the proof of claim or amended claim should be sent to the court.

12.   The ECF system will display a Notice of Electronic Claims Filing which is evidence that the filing was completed. You should print or save this notice for your records.

Notice of Electronic Claims Filing

The following transaction was received from fouche, cindy on 8/9/2006 at 10:35 AM AZ

Case Name: CLAIRE ANNETTE and CORY ANNETTE
Case Number: 2:06-bk-00063-GBN
JUST ANOTHER CREDITOR
Creditor Name: 111 JUST ANOTHER ADDRESS
JUST ANOTHER AZ 87777
Claim Number: 4   Claims Register
Total Amount Claimed: $123.00

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

Document description: Main Document
Original filename: F:\USER\CFouche\WP\Proof of Claim (B10) October 2005 - Fillable.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=875559564 [Date=8/9/2006] [FileNumber=46375-0] [5
9fa33a396d01edd71d3d25258a0c027f0e52fd0095e080c184d1243e51755ccc5a5072
29c4743971a711ca28ee87db863e9899d330ac578a96a22bc94990fbd]]
Document description: Exhibit A through F
Original filename: F:\USER\CFouche\WP\Proof of Claim (B10) October 2005 - Fillable.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=875559564 [Date=8/9/2006] [FileNumber=46375-1] [8
873918dc89426115eff62c96b99cde99fb7c2a8ab17c41e6ad2f69c674303ea62bb06d
e5cd4cea7859621673f23d3c077395e812ee3a1ec7df02024693e2a04]]

File another claim

C.   REQUEST FOR NOTICE. To file a Request for Notice, select Claim Actions from the Bankruptcy Events Menu. If you file a number of these and want to be able to file them in a batch process without having to file a document, then please call the help desk at 602-682-4900 and request batch filing access be added to your password and request a set of the batch filing instructions.

Bankruptcy Events

Claim Actions
Creditor Maintenance...
File Claims

Enter the Case Number.

File a Claim Action

Case Number Format: *Office Code - Year - Case Type - Number* (Example *2-03-bk-12345*)

Office Code: 0=Yuma; 2=Phoenix; 4=Tucson

Case Type: bk=Bankruptcy; ap=Adversary; mp=Miscellaneous

Case Number
2-06-bk-00063   99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next   Clear

From the Drop Down Menu, select Request for Notice.

If your company is on the list displayed, you should select it from the list only if you have previously filed a document in this case and added your company at that time since then you will know that the address is correct. Otherwise, Select Add/Create New Party.

If adding your company as a new party, type the first three or so letters of the company name in Last/Business name field and click on Next.

Search for a party

SSN	[blank]	Tax Id	[blank]
Last/Business name	JUS		
First Name	[blank]		
Middle Name	[blank]		

[Search] [Clear]

If your company's name is displayed now, you may select that name from the list, a pop-up window will display the address, if incorrect, you will have the opportunity to change the address on the next screen. If not displayed, click on Create new party.

Party search results

JUST JACK,
JUST KIDDING,
Just Do It,
Just For Fun, Inc., c/o Jon Sillyman
JustForPractice, Inc.,
Justforpractice, Inc.,

[Select name from list] [Create new party]

Input your company name and the address to which you want notices mailed. The address you input will be used for mailings to you, in this case, over any other address you may have previously provided. Please be sure to select Creditor for the Role type. Click on Submit.

Party Information

Last name	JUST ANOTHER CREDITO|	First name	[blank]
Middle name	[blank]	Generation	[blank] Title [blank]
SSN	[blank] 222-11-1234	Tax ID	[blank]
Office	[blank]	Address 1	JUST ANOTHER ADDRESS
Address 2	[blank]	Address 3	[blank]
City	JUST ANOTHER	State	AZ Zip 87777
County	[dropdown]	Country	[blank]
Phone	[blank]	Fax	[blank]
E-mail	[blank]		
Role	Creditor (cr:cr)		
Party text	[blank]		

[Submit] [Cancel] [Clear]

Your company name will now be on the Party list for the case and will be highlighted. Click on Next.

Please select the filer.

Select the Party:

JUST ANOTHER CREDITOR, [Creditor]
ANNETTE, CLAIRE [Debtor]
ANNETTE, CORY [Debtor]
TRUSTEE, TEST 2 [Trustee]
U.S. Trustee's Office, [U.S. Trustee]
WELLS FARGO BANK, [Creditor]

Add/Create New Party

[Next] [Clear]

You will next be prompted to upload your Request for Notice document which must be in Adobe Acrobat pdf format. Select Next.

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename
[   ] [Browse...]
Attachments to Document: ● No ○ Yes

[Next] [Clear]

The next screen will direct you to start over if the address you input is **NOT** the address to which you want notices sent. Select Next.

When adding your company to the list of filing parties, you should have input the address to which you want notices sent. If you did not, you should cancel this filing and start over by clicking on Bankruptcy in the bar at the top of the screen. Your company will be added to the mailing list generated by the creditor mailing matrix report. This mailing list is used by the court for mailing notices that the court mails to all creditors in the case. This mailing list is also to be used by any party or attorney who is mailing a notice to all creditors.

[Next] [Clear]

The entry will show that the Request for Notice was made by the person with the claims filing password on behalf of your company. Select Next.

Docket Text: Final Text
Request for Notice filed by cindy fouche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy)

Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
[Next] [Clear]

After making the final submission you will receive the following filing receipt, which you may want to print or otherwise save as proof of your request.

> **U.S. Bankruptcy Court**
>
> **District of Arizona**
>
> Notice of Electronic Filing
>
> The following transaction was received from fouche, cindy entered on 8/9/2006 at 11:53 AM AZ and filed on 8/9/2006
> **Case Name:**   CLAIRE ANNETTE and CORY ANNETTE
> **Case Number:**   2:06-bk-00063-GBN
> **Document Number:** 16
>
> **Docket Text:**
> Request for Notice filed by cindy fouche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy)

D.   ASSIGNMENT/TRANSFER 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 Events Menu. 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.

> **Bankruptcy Events**
>
> Claim Actions
> Creditor Maintenance...
> File Claims

The process of filing is the same as outlined above except a different entry is to be selected.

Select one of the two Assignment/Transfer entries. 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.

> Assignment/Transfer of Claim (or Notice of)
> Assignment/Transfer of Claim with Waiver of Notice (or Notice of)

Follow the steps outlined above to select, add or create your company (the assignee/transferee) to the party list.

Upload the document you are filing (the assignment/transfer of notice of) in pdf format as outlined above. Any attachments may be uploaded as outlined in claims filing above.

You will be prompted to select the transferee and transferor. (<u>See</u> Transfer/ Assignment of Claims Process – Attorney/Claims Filer Instructions below.)

Docket Text: Final Text
Assignment/Transfer of Claim with Waiver of Notice Transferor: THE MUSIC STORE (Claim No. 2) To JUST ANOTHER CREDITOR filed by cindy fouche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy)

Warning!! Submitting this screen commits this transaction. You will have <u>no further opportunity</u> to modify this submission if you continue.

[Next] [Clear]

There is no longer the option to add additional text to your entry.

After the final submission, you will receive a filing receipt, which is your proof of filing. You may want to print or otherwise save it in electronic format.

Notice of Electronic Filing

The following transaction was received from fouche, cindy entered on 8/9/2006 at 12:12 PM AZ and filed on 8/9/2006
Case Name: CLAIRE ANNETTE and CORY ANNETTE
Case Number: 2:06-bk-00063-GBN
Document Number: 17

Docket Text:
Assignment/Transfer of Claim with Waiver of Notice Transferor: THE MUSIC STORE (Claim No. 2) To JUST ANOTHER CREDITOR filed by cindy fouche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy)

E.   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.

To file a Withdrawal of Claim, select Claim Actions from the Bankruptcy Events Menu.

Bankruptcy Events

    Claim Actions
    Creditor Maintenance...
    File Claims

The process of filing is the same as outlined above except a different entry is to be selected. Select the Withdrawal of Claim entry from the list.

Follow the steps outline above to select, add or create your company (the assignee/transferee) to the party list.

Upload the withdrawal of claim document in pdf format as outlined above. Any attachments may be uploaded as outlined in claims filing above.

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.

EXAMPLE - Claims Register:

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 that number.

Enter Claim Number(s): 2

[Next] [Clear]

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 save it for your records.

U.S. Bankruptcy Court

District of Arizona

Notice of Electronic Filing

The following transaction was received from fouche, cindy entered on 8/9/2006 at 12:32 PM AZ and filed on 8/9/2006
Case Name: CLAIRE ANNETTE and CORY ANNETTE
Case Number: 2:06-bk-00063-GBN
Document Number: 18

Docket Text:
Withdrawal of Claim 2 filed by cindy fouche on behalf of JUST ANOTHER CREDITOR. (fouche, cindy)

F.   REAFFIRMATION AGREEMENTS. You can also electronically file a reaffirmation agreement. The agreement should only be imaged/scanned (in pdf format) after it contains your company representative's signature, the debtor(s)' signature(s) and the attorney's signature if the debtor(s) are represented by an attorney and the attorney is making the declaration pursuant to 11 U.S.C. § 524 and, for cases subject to the Bankruptcy Act of 2005, the attorney also has certified that the agreement does not impose an undue hardship on the debtor. If the debtor(s) do not have an attorney or their attorney has not signed the required declaration or certification, then the reaffirmation agreement should have your company's representative's signature and the debtor(s)' signature(s).
Since the reaffirmation agreement filed must show the signatures required above, the agreement will need to be imaged or scanned into pdf format for filing. Your company is required to retain the original agreement with the original signatures.

To electronically file a reaffirmation agreement, select the appropriate one of the two following entries under Claim Actions. Use the Reaffirmation Agreement/Declaration of Attorney entry only if the agreement contains or has an attachment that includes the attorney's signed declaration or affidavit that the debtor(s) were advised pursuant to the requirements of 11 U.S.C. § 524 and for cases subject to the Bankruptcy Act of 2005 also

contain the attorney's certification that it does not impose an undue hardship on the debtor.

Reaffirmation Agreement - Pro Se Debtor
Reaffirmation Agreement/Declaration of Attorney

The balance of the filing process is the same as described above except that when selecting the filing party, **you should select both your company and the debtor(s) since the agreement is being filed on behalf of both your company and the debtors**. You may need to first add your company to the list of filers as outlined above. To select more than one filer, after clicking on the first one, click on the additional debtor(s) (if a joint debtor case and both debtors have entered into the agreement, select both debtors) by holding down the Crtl key when clicking. Select Next.

.

Please select the filer.

Select the Party:

ANNETTE, CLAIRE [Debtor]
ANNETTE, CORY [Debtor]
JUST ANOTHER CREDITOR, [Creditor]
TRUSTEE, TEST 2 [Trustee]
U.S. Trustee's Office, [U.S. Trustee]
WELLS FARGO BANK, [Creditor]

Add/Create New Party

Next   Clear

You will next be prompted to upload your Reaffirmation Agreement document which must be in pdf format. Select Next.

On the next screen you will need to insert the Creditor name only. Click Next.

Enter Creditor Name in This Reaffirmation Agreement Wells Fargo

Next   Clear

The next screen will allow you to modify the text as appropriate.

Docket Text: Modify as Appropriate.

Reaffirmation Agreement/Declaration of Attorney [   ] filed by CLAIRE
ANNETTE , CORY ANNETTE , WELLS FARGO BANK . (Fouche, Cindy)

[Next] [Clear]

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 save it for your records.

Notice of Electronic Filing

The following transaction was received from entered on 8/9/2006 at 1:10 PM AZ and filed on 8/9/2006
Case Name: CLAIRE ANNETTE and CORY ANNETTE
Case Number: 2:06-bk-00063-GBN
Document Number: 19

Docket Text:
Reaffirmation Agreement/Declaration of Attorney filed by CLAIRE ANNETTE, CORY ANNETTE, WELLS FARGO BANK. (Fouche, Cindy)

G.   UTILITIES MENU. Under the Utilities Menu you may **View a Transaction Log** of all
        your filings for the time period specified.

Your Account
View Your Transaction Log

TRANSFER/ASSIGNMENT OF CLAIMS PROCESS – ATTORNEY/CLAIMS FILER
INSTRUCTIONS

1. When filing an Assignment/Transfer of Claim (with or without a waiver of notice), Version 3
of CM/ECF has a new transfer of claim process that will result in the assignment/transfer both
being filed and docketed in the BK case and also being cross-referenced on the claims register
in a new claims history section.

2. While you may select a Transfer type, it is not required. The Transfer types are:

      3001(e)1 – Transfer, other than for security, before Proof of Claim filed

      3001(e) 2 – Transfer, other than for security, after Proof of Claim filed

      3001(e) 3 – Transfer, for security, before Proof of Claim filed

      3001(e) 4 – Transfer, for security, after Proof of Claim filed

3. The transferee (assignee), the person or entity to whom the claim was transferred or assigned,
is to be selected from the creditor list. First click on Search Creditors, if the transferee is not on
the creditor list, which is likely, then the transferee is to be added using the Add New Creditor
button.

4. The transferor (assignor), the person or entity that is transferring/assigning its claim, is to be selected from the creditor list. If the transferor is not on the creditor list, there is no option to add the transferor to the list. If the transferor is not on the creditor list, then the transferor has neither filed a proof of claim in the case nor been listed as a creditor by the debtor. In such a case, the transfer of claim will not able to be filed using this process. Instead, the transferee/assignee must must file its own proof of claim and you may attach a copy of the transfer or assignment to the claim.
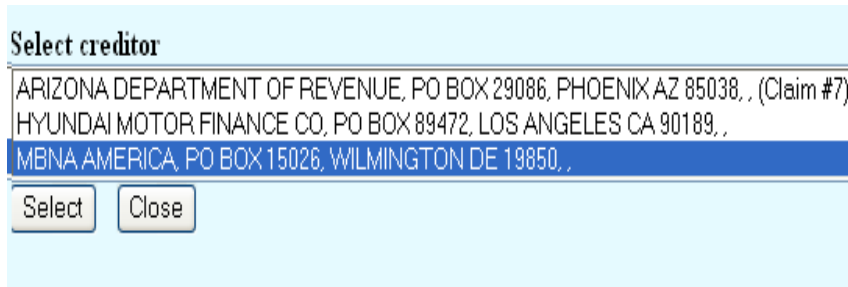
If the transferor is listed on the creditor list but has not filed a proof of claim, the following warning will be displayed. While you may proceed to file the transfer using this process, you also need to file a proof of claim or you may cancel this filing and the transferee then file a proof of claim in its name, attaching a copy of the transfer.
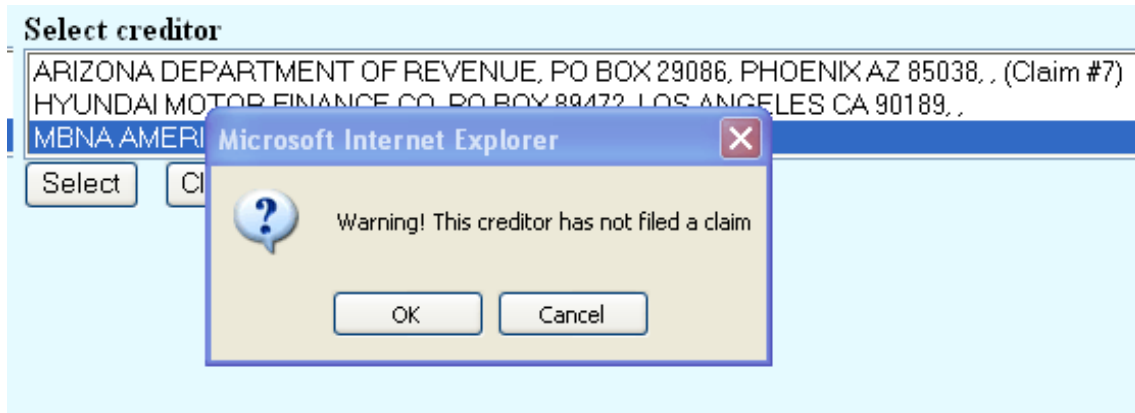
You can tell if the transferor has filed a claim or not as the claim number is referenced on the creditor list.
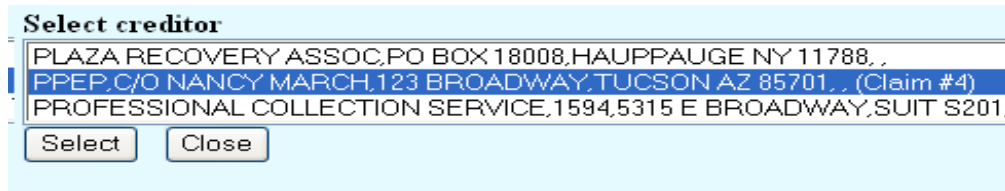
If as transferee, you have had more than one claim in the case transferred to you, you may file more than one using this entry (be sure that when you uploaded the pdf document that you uploaded the transfer documents for all the transfers being done in this entry.)

5. While the transferee normally files the transfer/assignment, the transferor can file it for the transferee. The docket text simply states that the transfer was filed and states the transferee and transferor without stating who filed it.

The person who did the filing is identified in the docket entry in parenthesis at the end of the entry.

6. The claims register will substitute the transferee as the creditor for claim number 4.