



# Filing Claims Electronically

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INDIANA SOUTHERN BANKRUPTCY COURT

# Why file electronically?

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General Order 21-2 re: mandatory e-filing

Filing electronically can also save time and money compared to paper filing; no special equipment (minus a computer) is required; and claims are received instantly by the Court

## Step 1:

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Go to the Southern Indiana Bankruptcy Court website:

[www.insb.uscourts.gov](http://www.insb.uscourts.gov)

## Step 2:

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Select the link titled, “Electronic Proof of Claim,” located on the lower middle, left-hand side of the main page



# UNITED STATES BANKRUPTCY COURT Southern District of Indiana

Honorable Jeffrey J. Graham, Chief Judge  
Eric Kleis, Clerk of Court

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### NOTICE:

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[Case Locator \(PACER\) »](#)

[E-Filing \(CM/ECF\) »](#)

[Electronic Proof of Claim »](#)

[Helpdesk »](#)



electronic Self-Representation (eSR)

Bankruptcy Petition Preparation System for Chapter 7 Cases for Self-Represented Debtors Only

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## Step 3:

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Review the information in the section titled, “Electronic Proof of Claim (ePOC)” – the first bullet point on the page



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## ePOC & eWOC

### Options for Filing, Amending, or Withdrawing a Claim

#### Filing or Amending a Claim

- **Electronic Proof of Claim (ePOC)**

This is the Court's preferred method of filing claims because it is simple to use, reliable, a quick way to docket a claim, and free to use. ePOC is an electronic version of the proof of claim form which is the document required to file or amend a claim. When submitted, the proof of claim form is automatically created and filed in the case.

Click [here](#) for instructions on how ePOC works, Click [here](#) to open ePOC and begin filing

## Step 4:

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Click on the hyperlinked word, “here,” and review the instructions on how to file using ePOC

The Power Point presentation will provide some background information as well as step-by-step instructions on how to file using ePOC



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## Step 5:

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Once you have an understanding of ePOC, select the hyperlinked word, “here,” (in the sentence after the instructions hyperlink) to open ePOC and begin filing



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## ePOC & eWOC

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## Step 6:

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Fill out the information as requested by ePOC

This information will be the same questions asked when filling out a paper claim form

(eg: your organization name and address, the bankruptcy case number, the type and amount of the claim, etc.)

### File Claim

Case Number

1. Enter **Case Number**.

Name of Creditor

Filed by

Creditor

**Note:** Do not enter creditor name at this time. Choose on next page.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

2. Check redaction box.

Next

3. Click **Next**.

# Example

1. **Amount of Claim as of Date Case Filed:**

Enter amount only (no \$ sign), e.g. 500.00.\*

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

Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional 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:  [\(See instruction #3\)](#)

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

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 against property.

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

Describe:

Value of Property: \$

Annual Interest Rate:  %  Fixed or  Variable

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

Basis for perfection:

**Amount of Secured Claim:** \$

Enter pertinent information for No. 1 thru 7 (No. 5 thru 7 not shown on this slide). If you need instructions, click on appropriate blue link.

# Example

## Step 7:

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Once you are finished entering your claim information, you will select a button titled, “File Proof of Claim”



## Step 7 continued:

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ePOC will take the information you have entered and will automatically generate and file the claim for you, using the information you entered in the previous step

## Step 8:

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You will receive verification that your claim was filed

You are also given the option to view and/or save a copy of your completed claim, if you would like to do so

Successful verification ...

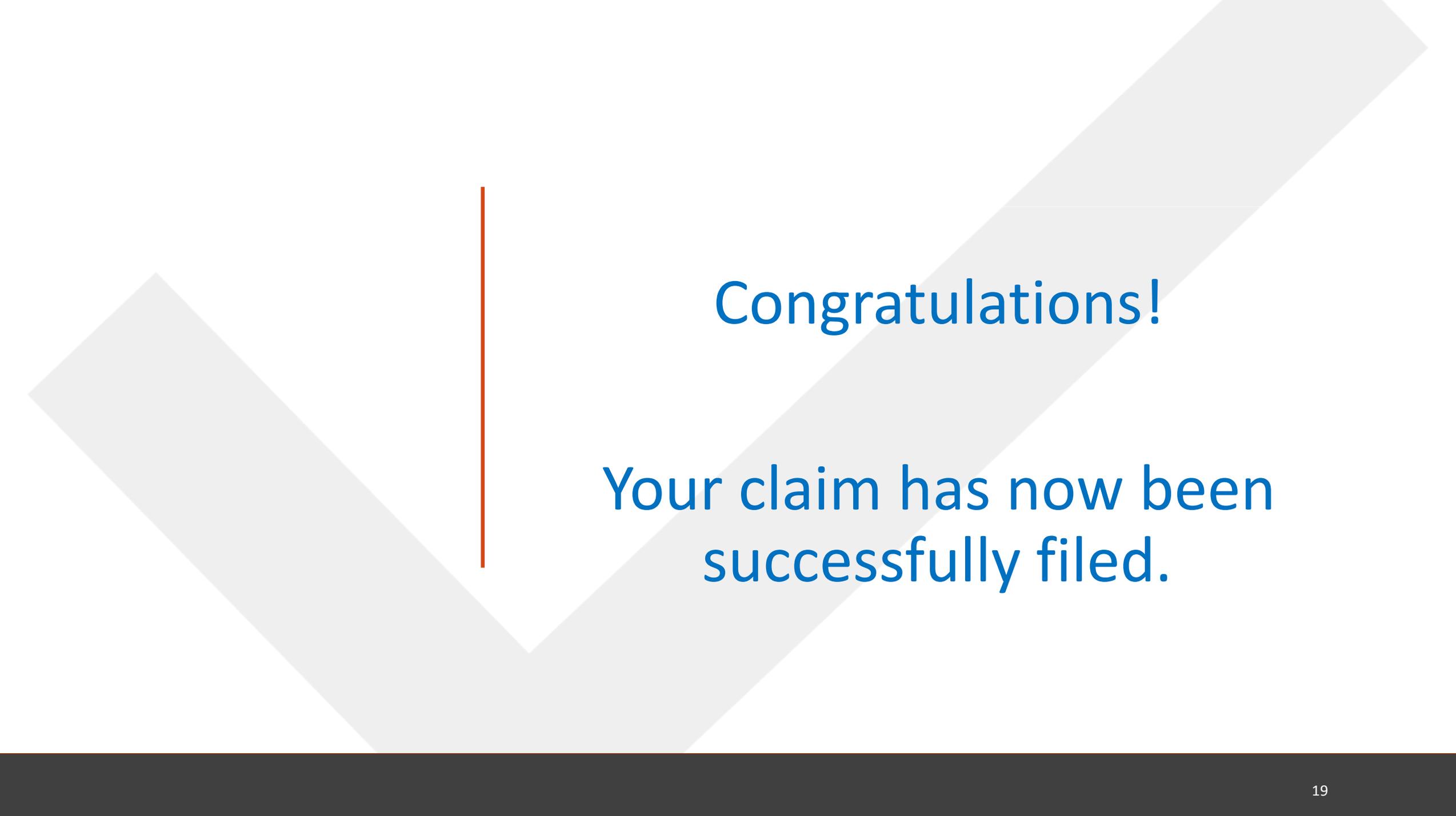
Your claim was successfully filed in case number 05-80001.

**Your claim number is 5.**

Open in new window: Click [5](#) to view/print your filed claim.



Sample Verification Screen



Congratulations!

Your claim has now been  
successfully filed.

# Amended Claims

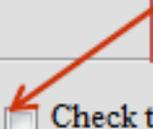
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Amended claims can also be filed using ePOC

Select the check box which states you mean to file an amended claim; then enter the claim number and filing date of the previously filed claim

Debtor **	<b>Domonique Morgan</b>
Case Number	<b>13-90975</b>
Name of Creditor	<b>GLA COLLECT</b>
Address where notices should be sent	<b>PO BOX 991199 LOUISVILLE, KY 40260</b>
Telephone Number	
Email:	
<input type="checkbox"/> Payment Address	
<input type="checkbox"/> Check this box to indicate that this claim amends a previously filed claim.	
Court Claim Number:	<input type="text"/>
Filed on:	<input type="text"/> <input type="text"/> <input type="text"/>

If Amending a claim, check this box; then select the **Court Claim Number** and the date filed from the drop-down boxes.



# Withdrawing Claims

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Claims can also be withdrawn using a similar program titled eWOC (electronic withdrawal of claim)

More information regarding eWOC (as well as an instructional Power Point) can be found on the Court's website, beneath the information regarding ePOC

## Options for Filing, Amending, or Withdrawing a Claim

### Filing or Amending a Claim

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For instructions on how ePOC works, check out our [Power Point presentation](#). Click [here](#) to open ePOC and begin filing

- **CM/ECF**

If you have a login and password for CM/ECF, and you are a creditor, you may continue to file claims using that method, or you may file them with ePOC - the choice is yours! If you need a CM/ECF account, click [here](#) for our online registration/training program. ePOC is not available for use by the Debtor or Trustee.

- **By Mail or in Person**

Up to 10 paper claims may be filed by a user in any given year at the Bankruptcy Clerk's Office in the Southern District of Indiana. If this number is exceeded, the Court will ask the user to file future claims electronically. A proof of claim form can be found at the U.S Courts website or obtained from any bankruptcy clerk's office. Individuals or those not filing electronically must submit to the Clerk's Office the following:

- Completed proof of claim with original signature
- Attachments, if applicable
- Copy of the proof of claim if a file-marked copy is desired for your records

If a file-marked copy is desired when mailing a proof of claim, include a self-addressed, stamped envelope, and the file-marked original will be returned. Parties are required to keep the original proof of claim for 2 years or until the case is closed, whichever is earlier.

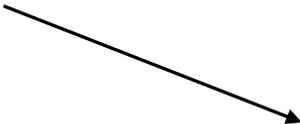
For instructions, definitions, and additional information on how to fill out a proof of claim form, click [here](#).

### Withdrawing a Claim

A [Notice of Withdrawal of Claim](#) must be prepared by the filer. If filed electronically, the withdrawal must be in PDF format.

- **Electronic Notice of Withdrawal of Claim (eWOC)**

eWOC is a quick way to file a Notice of Withdrawal of Claim electronically without a login or password. For instructions on how eWOC works, check out our [Power Point presentation](#). Click [here](#) to open eWOC and begin filing.





# Troubleshooting

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If you experience any technical issues while using ePOC (trouble loading pages, error messages, etc.) try clearing your internet browser's cache/cookies or switching to a new web browser

If that fails, feel free to reach out to our Court's Helpdesk; a link to create a Helpdesk ticket can be found on the main page of the Court's website



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# Any questions?

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Questions can be directed to any of the Southern Indiana Bankruptcy Court Clerk's Office mainlines:

Evansville	Indianapolis	New Albany
(812) 434-6470	(317) 229-3800	(812) 542-4540