# Filing Guide for Electronic Proof of Claim

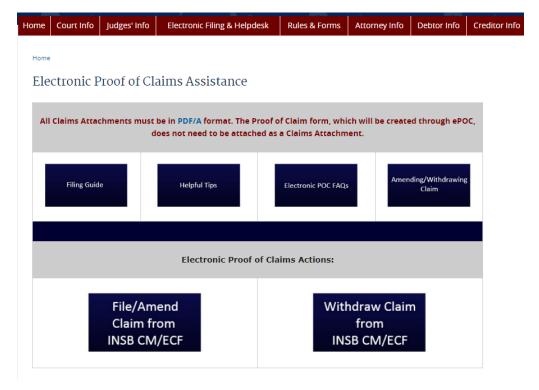
### Go to https://www.insb.uscourts.gov

Choose Electronic Proof of Claim on left hand side of the INSB Home Page.



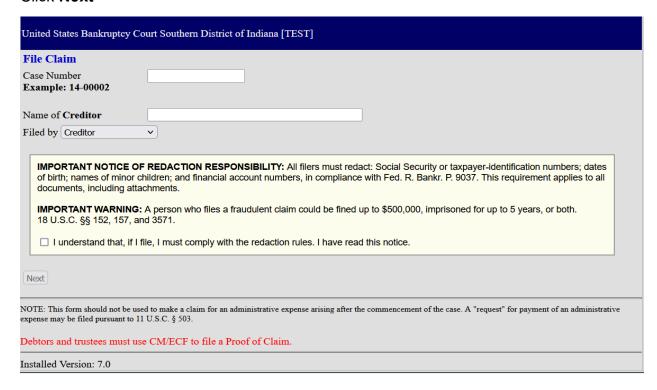
## **Submitting a Proof of Claim**

 To submit a Proof of Claim, click on the "File/Amend Claim from INSB ECF" button, as shown below.



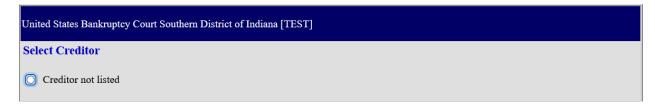
#### File Claim Screen

- Enter Case Number
- Enter the name of the creditor in the Name of Creditor box.
- From the drop-down box choose who is filing the claim (creditor, attorney, debtor, or trustee)
- Check the box to acknowledge that you understand you must comply with redaction rules.
- Click Next



#### **Select Creditor Screen**

- Select the Creditor OR create a new creditor.
  - Choose Creditor not listed to create a new creditor if:
    - Creditor is not listed
    - Creditor's information is not correct
    - Creditor's information is not an exact match



### Part 1: Identify the Claim

- Verify the Debtor's case name and number.
- Verify address where notices should be sent.
  - If you selected a Creditor on the previous screen, the creditor's name and address will be auto populated.
    - The creditor's name and address must be an exact match. If the creditor name and address are not an exact match, go back and click "Creditor not listed" and create a new creditor record.
  - If you selected Creditor not listed on the previous screen, enter the address here.
  - If the claim was acquired from someone else, select **Yes** box. If not, select **No.**
  - If payment should go to a different address from the notice, click here and enter a second address for payments.
    - The claim will appear on the claims register and in the mailing matrix with the noticing address, not the payments address.
- If you previously filed a claim and need to amend it, select **Yes**. If not, select **No.** 
  - If you selected yes, the screen will expand asking you to enter the previously filed claim number and the date on which the claim was filed.
- If you know if anyone else has filed a proof of claim for this claim, select Yes. If not, select No.

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.					
Part 1: Identify the Claim					
1. Who is the current creditor?					
Address where notices should be sent (Do not add the creditor's name in the address)	Name of the current creditor (the person or entity to be paid for this claim)				
Check for a Foreign Address					
(City, State, Zip) Telephone Number: Email:					
	Other names the creditor used with the debtor				
2. Has this claim been acquired from someone else? Yes \Boxed No \Boxed					
3. Where should notices and payments to the creditor be sent? (Notice Address Completed in Section 1)					
Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)					
☐ CHECK if Payment Address differs from Notice Address					
Uniform claim identifier for electronic payments in chapter 13 (if you use one):  (See instructions)					
You must select the creditor who filed the claim to amend a claim     Does this claim amend one already filed? Yes □ No ☑					
5. Do you know if anyone else has filed a proof of claim for this claim? Yes No					

#### Part 2: Give Information About the Claim as of the Date the Case was Filed.

**NOTE**: Any box checked YES must also include the required information. If this information is not included, the claim cannot be filed.

- If you use any number to identify the debtor, select **Yes**. If not, select **No.**
- Enter the amount of the claim.
  - If the amount of the claim includes interest, fees, expenses or other charges, select Yes. If not, select No.
  - o Any comments entered here will appear on the Claims Register.
- Enter the basis of claim. Examples: Goods sold, money loaned, services performed, etc.
- If all or part of the claim is secured, select Yes. If not, select No.
  - o If you selected yes, the screen will expand asking you to enter more information regarding the claim that is secured.
- If the claim is based on a lease, select **Yes**, and enter the amount necessary to cure any default as of the date of the bankruptcy petition. If not, select **No**.

- If the claim is subject to a right of setoff, select **Yes** and identify the property. If not, select **No.**
- If all or part of the claim is entitled to priority under 11 U.S.C. § 507(a), select **Yes**. If not, select **No**.
  - o If you selected yes, the screen will expand, asking you to check all of the applicable claim descriptions.

Part 2: Give Information About the Claim as of the Date the Case Was Filed						
6. Do you have any number you use	e to identify the debtor? Yes No					
7. How much is the claim? (required)	Does this amount include interest or other charges?  No Yes. Attach statement itemizing interest, fees, expense Bankruptcy Rule 3001(c)(2)(A).	ses, or other charges required by				
If you have entered a claim amount of \$0, Comment:	the claim amount is unknown, or the claim is unliquidated, please enter a brief explanation.					
8. What is the basis of the claim? (required)	Examples: Goods sold, money loaned, lease, services performed, personal Attach redacted copies of any documents supporting the claim required by Limit disclosing information that is entitled to privacy, such as healthcare in instructions)	Bankruptcy Rule 3001(c).				
9. Is all or part of the claim secured	1? No Yes. The claim is secured by a lien on property.					
10. Is this claim based on a lease?	□ No □ Yes. Amount necessary to cure any default as of the date of the petition.	\$				
11. Is this claim subject to a right of setoff?	□ No □ Yes. Identify the property:					
12. Is all or part of the claim entitle under 11 U.S.C. § 507(a)?	to priority  No Yes Check all that apply:	Amount entitled to priority				

9. Is all or part of the claim secured?	_ · · ·	
	Yes. The claim is secured by a lien on proper	ty.
Nature of property:		
Real estate.	If the claim is secured by the debtor's principal resi 410-A) with this <i>Proof of Claim</i> .	idence, file a Mortgage Proof of Claim Attachment (Official Form
Other. Describe:		
Basis for perfection:		
	documents, if any, that show evidence of perfection of or other document that shows the lien has been filed of	of a security interest (for example, a mortgage, lien, certificate of or recorded.)
Value of property:		
Amount of the claim that	t is secured:	
Amount of the claim that	t is unsecured:	(The sum of the secured and unsecured amounts should match the amount in line
☐ Fixed Annu ☐ Variable	% wal Interest Rate (when case was filed)	
12. Is all or part of the No		
claim entitled to	all that apply	
priority under 11 U.S.C. § 507(a)?	ан итак аррлу.	Amount entitled to priority
	estic support obligations (including alimony and child supp ) or (a)(1)(B).	oort) under 11 U.S.C. § 507(a)
example, in some	\$3,350* of deposits toward purchase, lease, or rental of pinal, family, or household use. 11 U.S.C. § 507(a)(7).	property or services for
categories, the law	es, salaries, or commissions (up to \$15,150*) earned withi uptcy petition is filed or the debtor's business ends, which t)(4).	
☐ Taxes	or penalties owed to governmental units. 11 U.S.C. § 50	7(a)(8).
☐ Contri	ibutions to an employee benefit plan. 11 U.S.C. § 507(a)(	5).
☐ Other.	: Specify subsection of 11 U.S.C. § 507(a)(	pplies
* Amounts ar	re subject to adjustment on 4/01/25 and every 3 years after that for case	es begun on or after the date of adjustment.

#### **Documents**

- If you have a document to attach to the proof of claim, it must be in PDF format.
- Read the attachment requirements before attaching PDFs.

Documents: Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both.

Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called "Bankruptcy Rule") 3001(c) and (d). (See instructions, and the definition of "redacted".)

Attachments:

Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.

Attachments to the Proof of Claim are required to be PDF files.

Attachments to the Proof of Claim are NOT to exceed 35 Mb in size.

Multiple attachments to the Proof of Claim form as an attachment to this filing. Attaching a completed Proof of Claim will result in multiple versions of the form being filed (the electronically created proof of claim form plus the proof of claim attached). If filing an Amended Proof of Claim, the attachment of the previously filed claim is allowed.

Note: You will have the option to select files to upload for this claim once you click on the "Submit Claim" button below

Do you wish to attach supporting documentation (required)? Yes No

## Part 3: Sign Below

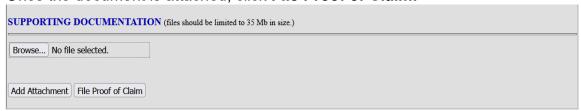
- Select your title (creditor, creditor's attorney, trustee, debtor, debtor's attorney etc.)
- Understand that your signature acknowledges that you have filled out the proof of claim truthfully.
- Type your name in the **Signature box**. Add your title, the company you represent, a mailing address, phone number and email address.
- Check the reCAPTCHA box.
- Click Submit Claim.

Part 3: Sign Below			
The person completing this proof of claim must sign and date it. FRBP 9011(b).  If you file this claim electronically, FRBP 5005(a)(2) authorizes courts to establish local rules specifying what a signature is.  A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157 and 3571.	Check the appropriate box: (required)  I am the creditor.  I am the creditor's authorized agent.  I am the trustee or the trustee's authorized agent.  (See Bankruptcy Rule 3004.)  I am the debtor or the debtor's authorized agent.  (See Bankruptcy Rule 3004.)  I am a guarantor, surety, indorser, or other codebtor.  (See Bankruptcy Rule 3005.)  Debtors and trustees must use CM/ECF to file a Proof of Claim.  I understand that an authorized signature on this Proof of Claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.  I have examined the information in this Proof of Claim and have a reasonable belief that the information is true and correct.  I declare under penalty of perjury that the foregoing is true and correct.		
	Print the name of the person who is completing and signing this claim:  Signature*  Title  Company  Identify the corporate servicer as the company if the authorized agent is a servicer  Address  Number and Street  (City, State, Zip)  Contact Phone:  Email:		

Penalty for presenting frauduler	nt claim: <b>Fine of up to \$500</b> 18 U.S.C. §§ 152, 15	*	nt for up to 5 years, or both.	
	I'm not a robot	reCAPTCHA Privacy - Terms		
Submit Claim	Clear Form ** Verify debtor na	me(s) prior to submitting o	claim to be filed.	

## **Supporting Documentation**

- Click Browse to attach PDFs to your proof of claim.
- Once the document is attached, click File Proof of Claim.



#### **Successful Verification**

- Click on the blue number to see and print your claim.
- For amended claims: If you checked YES in Part 1, Line 4, the amendment will be noted on the claims register and the official proof of claim form.