

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.

The screenshot shows the top navigation menu on the left with the following items: Case Locator (PACER) », E-Filing (CM/ECF) », Electronic Proof of Claim », and Helpdesk ». To the right is a banner for the CARE Program, which includes the text: CARE Program, Credit Abuse Resistance Education, dedicated to inspiring smart financial decisions, and a link to access. Below the banner is a slide navigation bar with a play button and numbered tabs 1 through 6.



Submitting a Proof of Claim

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

The screenshot shows the 'Electronic Proof of Claims Assistance' page. At the top is a navigation bar with links: Home, Court Info, Judges' Info, Electronic Filing & Helpdesk, Rules & Forms, Attorney Info, Debtor Info, and Creditor Info. Below the navigation bar is a 'Home' link and the page title 'Electronic Proof of Claims Assistance'. A grey banner contains the text: 'All Claims Attachments must be in PDF/A format. The Proof of Claim form, which will be created through ePOC, does not need to be attached as a Claims Attachment.' Below this banner are four dark blue buttons: 'Filing Guide', 'Helpful Tips', 'Electronic POC FAQs', and 'Amending/Withdrawing Claim'. A dark blue horizontal bar is below these buttons. Underneath is a grey banner with the text 'Electronic Proof of Claims Actions:'. At the bottom are two dark blue buttons: 'File/Amend Claim from INSB CM/ECF' and 'Withdraw Claim from INSB CM/ECF'.

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**

United States Bankruptcy Court Southern District of Indiana [TEST]

File Claim

Case Number
Example: 14-00002

Name of Creditor

Filed by

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.

IMPORTANT WARNING: 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.

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

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Debtors and trustees must use CM/ECF to file a Proof of Claim.

Installed Version: 7.0

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

United States Bankruptcy Court Southern District of Indiana [TEST]

Select Creditor

Creditor not listed

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?

Name of the current creditor (the person or entity to be paid for this claim)

Address where notices should be sent
(Do not add the creditor's name in the address)

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 No

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):

[\(See instructions\)](#)

4. 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**.
 - 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**.
 - 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**.
 - 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 to identify the debtor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. How much is the claim? (required)	<input type="text"/> Does this amount include interest or other charges? <input type="checkbox"/> No <input type="checkbox"/> Yes. Attach statement itemizing interest, fees, expenses, or other charges required by Bankruptcy Rule 3001(c)(2)(A).
If you have entered a claim amount of \$0, the claim amount is unknown, or the claim is unliquidated, please enter a brief explanation. Comment: <input type="text"/>	
8. What is the basis of the claim? (required)	Examples: Goods sold, money loaned, lease, services performed, personal injury or wrongful death, or credit card. Attach redacted copies of any documents supporting the claim required by Bankruptcy Rule 3001(c). Limit disclosing information that is entitled to privacy, such as healthcare information. <input type="text"/> (See instructions)
9. Is all or part of the claim secured?	<input type="checkbox"/> No <input type="checkbox"/> Yes. The claim is secured by a lien on property.
10. Is this claim based on a lease?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Amount necessary to cure any default as of the date of the petition. \$ <input type="text"/>
11. Is this claim subject to a right of setoff?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Identify the property: <input type="text"/>
12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)?	<input type="checkbox"/> No <input type="checkbox"/> Yes Check all that apply.
Amount entitled to priority	

9. Is all or part of the claim secured?

- No
 Yes. The claim is secured by a lien on property.

Nature of property:

- Real estate.
 Motor vehicle
 Other. Describe:

If the claim is secured by the debtor's principal residence, file a *Mortgage Proof of Claim Attachment* (Official Form 410-A) with this *Proof of Claim*.

Basis for perfection:

Attach redacted copies of documents, if any, that show evidence of perfection of a security interest (for example, a mortgage, lien, certificate of title, financing statement, or other document that shows the lien has been filed or recorded.)

Value of property:

Amount of the claim that is secured:

Amount of the claim that is unsecured:

(The sum of the secured and unsecured amounts should match the amount in line 7.)

Amount necessary to cure any default as of the date of the petition:

- Fixed Annual Interest Rate (when case was filed) %
 Variable

12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)?

- No
 Yes Check all that apply:

A claim may be partly priority and partly nonpriority. For example, in some categories, the law limits the amount entitled to priority.

- Domestic support obligations (including alimony and child support) under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B).
- Up to \$3,350* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use. 11 U.S.C. § 507(a)(7).
- Wages, salaries, or commissions (up to \$15,150*) earned within 180 days before the bankruptcy petition is filed or the debtor's business ends, whichever is earlier. 11 U.S.C. § 507(a)(4).
- Taxes or penalties owed to governmental units. 11 U.S.C. § 507(a)(8).
- Contributions to an employee benefit plan. 11 U.S.C. § 507(a)(5).
- Other. Specify subsection of 11 U.S.C. § 507(a)() that applies

* Amounts are subject to adjustment on 4/01/25 and every 3 years after that for cases begun on or after the date of adjustment.

Amount entitled to priority

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 are permitted.
- **Do not upload a completed 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.)

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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* *Type Full Name **(required)**
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 fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I'm not a robot



**** Verify debtor name(s) prior to submitting 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**.

SUPPORTING DOCUMENTATION (files should be limited to 35 Mb in size.)

Browse... No file selected.

Add Attachment 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.