

Slide 1

Text Captions: Proof of Claim

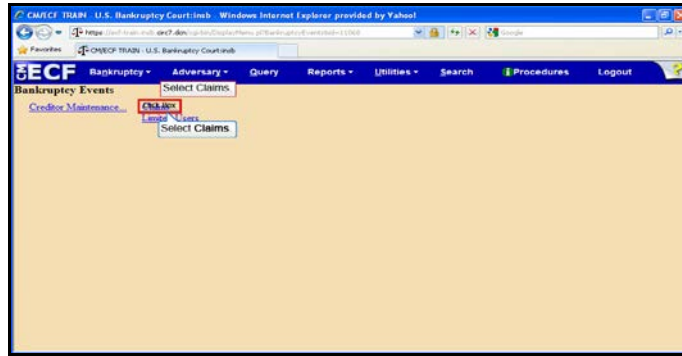
Module 8 of 12



Slide 2

Text Captions: Select Bankruptcy.

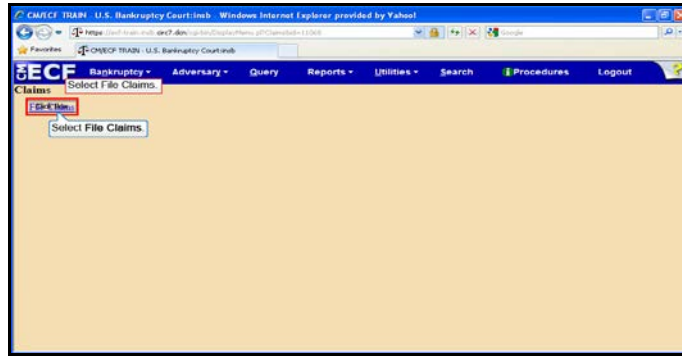
Select Bankruptcy.



Slide 3

Text Captions: Select Claims.

Select Claims.



Slide 4

Text Captions: Select File Claims.

Select File Claims.

CM/CF TRAM U.S. Bankruptcy Court: Inb Windows Internet Explorer provided by Yahoo!

http://cmcf-tram.uscourts.gov/efcf/efcf/Case.php

CM/CF TRAM U.S. Bankruptcy Court: Inb

EFB Bankruptcy Adversary Query Reports Utilities Search Procedures Logout

### Search for Creditor

To retrieve all creditors, leave Name blank. To narrow a search, use any part of the name.  
Ex: Use **next** to find **Type 12-70007** then select **Next**, **yes** to find O'Connor, etc.

Case Number  Find This Case

Name of creditor  Type 12-70007 then select Next.

The check box below must be checked when an amended claim is filed. The amended claim number is only available on the Proof of Claim screen when this check box is marked.

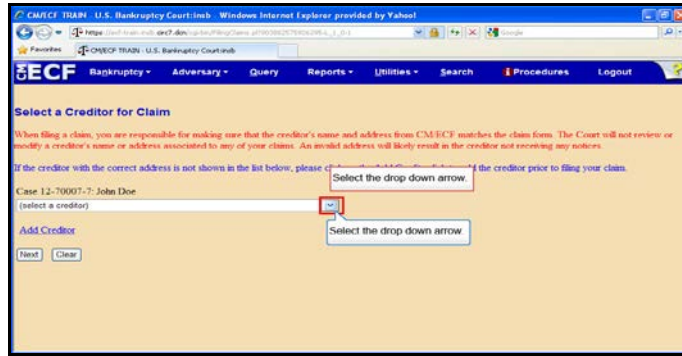
File an amended claim

Find Clear

Slide 5

Text Captions: Type 12-70007 then select Next.

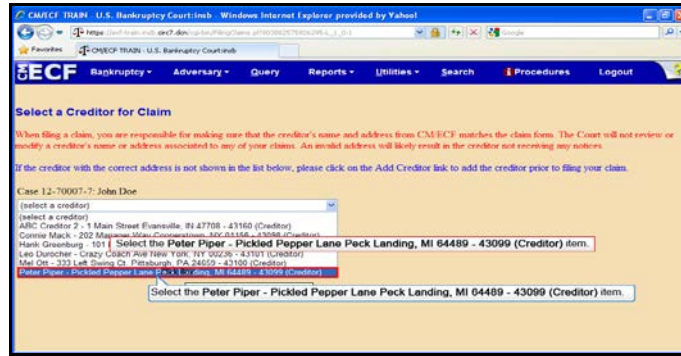
Type 12-70007 then select Next.



Slide 6

Text Captions: Select the drop down arrow.

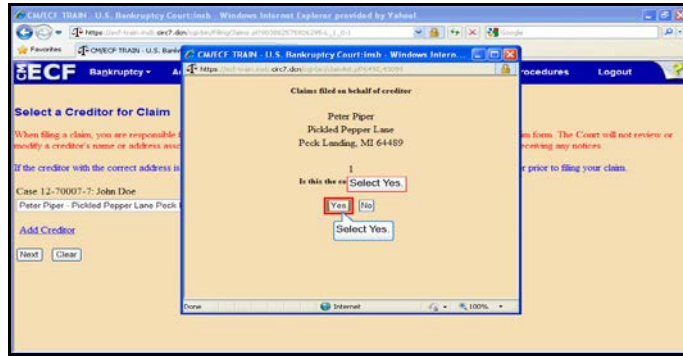
Select the drop down arrow.



## Slide 7

Text Captions: Select the Peter Piper - Pickled Pepper Lane Peck Landing, MI 64489 - 43099 (Creditor) item.

Select the Peter Piper - Pickled Pepper Lane Peck Landing, MI 64489 - 43099 (Creditor) item.

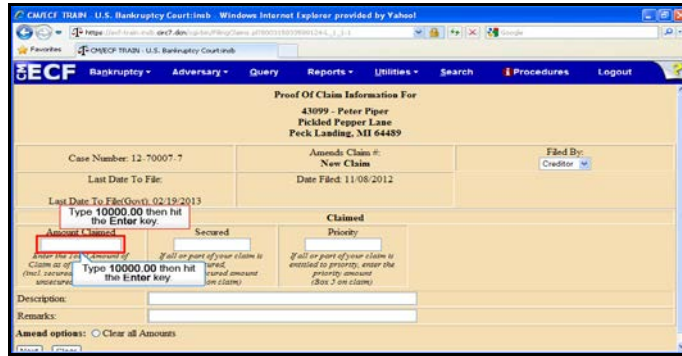


Slide 8

Text Captions: Select Yes.

Select Yes.

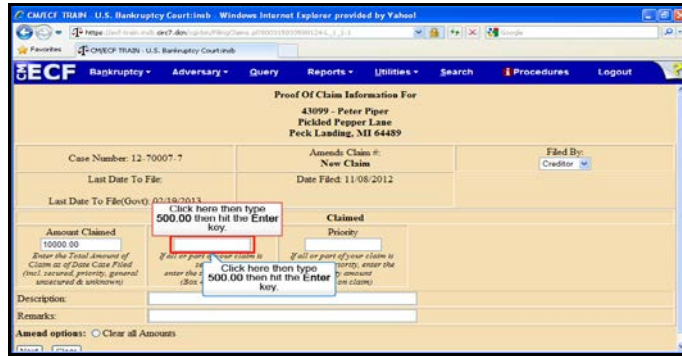




Slide 9

Text Captions: Type 10000.00 then hit the Enter key.

Type 10000.00 then hit the Enter key.



Slide 10

Text Captions: Click here then type 500.00 then hit the Enter key.

Click here then type 500.00 then hit the Enter key.

The screenshot shows a web browser window with the URL [https://ecf-train.uscourts.gov/Case\\_Filing/ProofOfClaim/Case\\_4309915010691244\\_1\\_1\\_1](https://ecf-train.uscourts.gov/Case_Filing/ProofOfClaim/Case_4309915010691244_1_1_1). The page title is "Proof Of Claim Information For 43099 - Peter Piper Pickled Pepper Lane Peck Landing, MI 64489". The form contains the following fields and values:

Case Number: 12-70007-7	Amended Claim #: New Claim	Filed By: Creditor
Last Date To File:	Date Filed: 11/06/2012	
Last Date To File(Govt): 02/19/2013		

The "Claimed" section has three input fields:

- Amount Claimed: 10000.00
- Secured: 500.00
- Priority:

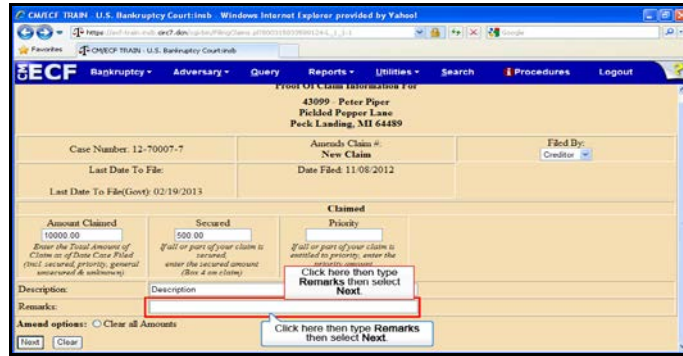
Below these fields are instructions: "Enter the Total Amount of Claims as of Date Case Filed (incl. secured, priority, general unsecured & unknown)", "If all or part of your claim is secured, enter the secured amount (Box 4 on claim)", and "If all or part of your claim is secured, enter the secured amount (Box 4 on claim)".

The "Description" field is highlighted with a red box and has a tooltip that says "Type Description then hit the Enter key." The "Remarks" field is empty.

Slide 11

Text Captions: Type Description then hit the Enter key.

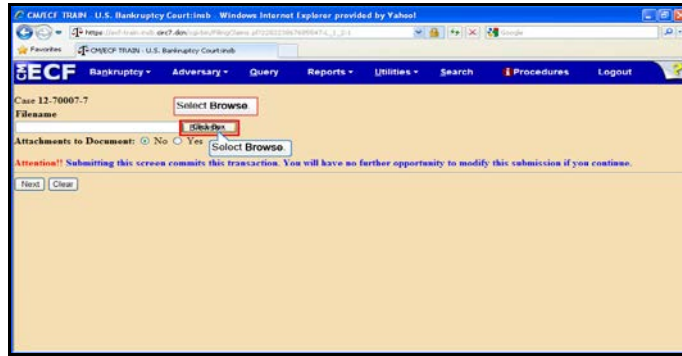
Type Description then hit the Enter key.



Slide 12

Text Captions: Click here then type Remarks then select Next.

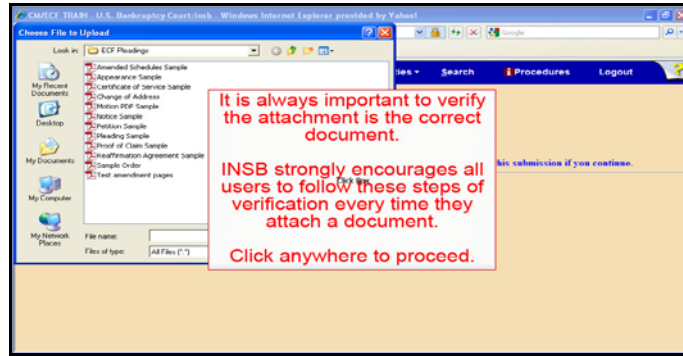
Click here then type Remarks then select Next.



Slide 13

Text Captions: Select Browse.

Select Browse.

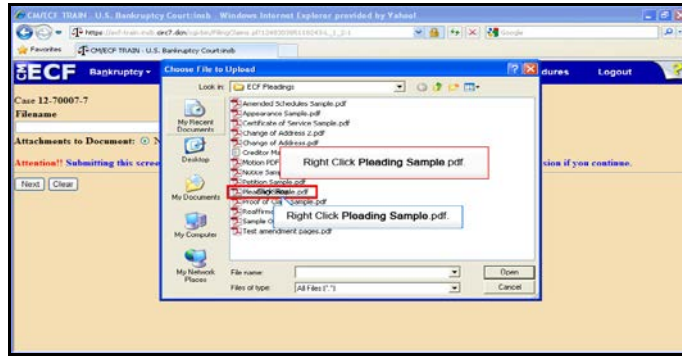


Slide 14

Text Captions: It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.

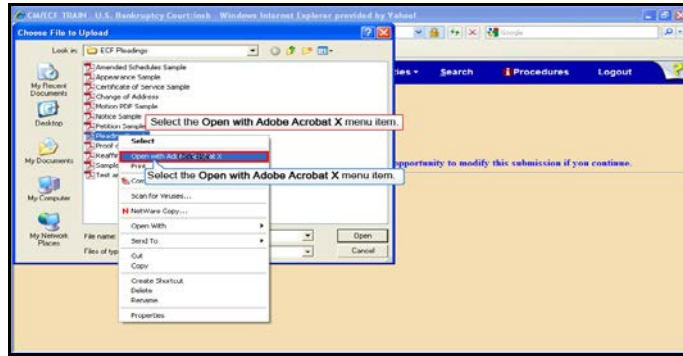
Click anywhere to proceed.



Slide 15

Text Captions: Right Click Pleading Sample.pdf.

Right Click Pleading Sample.pdf.

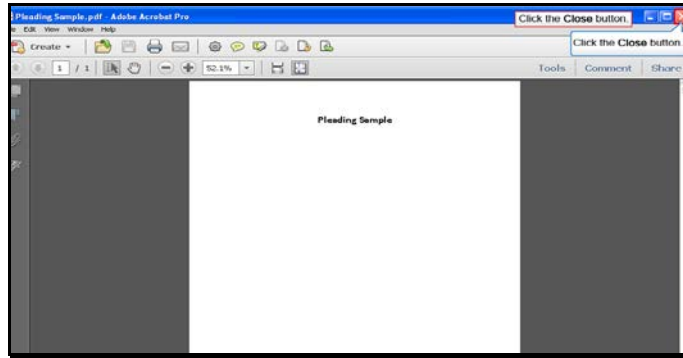


Slide 16

Text Captions: Select the Open with Adobe Acrobat X menu item.

Select the Open with Adobe Acrobat X menu item.

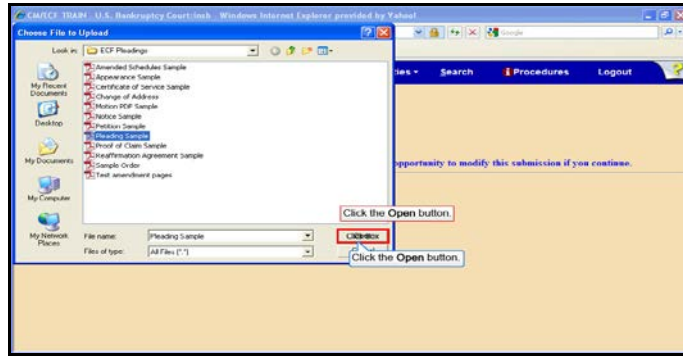




Slide 17

Text Captions: Click the Close button.

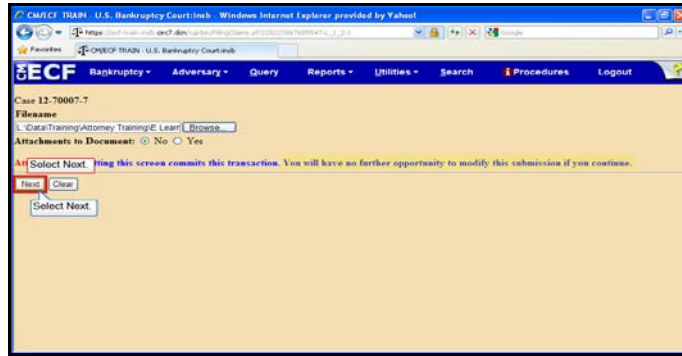
Click the Close button.



Slide 18

Text Captions: Click the Open button.

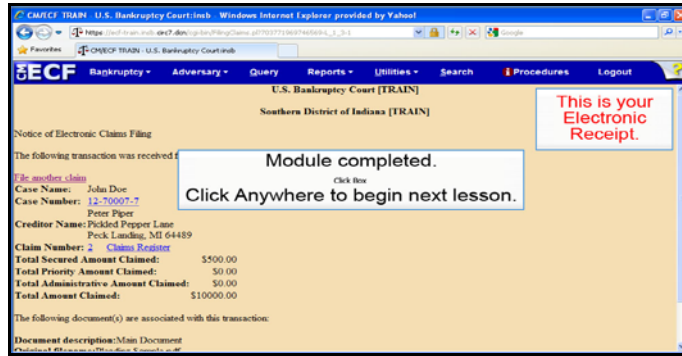
Click the Open button.



Slide 19

Text Captions: Select Next.

Select Next.



Slide 20

Text Captions: Module completed.

Click Anywhere to begin next lesson.

This is your

Electronic Receipt.