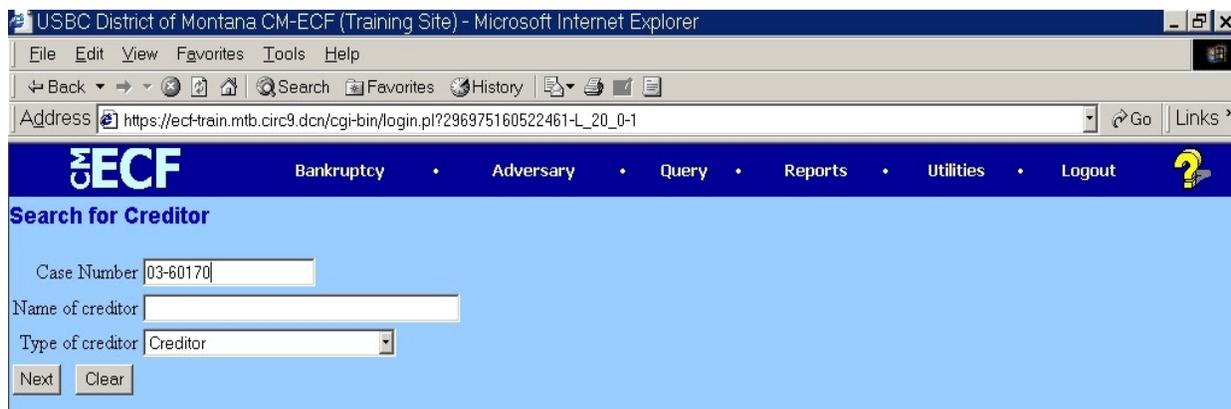


FILE A CLAIM

The following instructions will guide you through the process of filing a Claim in the Electronic Case Filing (ECF) system.

STEP 1 Select **Bankruptcy** from the Main Menu - click on the **File Claims** hypertext link from the Bankruptcy menu.

STEP 2 The **Search for Creditor** screen appears.



The screenshot shows a Microsoft Internet Explorer browser window titled "USBC District of Montana CM-ECF (Training Site) - Microsoft Internet Explorer". The address bar contains the URL "https://ecf-train.mtb.circ9.dcn/cgi-bin/login.pl?296975160522461-L_20_0-1". The page features a dark blue header with the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". Below the header, the "Search for Creditor" form is displayed on a light blue background. The form includes three input fields: "Case Number" with the value "03-60170", "Name of creditor" (empty), and "Type of creditor" with a dropdown menu set to "Creditor". At the bottom of the form are "Next" and "Clear" buttons.

Enter the following information:

- ◆ **Case Number** - Enter case number (include hyphen)
- ◆ **Name of Creditor** - Leave blank for system to display pick list of all existing creditors for the case selected.
- ◆ **Type of Creditor** - System defaults to Creditor, options available are:
 - (1) Creditor
 - (2) Administrative

[NOTE: All existing creditors in case entered as Creditor.]

- ◆ Click on **Next** from **Search for Creditor** screen to continue.

STEP 3 The Select A Creditor For Claim screen appears. This screen will access existing creditors in the case for selection.

- ◆ Click on ▼ arrow to right of dialog box to display list of all creditors.
- ◆ If there is an exact match, click on creditor to highlight, then click on **Next** and proceed to **Step 4**.
- ◆ If creditor is not listed or listed with a different address, click on **Add Creditor** hypertext link and proceed to **Step 7**.

STEP 4 Proof Of Claim Information screen appears for entry of claim information.

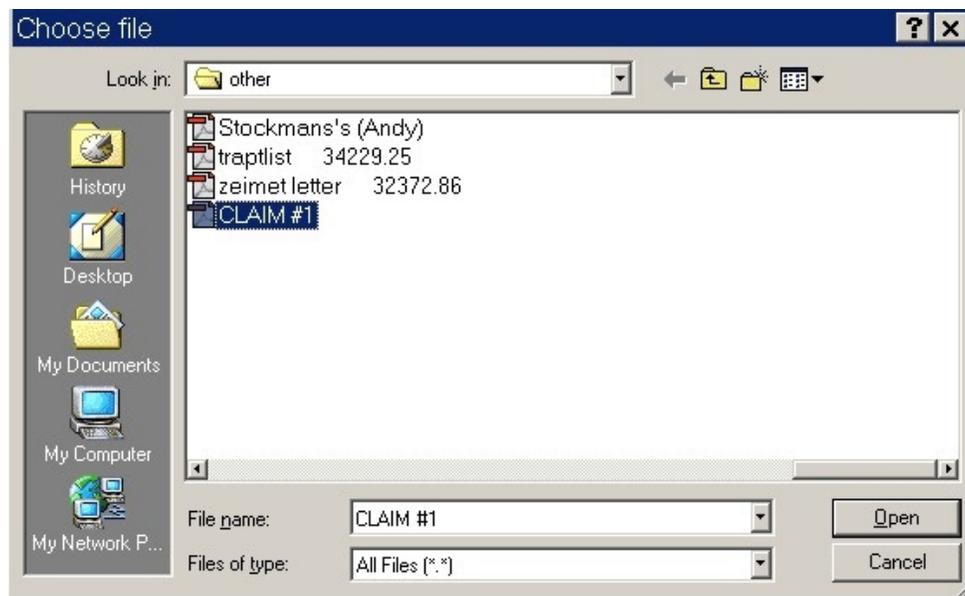
- ◆ **Amends Claim #:** If amended claim being filed, enter claim number this claim amends.
- ◆ **Duplicates Claim #:** If claim is a duplicate of one already filed, enter claim number this claim duplicates.
- ◆ **Filed By:** System defaults to Creditor, click on ▼ arrow to the right of the field to select from the following options:
 - (1) Attorney
 - (2) Creditor
 - (3) Debtor
 - (4) Trustee
- ◆ **Late:** Is this claim filed after claims expiration date? Click on ▼ arrow to the right of the field to select from the following options:
 - (1) No
 - (2) Yes
- ◆ **Status:** Leave blank or click on ▼ arrow to the right of the field to select from the following options:
 - (1) Allowed
 - (2) Amendment
 - (3) Disallow
 - (4) Reclassify
 - (5) Withdrawn
- ◆ **Amount Claimed** - Enter amount of claim in appropriate field(s) including decimal (Do not include dollar sign.)
 - (1) Unsecured
 - (2) Secured
 - (3) Priority
 - (4) Unknown
- ◆ **Description:** Use for additional information you may want to include.
- ◆ **Remarks:** Use for additional information you may want to include.
- ◆ Click on **Next** after completion of claim information.

STEP 5 Select the PDF document screen appears to upload claim.



The screenshot shows the ECF Case 03-60170-RBK upload interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the case number "Case 03-60170-RBK" is displayed. The instruction reads: "Select the pdf document (for example: C:\199cv501-21.pdf)." There is a "Filename" field with a "Browse..." button next to it. Below the filename field, there are radio buttons for "Attachments to Document:" with "No" selected and "Yes" unselected. At the bottom of the form, there are "Next" and "Clear" buttons.

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The **Choose File** screen appears.



- ◆ Change **Files of type:** to Acrobat [*.pdf] or All Files.
- ◆ Change **File name:** to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document
- ◆ Double Click or Click on **Open**. The following screen appears:

If there are attachments to document, e.g. exhibit, appendix, etc.

- ◆ Click on the radio button next to *Yes*.
- ◆ Click on **Next**. The following screen appears:

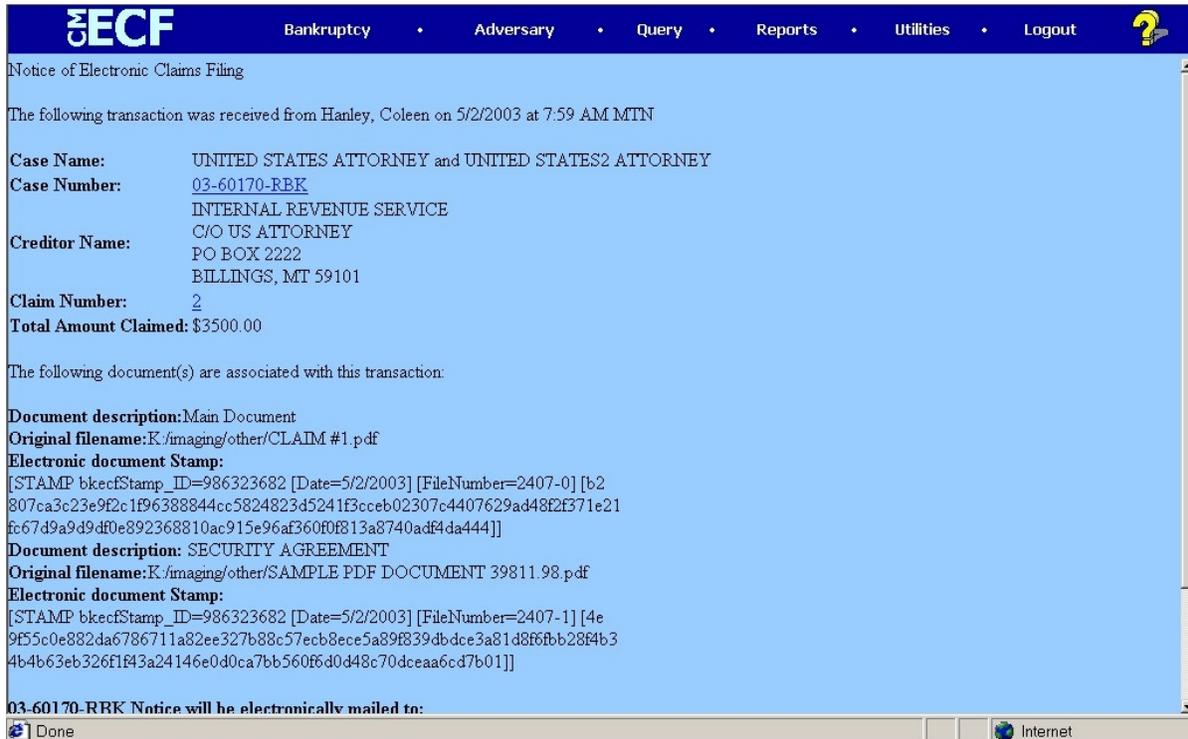
STEP 6 Select one or more attachments. All exhibits must be attached at this screen:

- ◆ Select the filename of your attachment by using **Browse**.
- ◆ Click on the ▼ arrow next to **Type** and click on type of attachment.
- ◆ Click in **Description** box and type in any additional description.

- ◆ Click on **Add to List**.
- ◆ Continue to *Add Attachments* using the above steps as necessary.
- ◆ Once all attachments have been added, click on **Next**.

If there are no attachments to document:

- ◆ Click on **Next** and the following screen appears.
****See RECEIPT OF FILING on last page****



STEP 7 If you selected **Add Creditor** in **Step 3**, the **Creditor Processing** screen appears defaulting to the case number keyed at **File Claims** screen. Click on **Next**.



STEP 8 Add Creditor(s) screen will appear for you to enter creditors name and address.



- ◆ Click on ▼ arrow to the right of the **Type** field and select *Creditor* or *Administrative*.
- ◆ **Creditor committee**: click on appropriate radio button.
- ◆ **Continue To Enter**: allows user to enter more than one creditor to case.
- ◆ **Last Entry**: click on this radio button to proceed, then click on **Next**.

[NOTE: Key city, state and zip code on one address line, abbreviate state.]

STEP 9 The **Add Creditor(s)** screen appears reflecting the total number of creditors keyed. If correct, click on **Submit**.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Add Creditor(s)

Total Creditors Entered 1

Submit

STEP 10 The **Creditors Receipt** screen appears reflecting the number of creditors added to Database.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Creditors Receipt

Case Number	03-60170
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

To file a Claim:

- ◆ Click on **File A Proof Of Claim** hypertext link and follow **Steps 2** through **6**.

To return to Creditor Maintenance Menu:

- ◆ Click on **Return To Creditor Maintenance Menu** hypertext link.

Receipt of Filing (To view image, see STEP 6**)**

Once the entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

