

# US Bankruptcy Court, District of Montana

## Electronic Proof of Claim FAQs

**1. Do I need a Montana Bankruptcy Court CM/ECF login and password to file an electronic Proof of Claim (ePOC)?**

No, you will not need a login and password to file, amend, or withdraw an electronic Proof of Claim with the District of Montana. However, you will need a PACER login and password to view the Proof of Claim after the initial filing.

**2. Can I file an electronic proof of claim in any chapter case?**

Yes, The District of Montana began accepting electronic claims in all cases, effective November 6, 2014.

**3. I am a creditor's attorney and will be filing a claim on behalf of my client. How do I record the creditor address and my address as attorney?**

When filing the claim, there is a drop-down box on the first screen which allows you, the filer, to select who is submitting the claim. The options are: Creditor, Creditor Attorney, Debtor, Debtor Attorney, or Trustee. If the attorney is the filer, you will be able to add the attorney name and address and select the creditor's name from the listing of creditors in the case or if the creditor is not listed or listed incorrectly, you are able to add the correct creditor. Both names and addresses will be added to the mailing matrix and displayed on the Proof of Claim and Claims Register.

**4. Can I include a separate mailing address for payments?**

Yes. Check the box indicating that the Payment Address differs from the Notice Address. An additional address field will appear for this alternate address for payments.

**5. Can I amend a claim?**

When completing the fillable claim form, check the box above Item 1 on the form to indicate that the claim amends a previously filed claim. You can then enter the Court claim number and/or date of the previous claim. A new claim number will be assigned and the claims register will indicate that the claim is an amendment.

**6. At the time of filing my claim, I do not know the amount that is due. How do I enter unknown in the amount for the claim?**

In the amount box enter 0.00 and enter in the comment field why it is zero. Once you know the amount of the claim, file an amended claim.

**7. Do I need to attach the B1- claim form as an attachment?**

No. The fillable form will create the B10 form. Any attachments should consist of supporting documentation to the Proof of Claim. Attachments to the Proof of Claim are required to be PDF/A formatted files.

**8. Is a signature required on the Proof of Claim?**

Yes. Type the name and title, if any, of the person authorized to file the claim on behalf of the creditor. Filing the claim electronically deems the claim signed by the creditor or authorized person. A copy of a power of attorney, if any, should be attached as supporting documentation to the claim.

**9. Can I get a stamp-filed acknowledgment of the Proof of Claim?**

Yes. Upon filing the proof of claim, the Court's claim number will display with a link to the electronically file-stamped proof of claim to view/print a copy of the form for your records. You will also have the option to email the receipt page. The claim will be file stamped as of the entry date. It is recommended that the claim be printed or saved at this time because this will be your only opportunity to view your filed claim without the use of a PACER account.

**10. I filed a claim and my attachments did not properly attach to the claim filed. How do I get the supporting documentation filed?**

- a. Ensure that the attachment(s) is/are in PDF/A format in black and white (no color documents).
- b. Confirm that each PDF/A document being attach is less than 10MB in size.
- c. File an amended claim and attach the correct PDF/A images.
- d. When filing the amended claim. Check the box above Item 1 that designates that the claim is amended. Select the claim number of the claim to be amended.

**11. When will the claim appear on the claims register?**

Upon clicking the "File Claim" button the claim will immediately appear on the claims register.

**12. Will the Trustee be served with the Proof of Claim?**

Yes. The Trustee will receive electronic notification of the claim filed. You do not need to file separate paper claim with the TrusteeMs office.

**13. If my claim has been paid, should I file a Withdrawal of Claim?**

No. A withdrawal of claim is typically filed when the claim was filed in error and there are no funds due the creditor from the estate. If you file a withdrawal of claim in a case where you have received distributions from the Trustee, the Trustee's office will contact you regarding a refund of those fund