

United States Bankruptcy Court, District of Montana  
Electronic Proof of Claims (ePOC) Helpful Hints

- Verify the debtor(s) name and case number prior to submitting the Proof of Claim. The fillable form will display the case number and Debtor's name at the top of the form. If you have entered the incorrect case number, simply use the "Back" button to return to the first screen to enter the correct case number.
- If you are a creditor's attorney filing the claim, be sure to indicate the appropriate payment address for the creditor. If a separate payment address is not entered, any funds will be sent to the creditor at the address shown on the claim form.
- If you are amending a claim for any reason, be sure to check the "Amends" box on the claim form.
- Verify amounts entered in Items 1, 4 & 5. The total amount claimed is required in Item 1. Do not use commas when entering an amount in any of the boxes in Items 1, 4 & 5.
- If there is supporting documentation for your claim, select "Yes" at Item #7.
- If you are entering zero the amount owed because the amount is unknown at the time of filing the claim, be sure to use 0.00. The form will not accept any other combination. Enter a comment to explain the zero amount.
- If there is insufficient space in the blocks provided on the fillable claim form to enter information you wish to provide regarding the basis of your claim, please attach that information as supporting documentation.
- Print or save the completed Proof of Claim. Option to view/print is displayed on the screen after the "File Claim" button has been clicked. This screen displays the claim number assigned to your claim and the date of filing.