

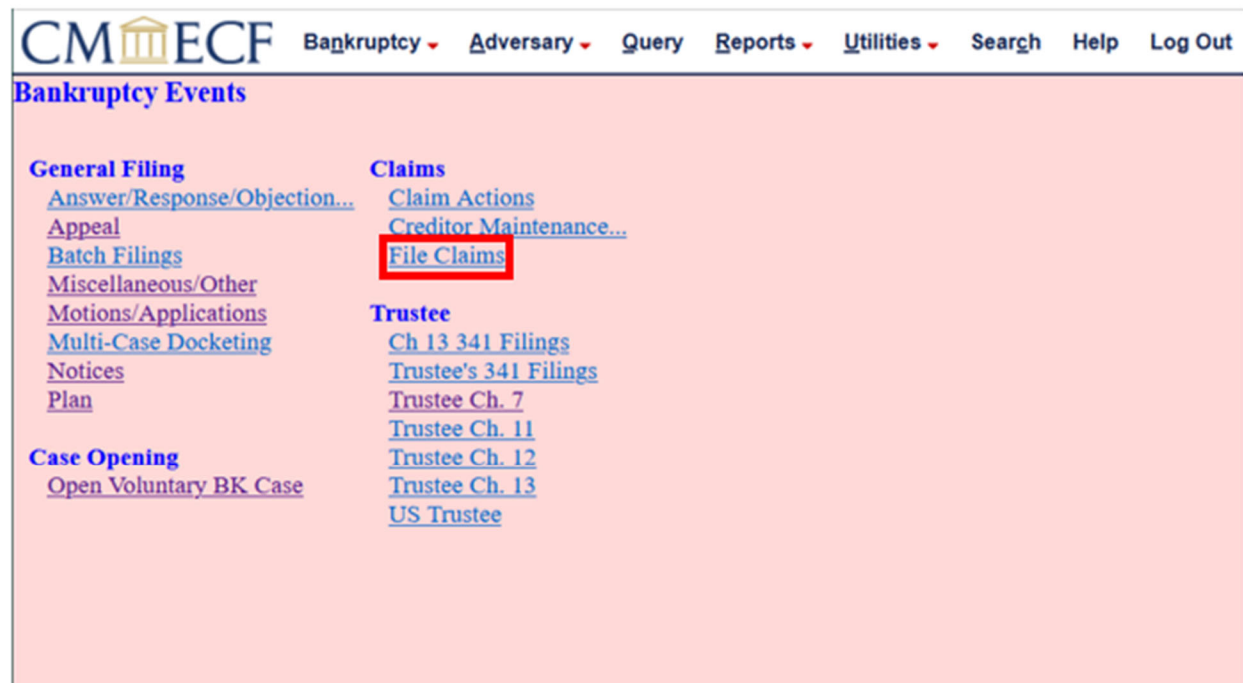
## Claims Entry

This will go over the screens of how to file a Proof of Claim. Prior to starting the action, you will need to verify any information that needs to be redacted is redacted in your word document of the Proof of Claim. Then please print your Proof of Claim document into PDF format (which flattens the document). NOTE: Do not just save the word document as a PDF because that does not flatten the document and may allow for editing to occur.

Click on Bankruptcy on the CM/ECF Main Menu bar.



Click on File Claims.



**Search for Creditor** Screen: Do not change the **Type of Creditor** box, it should be left blank to search all types of creditors. The creditor type must match the creditor information. When a matrix is uploaded into the system, the creditor type defaults to creditor. If creditors are stored on the database as a different creditor type, you will have to search by that type. A creditor with a Creditor Type of Admin will not be found if the **Type of Creditor** field selected in **Creditor**. If you leave the selection as the blank option, it will search all types.

The screenshot shows the 'Search for Creditor' interface. At the top, there is a navigation bar with the CM ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below this is the title 'Search for Creditor'. The form contains three input fields: 'Case Number', 'Name of creditor', and 'Type of creditor'. The 'Type of creditor' field is a dropdown menu with 'Creditor' and 'Administrative' as options. At the bottom of the form are 'Next' and 'Clear' buttons. Red boxes highlight the 'Case Number' field, the 'Name of creditor' field, and the 'Type of creditor' dropdown menu.

Enter the **Case number**. You may also type in the **Name of creditor** to look for a specific creditor. We are going to leave it blank to look for all creditors. As stated before, we are going to leave the **Type of creditor** as the blank top selection. Click on Next for a list of all creditors in this case.

This screenshot is similar to the previous one but shows the 'Case Number' field filled with '24-10028'. A 'Find This Case' button is visible next to the input field. The 'Type of creditor' dropdown menu is also highlighted with a red box. The 'Next' and 'Clear' buttons remain at the bottom.

The Creditor Selection screen displays the creditor(s). Per the directions:

The creditor's **name** and **address** must match the **name** and **noticing address** provided on the Proof of Claim form.

If there are no creditors or the creditor's **name** or **noticing address** as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's **name** and **noticing address** as provided on the Proof of Claim form.

Click on the drop-down arrow to display all the creditors. Select the desired creditor by clicking on it with your mouse. Verify the name and address of the creditor listed in the computer are the same as what is listed on the claim. If the name and address on the claim **is different** than the CM/ECF, click on Add Creditor (see instructions below) and add the creditor with the correct name and address into the system. The creditor's address listed on the claim supersedes what is in the computer per Bankruptcy Rule 2002(g)(1)(A). In this case we are looking for Fred's Fruit Stand, 6358 W Stand Way, Number 4, Fruity, ID 56801. The address we found Fred's Fruit, 6358 W Stand Way, Number 4, Fruity, ID 56801. Since it doesn't match exactly, we are going to add a creditor.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

### Select a Creditor for Claim

The creditor's name and address must match the name and noticing address provided on the Proof of Claim form.

If there are no creditors or the creditor's name or noticing address as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's name and noticing address as provided on the Proof of Claim form.

Case 24-10028-M: Winnie The Pooh

Fred's Fruit - 6358 W Stand Way Fruity, ID 56801 - 2858553 (Creditor) ▼

(select a creditor)

- Able's Apples - 057 Red Delicious Way Appleville, WA 80987 - 2858548 (Creditor)
- Bob's Butter - 807 Stick Cir Chumville, VA 90870 - 2858549 (Creditor)
- Colby's Colbyjack - 5178 Cheese Trail Shredded, WI 32158 - 2858550 (Creditor)
- Creditor One - One Main St Tulsa, OK 74103 - 2858545 (Creditor)
- Creditor Three - Three Main Street Tulsa, OK 74103 - 2858547 (Creditor)
- Creditor Two - Two Main Street Tulsa, OK 74103 - 2858546 (Creditor)
- Deborah's Diner - 7418 W Homecooked Way Foodtown, UT 02573 - 2858551 (Creditor)
- Eli's Edamame - 4125 Green Dr Homegrown, NE 30548 - 2858552 (Creditor)
- Fred's Fruit - 6358 W Stand Way Fruity, ID 56801 - 2858553 (Creditor)**
- Gaiety's Grapes - 408 Nappa Valley Nappa, CA 14567 - 2858554 (Creditor)
- Harry's Hotdogs - 648 Stadium Way Fieldville, AR 62574 - 2858555 (Creditor)
- Ira's Italian Ice - 3698 Cold Trail Frozen, WV 48753 - 2858556 (Creditor)
- Jake's Jerkey - 3678 Cow Pasture Meaty, TX 74586 - 2858557 (Creditor)
- Karen's Kombucha - 3578 Health Tracker Trail Foodie, LA 68740 - 2858558 (Creditor)
- Larry's Llamas - 6534 Hilltop Yarnville, NV 04780 - 2858559 (Creditor)
- Mary's Mottos - 832 Saying Lane Whisper, ND 74083 - 2858560 (Creditor)
- Nancy's Needles - 3687 Sewing Circle Fabric, AZ 36874 - 2858561 (Creditor)
- Opal's Opinions - 9174 Tattle Trail Gossip, SD 90753 - 2858562 (Creditor)
- Patty's Peppermints - 38562 Red Circle Candyville, FL 07674 - 2858563 (Creditor)
- Quinn's Quizes - 7486 Mystery Drive Whatville, MA 80780 - 2858564 (Creditor)
- Robert's Racing - 6970 Fast Car Track Hotrod, NM 80768 - 2858565 (Creditor)
- Sarah's Samples - 6874 Anything Way Trying, RI 90783 - 2858566 (Creditor)

Click on **Add Creditor** hyperlink.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

### Select a Creditor for Claim

The creditor's name and address must match the name and noticing address provided on the Proof of Claim form.

If there are no creditors or the creditor's name or noticing address as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's name and noticing address as provided on the Proof of Claim form.

Case 24-10028-M: Winnie The Pooh

Fred's Fruit - 6358 W Stand Way Fruity, ID 56801 - 2858553 (Creditor) ▼

**Add Creditor**

Next Clear

Verify the **Case number** and click **Next**.



The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with the CM ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Creditor Processing". A red box highlights the "Case Number" input field, which contains the text "4:24-bk-10028". Below the input field, there are two buttons: "Next" and "Clear".

Enter the **Name and Address**. In our scenario, leave the **Creditor type** as **Creditor**, **Creditor committee** as **No**, and do not mark Entity.



The screenshot shows the CM ECF web interface for adding a creditor. At the top, there is a navigation bar with the CM ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Add Creditor(s)". A message in blue text states: "Case 24-10028-M already contains creditors!". Below this message, the case number "Case number 24-10028-M Winnie The Pooh" is displayed. A note in blue text reads: "Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line." A red box highlights the "Name and Address" input field, which is currently empty. Below the input field, there are three fields: "Creditor type" with a dropdown menu set to "Creditor", "Creditor committee" with radio buttons for "No" (selected) and "Yes", and "Entity" with an unchecked checkbox. At the bottom, there are two buttons: "Next" and "Clear".

After all of the information is added and/or updated, click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Add Creditor(s)**

Case 24-10028-M already contains creditors!

Case number 24-10028-M Winnie The Pooh

*Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address  
Fred's Fruit Stand  
6358 W Stand Way, Number 4  
Fruity, ID 56801

Creditor type Creditor

Creditor committee  No  Yes Entity

**Next** Clear

The correct information has been added on the previous screen, and we do not need to redact anything from the address. Click **Submit**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Add Creditor(s)**

Total Creditors Entered 1

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

**Submit**

The creditor has been added to the case. Click on **File a Proof of Claim**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

### Creditors Receipt

Case Number	4:24-bk-10028
Total Creditors Added to Database	1

**File A Proof Of Claim**  
[Return To Creditor Maintenance Menu](#)

This time, we are going to enter information into **Name of Creditor**. The system will search the exact information you type. If you search PO Box and it is P.O Box, you will not find the address because they do not match. We are just going to type in "Fred." The **Type of Creditor** will remain as it's default selection. Click on **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

### Search for Creditor

Case Number: 4:24-bk-10028

Name of creditor: Fred

Type of creditor: Creditor Administrative

**Next** Clear

Use the **(select a creditor)** drop down box to select the creditor that was just added.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

### Select a Creditor for Claim

The creditor's name and address must match the name and noticing address provided on the Proof of Claim form.

If there are no creditors or the creditor's name or noticing address as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's name and noticing address as provided on the Proof of Claim form.

Case 24-10028-M: Winnie The Pooh

(select a creditor)

(select a creditor)

Fred's Fruit - 6358 W Stand Way Fruit, ID 56801 - 2858553 (Creditor)

**Fred's Fruit Stand - 6358 W Stand Way, Number 4 Fruit, ID 56801 - 2858568 (Creditor)**

Click **Next**.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Select a Creditor for Claim**

The creditor's name and address must match the name and noticing address provided on the Proof of Claim form.

If there are no creditors or the creditor's name or noticing address as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's name and noticing address as provided on the Proof of Claim form.

Case 24-10028-M: Winnie The Pooh  
Fred's Fruit Stand - 6358 W Stand Way, Number 4 Fruity, ID 56801 - 2858568 (Creditor) ▼

[Add Creditor](#)

**Next** Clear

The Proof of Claim Information screen displays fields for each claim. When amending a claim, type the claim number in **Amends Claim #:** and click **Find**. We are not amending a claim, so we will leave it blank.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Proof of Claim Information For**  
2858568 - Fred's Fruit Stand  
6358 W Stand Way, Number 4  
Fruity, ID 56801

Case Number: 24-10028-M	<b>Amends Claim #:</b> Find	Filed By: Trustee ▼
Last Date To File:	Date Filed: 03-28-2024	
Last Date To File(Govt):		

Claimed		
Amount Claimed	Secured	Priority
<small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</small>	<small>If all or part of your claim is secured, enter the secured amount (Box 9 on claim)</small>	<small>If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)</small>

Description:  
Remarks:

**Amend options:**  Clear All Amounts

**Next** Clear

In the **Filed By** field select either **Debtor, Attorney, Creditor, or Trustee**. We are going to select Trustee.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Proof Of Claim Information For**  
2858568 - Freds Fruit Stand  
6358 W Stand Way, Number 4  
Fruity, ID 56801

Case Number: 24-10028-M	Amends Claim #: <input type="text"/> Find	Filed By: Trustee ▼
Last Date To File:	Date Filed: 02/28/2024	Debtor Attorney Creditor Trustee
Last Date To File(Govt):		

**Claimed**

<b>Amount Claimed</b> <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	<b>Secured</b> <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 9 on claim)</i>	<b>Priority</b> <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)</i>
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Description:  
Remarks:

Amend options:  Clear All Amounts

Next Clear

**Amount Claimed** should be the total amount of the claim and must be completed. **Secured** is the amount of the claim that is secured. **Priority** is the amount of the claim that is priority. There may or may not be a **Secured** or **Priority** amounts claimed. **DO NOT** include the dollar sign (\$) or any commas (,) between the numbers. The boxes should be only contain numbers.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Proof Of Claim Information For**  
2858568 - Freds Fruit Stand  
6358 W Stand Way, Number 4  
Fruity, ID 56801

Case Number: 24-10028-M	Amends Claim #: <input type="text"/> Find	Filed By: Trustee ▼
Last Date To File:	Date Filed: 02/28/2024	
Last Date To File(Govt):		

**Claimed**

<b>Amount Claimed</b> <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	<b>Secured</b> <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 9 on claim)</i>	<b>Priority</b> <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)</i>
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Description:  
Remarks:

Amend options:  Clear All Amounts

Next Clear



The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 255 characters long. They are optional and do not need to be completed.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Proof Of Claim Information For**  
2858568 - Freds Fruit Stand  
6358 W Stand Way, Number 4  
Fruity, ID 56801

Case Number: 24-10028-M	Amends Claim #: <input type="text"/> Find	Filed By: Trustee
Last Date To File:	Date Filed: 02/28/2024	
Last Date To File(Govt):		

**Claimed**

<b>Amount Claimed</b> 9570.54 <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	<b>Secured</b> 8407.26 <i>If all or part of your claim is secured, enter the secured amount (Bas 9 on claim)</i>	<b>Priority</b> <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Bas 12 on claim)</i>
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Description:

Remarks:

Amend options:  Clear All Amounts

Next Clear

Click on **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Proof Of Claim Information For**  
2858568 - Freds Fruit Stand  
6358 W Stand Way, Number 4  
Fruity, ID 56801

Case Number: 24-10028-M	Amends Claim #: <input type="text"/> Find	Filed By: Trustee
Last Date To File:	Date Filed: 02/28/2024	
Last Date To File(Govt):		

**Claimed**

<b>Amount Claimed</b> 9570.54 <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	<b>Secured</b> 8407.26 <i>If all or part of your claim is secured, enter the secured amount (Bas 9 on claim)</i>	<b>Priority</b> <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Bas 12 on claim)</i>
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Description:

Remarks:

Amend options:  Clear All Amounts

Next Clear

Click **Browse** to navigate to the PDF of the Proof of Claim you created. When filing in the live database, right click and view the document prior to selecting. The PDF you attach will be officially filed with the court and cannot be deleted once it has been filed. We have selected the Proof of Claim we had previously saved as a PDF. Click **Next**.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Case 24-10028-M

Filename

Browse... 24-10028 poc.pdf

Attachments to Document:  No  Yes

Next Clear

After clicking Next, you will receive a notice that you will have no further opportunity to modify this submission if you continue. If there are no modifications to be made to the docket text, click **Next**. If you need to modify the docket text, click on the Back button to the appropriate screen and make corrections. We have entered the correct information and having nothing to redact, so click **Next**.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Case 24-10028-M

Filename

Browse... 24-10028 poc.pdf

Attachments to Document:  No  Yes

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Have you redacted?

Next Clear

The Notice of Electronic Filing will appear. The Notice of Electronic Filing screen display is the verification that the filing has been sent electronically to the court's database. Clicking on **File another claim** will take you back to search for creditors. Clicking on the case number hyperlink will display the docket report for this case. Clicking on the document number hyperlink will display the PDF image of the document just filed. Clicking on **Claims Register** will take you to the Claims Register.

The screenshot shows the CM/ECF system interface. At the top, there is a navigation bar with links for Backruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar is a notice regarding the Court's official mechanical stamp. The main content area is titled "U.S. Bankruptcy Court Northern District of Oklahoma" and "Notice of Electronic Claims Filing". It states that a transaction was received from TestAccount, Trustee on 2/28/2024 at 3:32 PM CST. A red box highlights the "File another claim" link. Below this, the case details are listed: Case Name: Winnie The Pooh, Case Number: 24-10028-M, Creditor Name: 6358 W Stand Way, Number 4, Fruity, ID 56801, and Claim Number: 1. A red box highlights the "Claims Register" link. Other details include Amount Claimed: 29270.54, Amount Secured: 58407.26, Amount Priority, Document description: Main Document, Original filename: 24-10028 poc.pdf, and Electronic document Stamp. The notice will be electronically mailed to Patrick J. Malloy, III and Johnny Paxser on behalf of Debtor Winnie The Pooh. A red box highlights the "Claims Register" link.

If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

**Phone:** 918-699-4072

**Email:** cmecf@oknb.uscourts.gov

