

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF PENNSYLVANIA**



Electronic Filing of Proof of Claim

Effective Tuesday, November 1, 2016, proofs of claim and amended proofs of claims can be created and filed electronically for all chapters through the [Court's website](#), except in cases where there is a Claims and Noticing Agent assigned.

- A login and password is not required
- A completed proof of claim form is generated via the information entered on the website. *(Do not upload a completed proof of claim form)*

The filing of a proof of claim electronically on this court's website shall constitute the filer's approved signature and has the same force and effect as if the individual signed a paper copy of the document and the provisions of 18 U.S.C § 152, 18 U.S.C § 157 and 18 U.S.C § 3571 shall apply to such filing.

A person who files a fraudulent claim could be fined up to \$500,000.00, imprisoned for up to 5 years, or both. 18 U.S.C § 152, § 157, and § 3571

Questions regarding the filing of a proof of claim can be answered by the Help Desk (215) 408-2826

Filing a proof of claim or an amended proof of claim

- From the Court’s Home page, select “*File a proof of claim*”
- Select “*Submit a proof of claim or amended proof of claim.*”
- Enter the case number in which the claim is being filed in.
- Enter the name of the creditor filing the claim
- Select the party filing the claim
- Read the notice of redaction responsibility, fraudulent claim warning and confirm the claim that you are filing is in compliance by checking the clicking the box.

United States Bankruptcy Court Eastern District of Pennsylvania **Test Database**

File Claim

Case Number

Example: 14-00002

Name of **Creditor**

Filed by
Creditor
Creditor Attorney
Debtor
Debtor Attorney
Trustee

REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement including attachments.

IMPORTANT WARNING: A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

IMPORTANT NOTICE
Starting on Jun 1, 2015, all attachments must be in PDF/A format. For more information on PDF/A, please see [TRANSITION TO PDF/A](#)

Installed Version: 5.0

- Click “*Next*”
- If the creditor is not listed, **select** the radio button “*creditor not listed,*”

United States Bankruptcy Court Eastern District of Pennsylvania **Test Database**

Select Creditor

Creditor not listed

If one of more creditors appear with the same name, **select** the radio button for the correct creditor name and address

United States Bankruptcy Court Eastern District of Pennsylvania **Test Database**

Select Creditor

Testing Claim Corporation
123 Debt Management Highway
Ambler, PA 17831

Creditor not listed

Part 1: Identify the claim

1. Who is the current creditor? **Enter** or confirm the creditor information

You selected "FILED BY" as CREDITOR. If this is incorrect, [START OVER!!](#)

ALL "Yes/No" Questions MUST be ANSWERED

CONFIRM this is the CORRECT Case

Debtor 1	Harold Farmer
Debtor 2 (Spouse, if filing)	Mary Farmer
Case number:	15-10104

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

Part 1: Identify the Claim

1. Who is the current creditor?

Testing Claim Corporation
Name of the current creditor (the person or entity to be paid for this claim)

Address where notices should be sent
(Do not add the creditor's name in the address)

123 Debt Management Highway

Check for a Foreign Address

(City, State, Zip) Ambler PA 17831 -

Telephone Number: 267-222-3333

Email: abcd3@yahoo.com

Other names the creditor used with the debtor
none

2. Has the claim been acquired from someone else? **Select** Yes or No as applicable
If you answered "no" go to number 3, if "yes", enter from whom.
3. Where should notices and payments to the creditor be sent?
Notice address, is the address entered in number 1 and the payment address defaults to the same address, but can be changed. If the the payment address is different, you must check the applicable box as noted in the below screen print and enter the payment address and all contact information.

2. Has this claim been acquired from someone else? Yes No

From whom? Debt Collection Agency

3. Where should notices and payments to the creditor be sent? (Notice Address Completed in Section 1)

Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)

CHECK if Payment Address differs from Notice Address

Address where payments should be sent

(City, State, Zip)

Telephone Number:

Email:

Uniform claim identifier for electronic payments in chapter 13 (if you use one):
[\(See instructions\)](#)

4. If this is the original claim continue on to number 5. If the claim being filed amends a previously filed claim, click the "yes" box and select the claim number associated with the claim being amended.

5. Do you know if anyone else has filed a proof of claim for this claim? **Click** the box for yes or no as applicable.

Part 2: Give Information about the claim as of the date the case was filed.

6. Do you have any number you use to identify the debtor? **Click** the box for yes or no as applicable.

If yes, enter the last four digits of the debtors identifying number.

7. How much is the claim? Answer every question under Part 2 of the claim.

- ✓ Enter the total amount of the claim and check the box to include or not include interest.
- ✓ Enter the basis for the claim
- ✓ If part of your claim is secured check the yes box and answer all questions, if not check no

Note: If part of your claim is secured, you must include an amount in both the secured and unsecured box under number 9, or enter 0 where applicable.

- ✓ Is the claim based on a lease? Check no or yes as applicable.
- ✓ Is this claim subject to a right of setoff? Check no or yes as applicable
- ✓ If part of your claim is priority check the yes box and answer all questions applicable questions, if not check no

Part 2: Give Information About the Claim as of the Date the Case Was Filed	
6. Do you have any number you use to identify the debtor? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Last 4 digits of the debtor's account or any number you use to identify the debtor: <input type="text" value="2218"/>	
7. How much is the claim? (required) <input type="text" value="16292.00"/>	Does this amount include interest or other charges? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Attach statement itemizing interest, fees, expenses, or other charges required by Bankruptcy Rule 3001(c)(2)(A).
If you have entered a claim amount of \$0, the claim amount is unknown, or the claim is unliquidated, please enter a brief explanation. Comment: <input type="text"/>	
8. What is the basis of the claim? (required)	Examples: Goods sold, money loaned, lease, services performed, personal injury or wrongful death, or credit card. Attach redacted copies of any documents supporting the claim required by Bankruptcy Rule 3001(c). Limit disclosing information that is entitled to privacy, such as healthcare information. <input type="text" value="car"/> (See instructions)
9. Is all or part of the claim secured? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes. The claim is secured by a lien on property.	
Nature of property: <input type="checkbox"/> Real estate. If the claim is secured by the debtor's principal residence, file a <i>Mortgage Proof of Claim Attachment</i> (Official Form 410-A) with this <i>Proof of Claim</i> . <input checked="" type="checkbox"/> Motor vehicle <input type="checkbox"/> Other. Describe: <input type="text"/>	
Basis for perfection: <input type="text"/> Attach redacted copies of documents, if any, that show evidence of perfection of a security interest (for example, a mortgage, lien, certificate of title, financing statement, or other document that shows the lien has been filed or recorded.)	
Value of property: <input type="text"/> Amount of the claim that is secured: <input type="text" value="16292.00"/> Amount of the claim that is unsecured: <input type="text" value="0.00"/> (The sum of the secured and unsecured amounts should match the amount in line 7.)	
Amount necessary to cure any default as of the date of the petition: <input type="text"/>	
<input checked="" type="checkbox"/> Fixed Annual Interest Rate (when case was filed) <input type="text" value="2"/> % <input type="checkbox"/> Variable	
10. Is this claim based on a lease? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Amount necessary to cure any default as of the date of the petition. \$ <input type="text"/>	
11. Is this claim subject to a right of setoff? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Identify the property: <input type="text"/>	
12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Check all that apply:	
Amount entitled to priority	

Documents: If filing supporting documentation for the proof of claim, review the instructions, click "Yes" and add attachment(s) when prompted. If you are not filing supporting documentation click "No"

NOTES:

- If you select "Yes" to attach supporting documentation, **be sure to attach when prompted** because the system will not give you an additional opportunity and/or issue a warning for not attaching.
Your claim will be processed without the supporting documentation.
- Do not attach a completed proof of claim form as supporting documentation. A completed claim form is generated at the completion of filing.

Documents: Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both.

Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called "Bankruptcy Rule") 3001(c) and (d). ([See instructions](#), and the definition of "redacted".)

Attachments:

- Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.
- Attachments to the Proof of Claim are required to be PDF files.
- Attachments to the Proof of Claim are NOT to exceed 20.0 Mb in size.
- Multiple attachments to the Proof of Claim are permitted.
- **Do not upload a completed Proof of Claim form as an attachment to this filing.** Attaching a completed Proof of Claim will result in multiple versions of the form being filed (the electronically created proof of claim form plus the proof of claim attached). If filing an Amended Proof of Claim, the attachment of the previously filed claim is allowed.

Note: You will have the option to select files to upload for this claim once you click on the "Submit Claim" button below

Do you wish to attach supporting documentation? Yes No

Part 3: Sign Below

The person completing the proof of claim must review and complete all information in part 3. Next enter the verification code and click submit.

Part 3: Sign Below

The person completing this proof of claim must sign and date it. FRBP 9011(b).

If you file this claim electronically, FRBP 5005(a)(2) authorizes courts to establish local rules specifying what a signature is.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157 and 3571.

Check the appropriate box: (required)

I am the creditor.
 I am the creditor's attorney or authorized agent.
 I am the trustee, or the debtor, or their authorized agent. Bankruptcy Rule 3004.
 I am a guarantor, surety, endorser, or other codebtor. Bankruptcy Rule 3005.

I understand that an authorized signature on this Proof of Claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.

I have examined the information in this Proof of Claim and have a reasonable belief that the information is true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Print the name of the person who is completing and signing this claim:

Signature* *Type Full Name (required)
Title
Company
Identify the corporate servicer as the company if the authorized agent is a servicer

Address
Number and Street
(City, State, Zip) PA -

Contact Phone:
Email:

Enter Verification Code (required)

** Verify debtor name(s) prior to submitting claim to be filed.

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Once you have submitted the claim and the claim is free of error messages, you will receive a displayed messaging confirming (1) successful verification and the assigned claim number. From this screen you can print the confirmation as well as print the claim that has been officially filed with the court.

United States Bankruptcy Court Eastern District of Pennsylvania Test Database
Successful verification ...
Your claim was successfully filed in case number 15-10104. Your claim number is 3.
Open in new window: Click 3 to view/print your filed claim.
<i>Note: Any attachment(s) added will NOT be available to view/print unless you have a Pacer account.</i>
File additional claims

Claim printed after completion of the filing process

Case 15-10104-elf Claim 3 Filed 10/19/16 Desc Main Document Page 1 of 3																			
Fill in this information to identify the case:	<p>FILED U.S. Bankruptcy Court Eastern District of Pennsylvania Test Database 10/19/2016 Timothy B. McGrath, Clerk</p>																		
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<p>Official Form 410 Proof of Claim 04/16</p>																			
<p>Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request according to 11 U.S.C. § 503.</p> <p>Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.</p> <p>A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.</p> <p>Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.</p>																			
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<p>4 Does this claim amend one already filed?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Claim number on court claims registry (if known) _____ Filed on _____ MM / DD / YYYY</p>																			
<p>5 Do you know if anyone else has filed a proof of claim for this claim?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Who made the earlier filing? _____</p>																			
<p>Official Form 410 Proof of Claim page 1</p>																			

Sample Error Messages

Notes: After submitting the claim form, the system will prompt you of any missed fields that require information. If you receive too many error messages, you will receive a message that the verification has failed, and the claim information will need to be started over from the beginning. *(Examples of a few error messages below)*

Enter an Interest Rate

OK

Item #8, missing basis of Claim

OK

Please answer the question, Do you wish to attach supporting documentation?

OK

The secured + unsecured must equal the total

OK

United States Bankruptcy Court Eastern District of Pennsylvania Test Database

Sorry, verification failed

Click [here](#) to START OVER