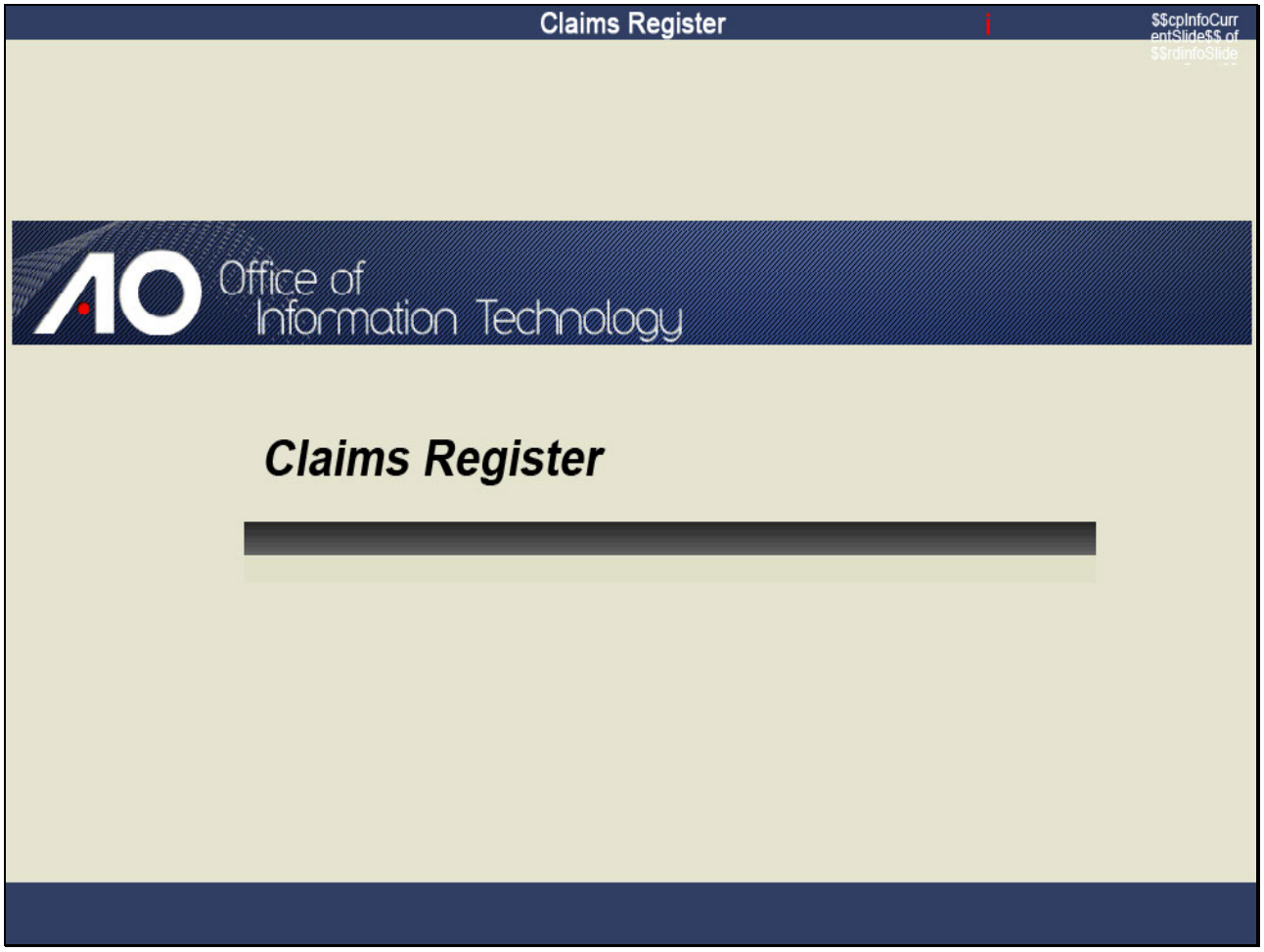
Slide 1 - Welcome



Slide notes

Click to add notes for the selected slide

Slide 2 - Objectives

Objectives

When you complete this module, you should be able to:

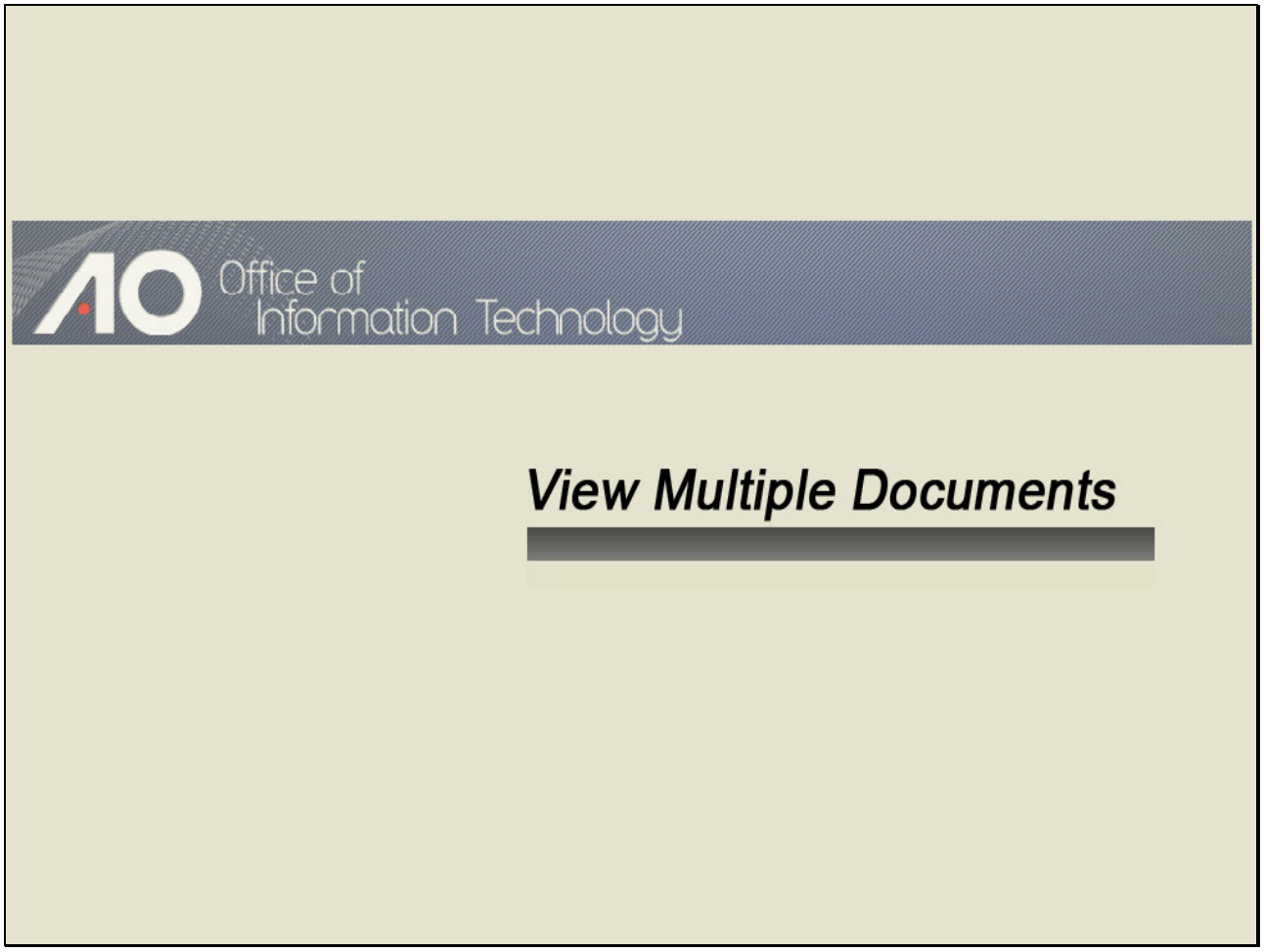
- Combine and view multiple PDF documents from the claims register in a concatenated PDF file.
- Produce a claims summary report and describe the new features associated with this report.

Click **CONTINUE**.

Slide notes

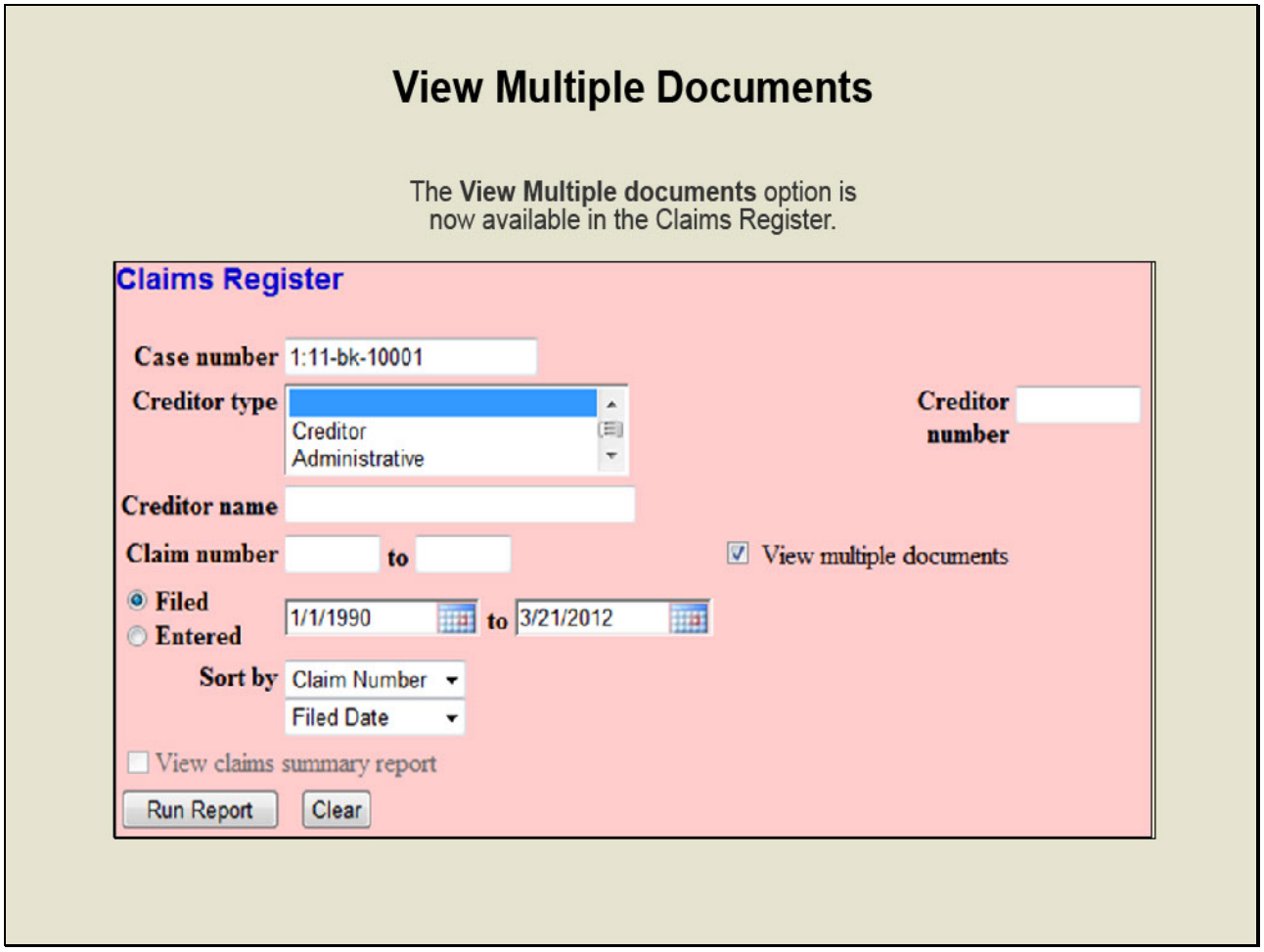
When you complete this module, you should be able to combine and view multiple documents from the claims register in one larger PDF file and produce a claims summary report and describe the new features associated with this report.

Slide 3 - View Multiple Documents



Slide notes

Slide 4 - Slide 4

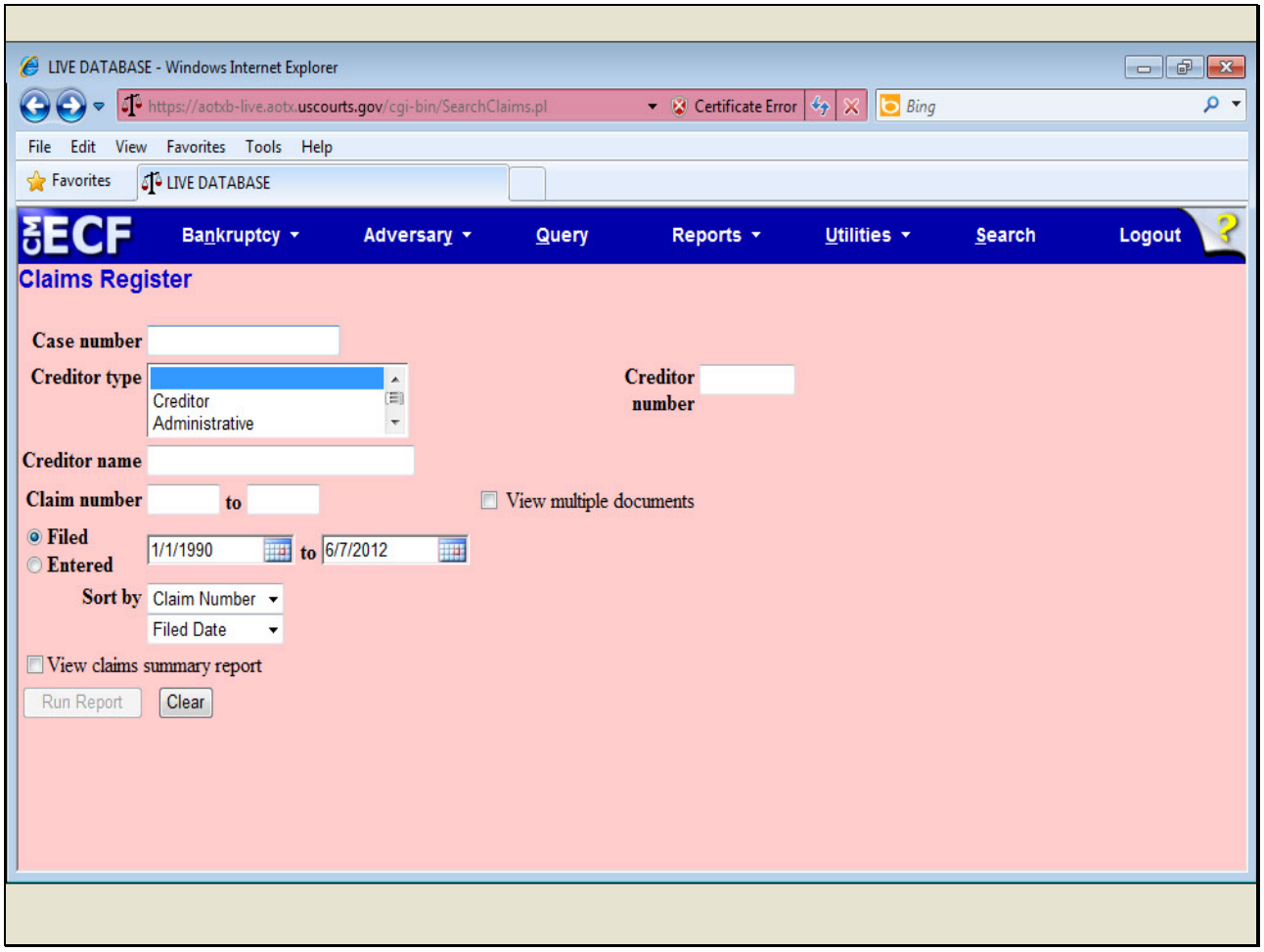


Slide notes

The Claims Register in Release 5.0 includes a number of enhancements that should be beneficial to both court staff and outside users. One of the more prominent new features is the ability to combine and view multiple documents from the Claims Register in one PDF file.

Prior to Release 5.0, users could only view multiple documents in the Docket Report. We'll now run a Claims Register report and view multiple documents in CM/ECF.

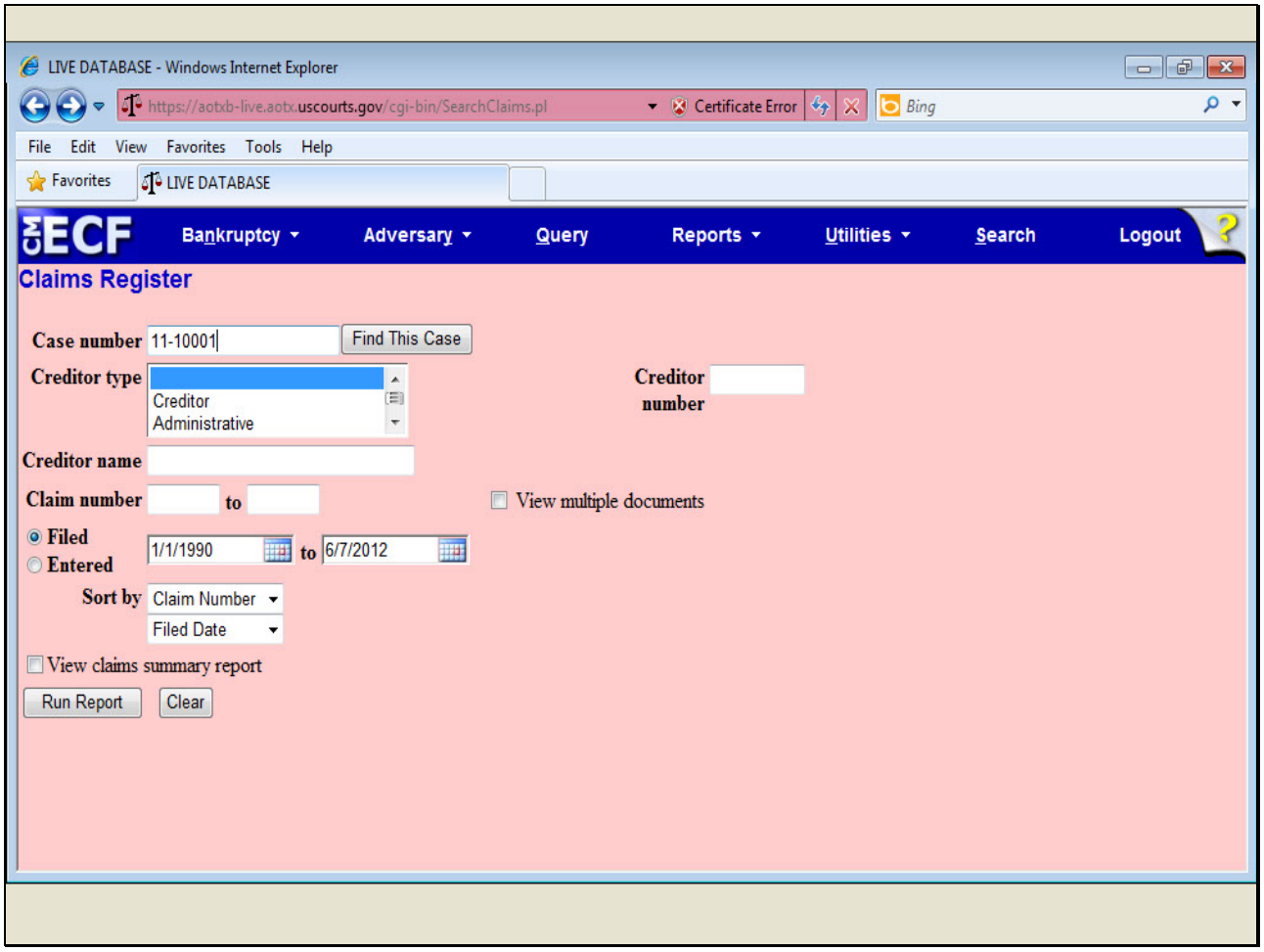
Slide 5 - Slide 5



Slide notes

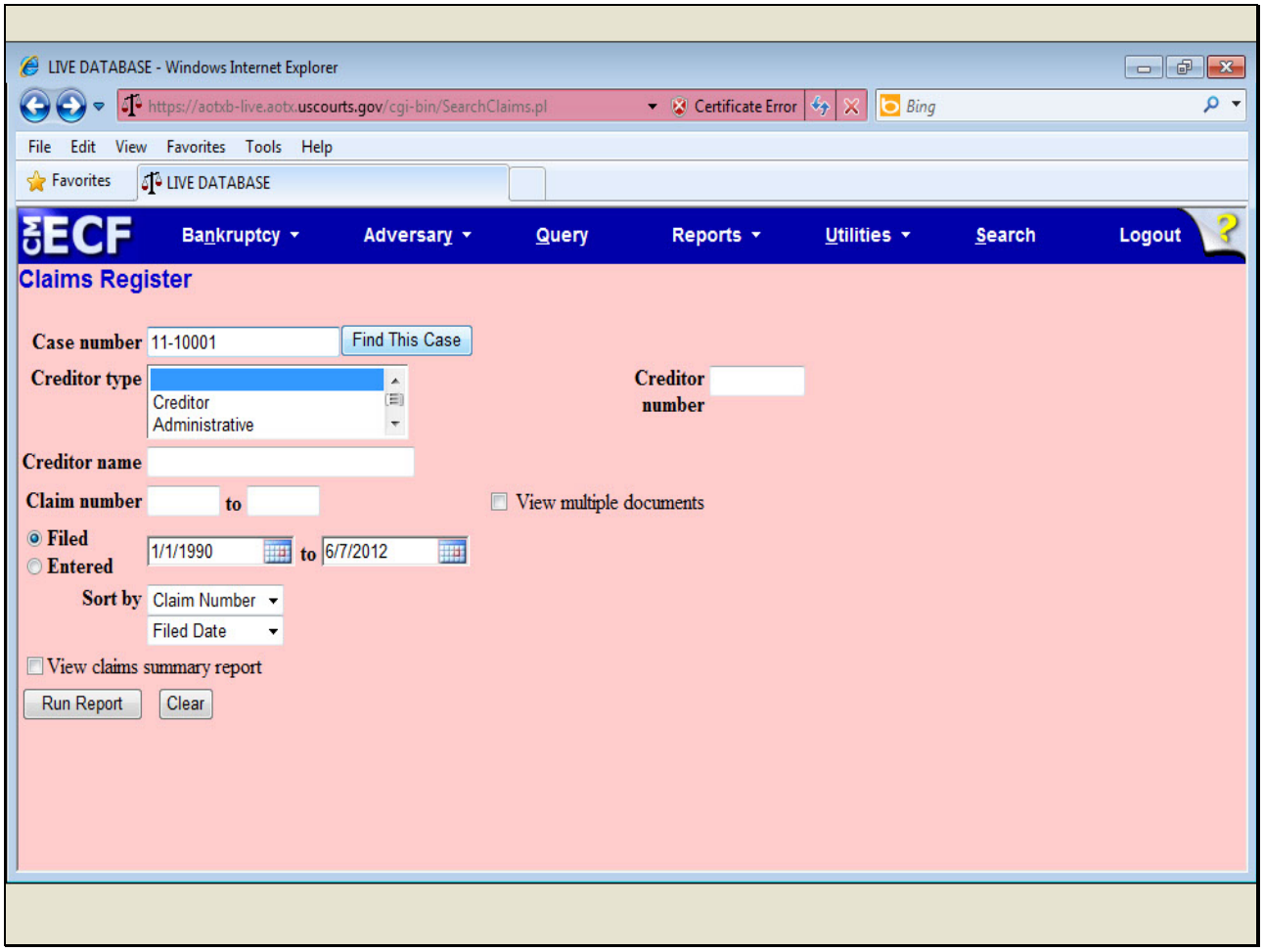
First, we'll enter the case number...

Slide 6 - Slide 6



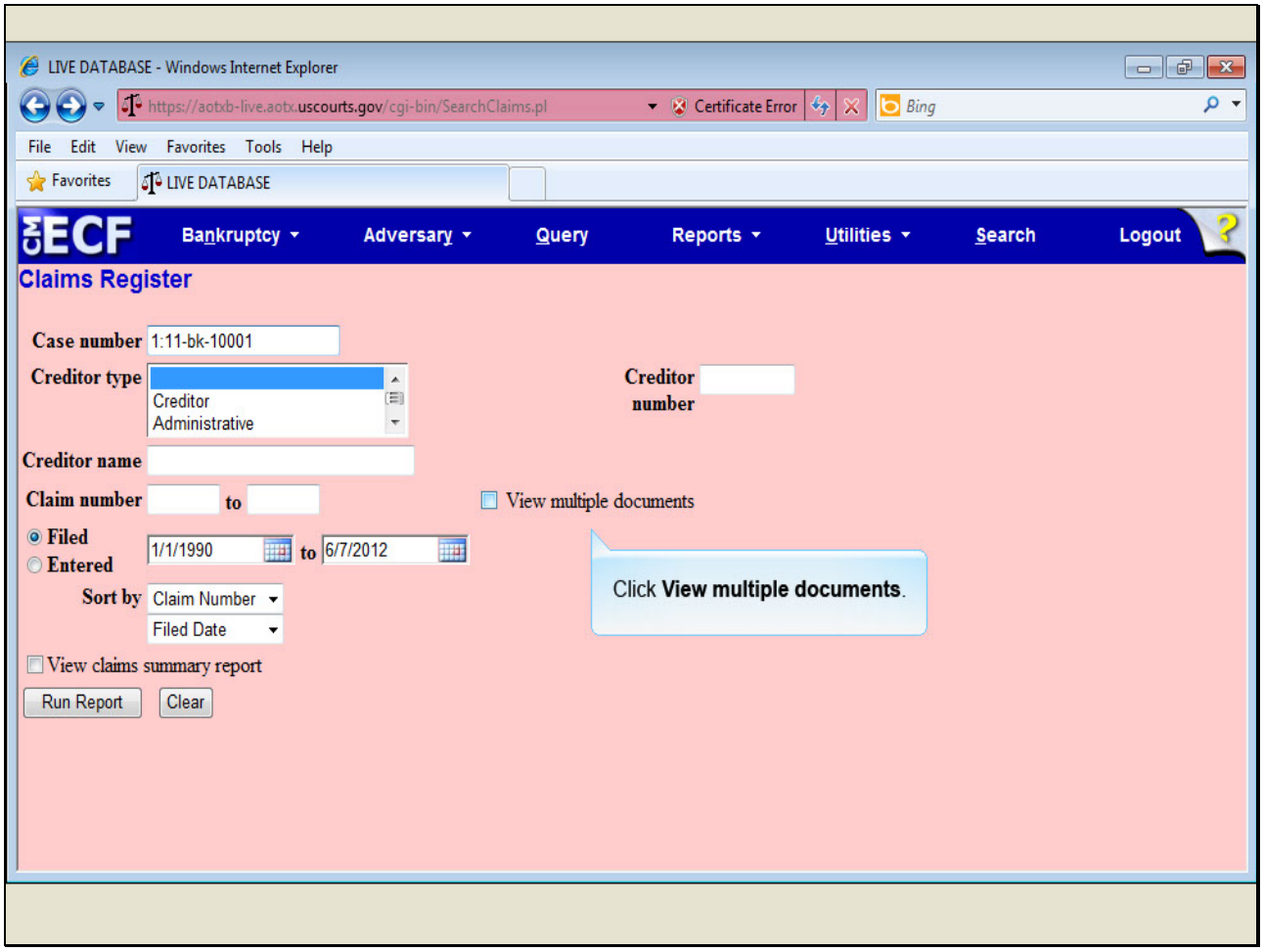
Slide notes

Slide 7 - Slide 7



Slide notes

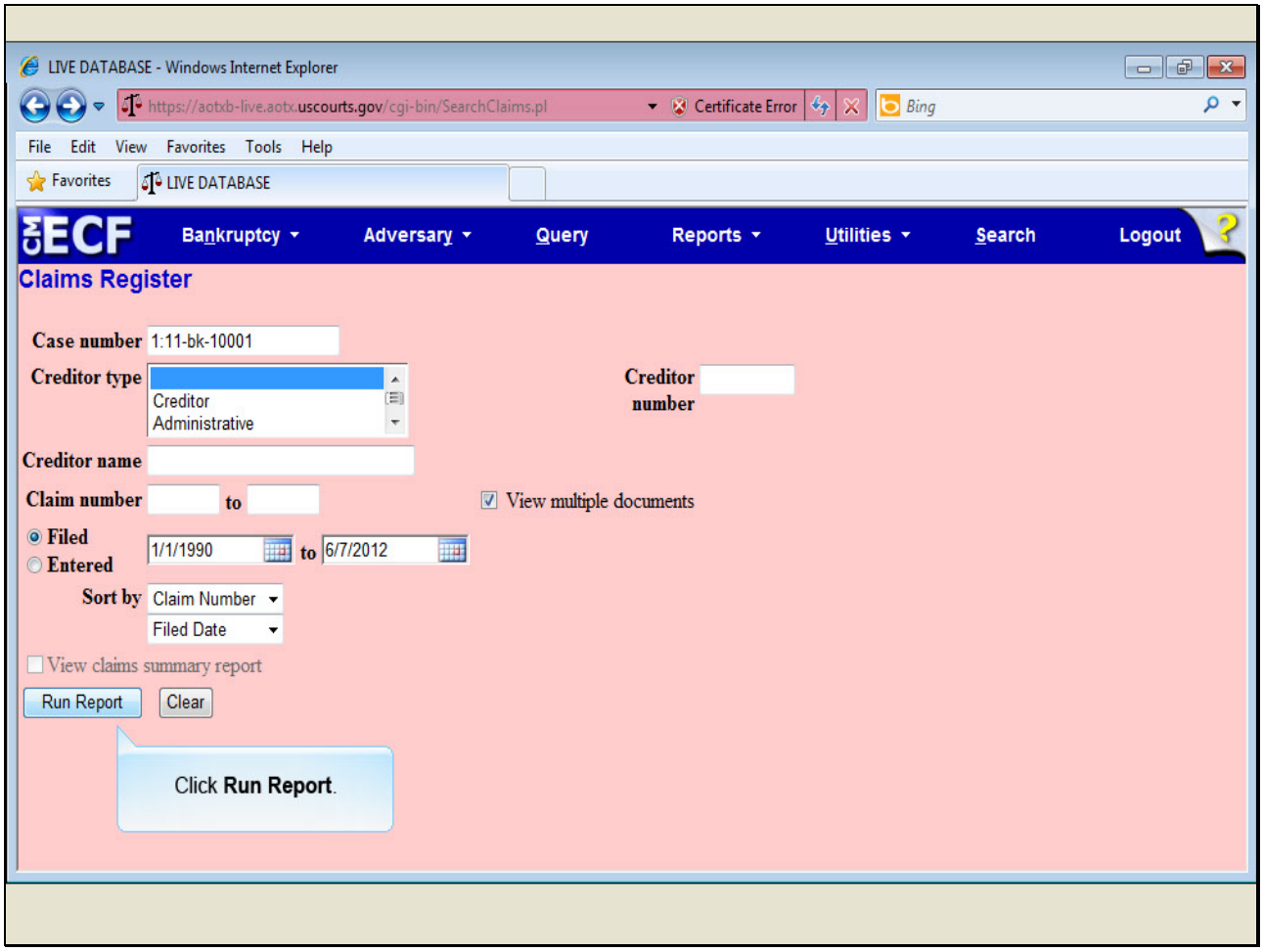
Slide 8 - Slide 8



Slide notes

...and click View multiple documents.

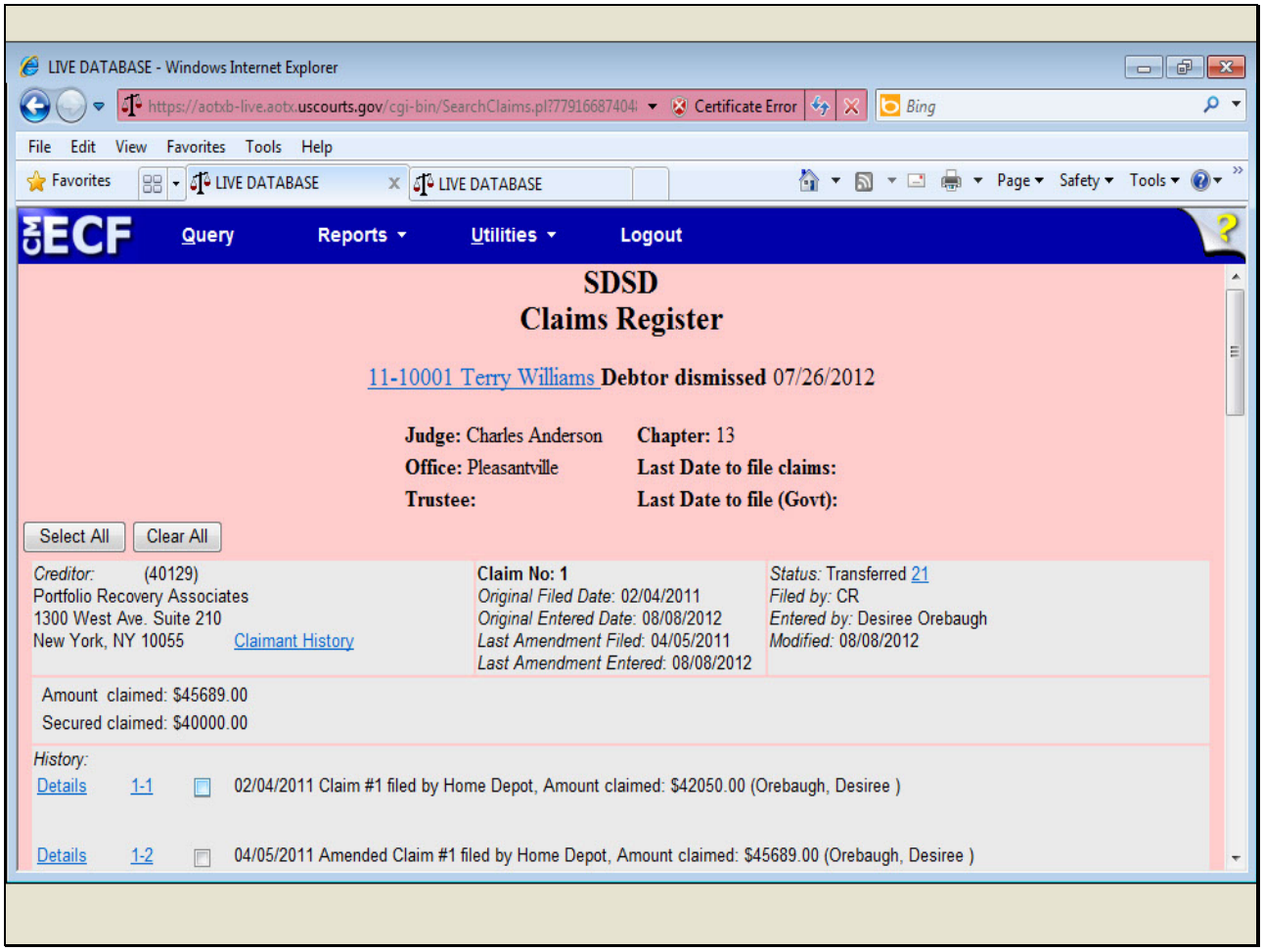
Slide 9 - Slide 9



Slide notes

Note that when the View multiple documents check box is selected, the View claims summary report selection is grayed out. We'll discuss the View claims summary report option later in this lesson. Click Run Report.

Slide 10 - Slide 10

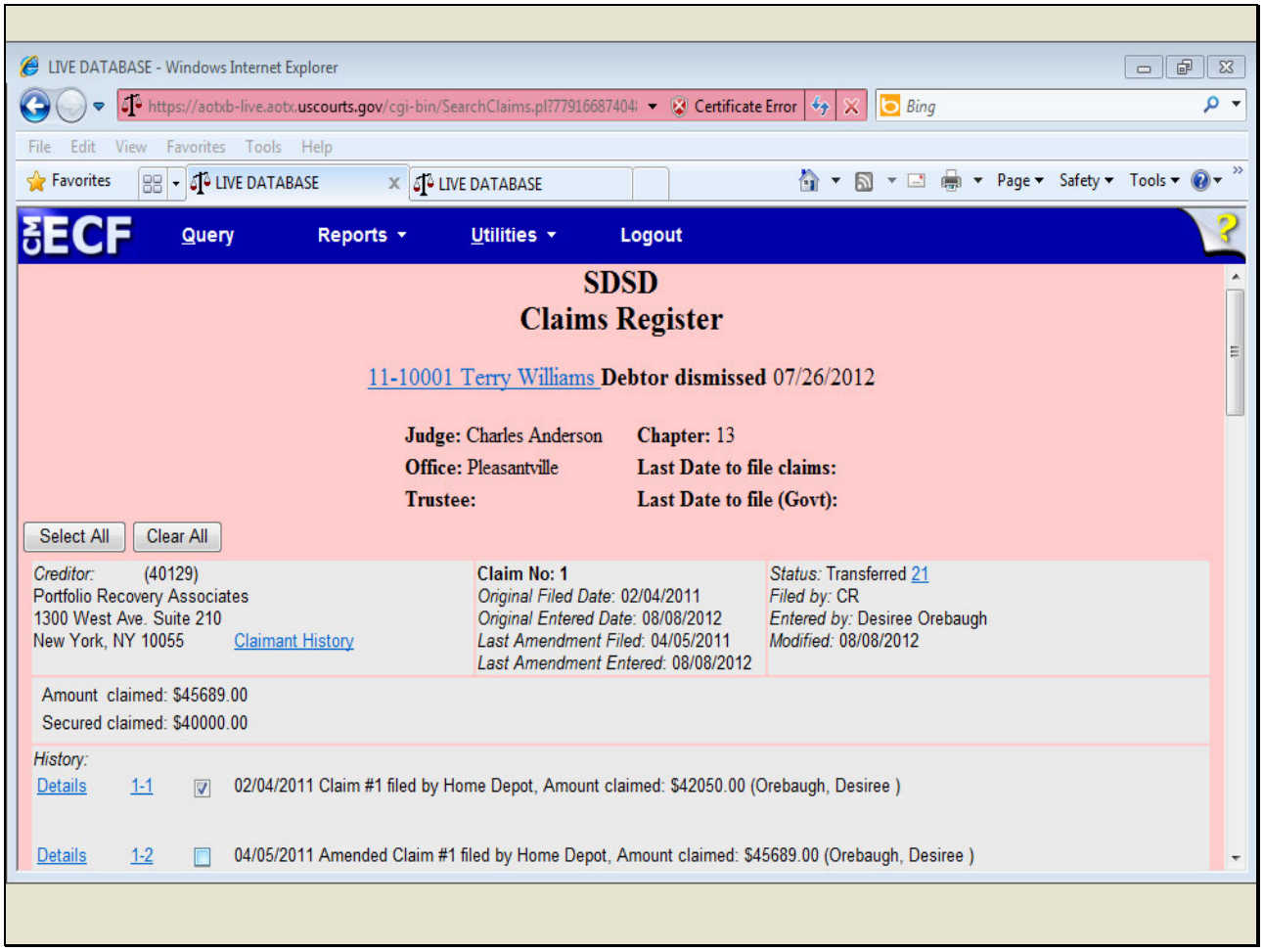


Slide notes

When the View multiple documents option is selected, the Claims Register report will include a check box next to each claim, claim attachment, or claim related proceeding. Claim related entries are copied directly from the docket report for more history of this claim.

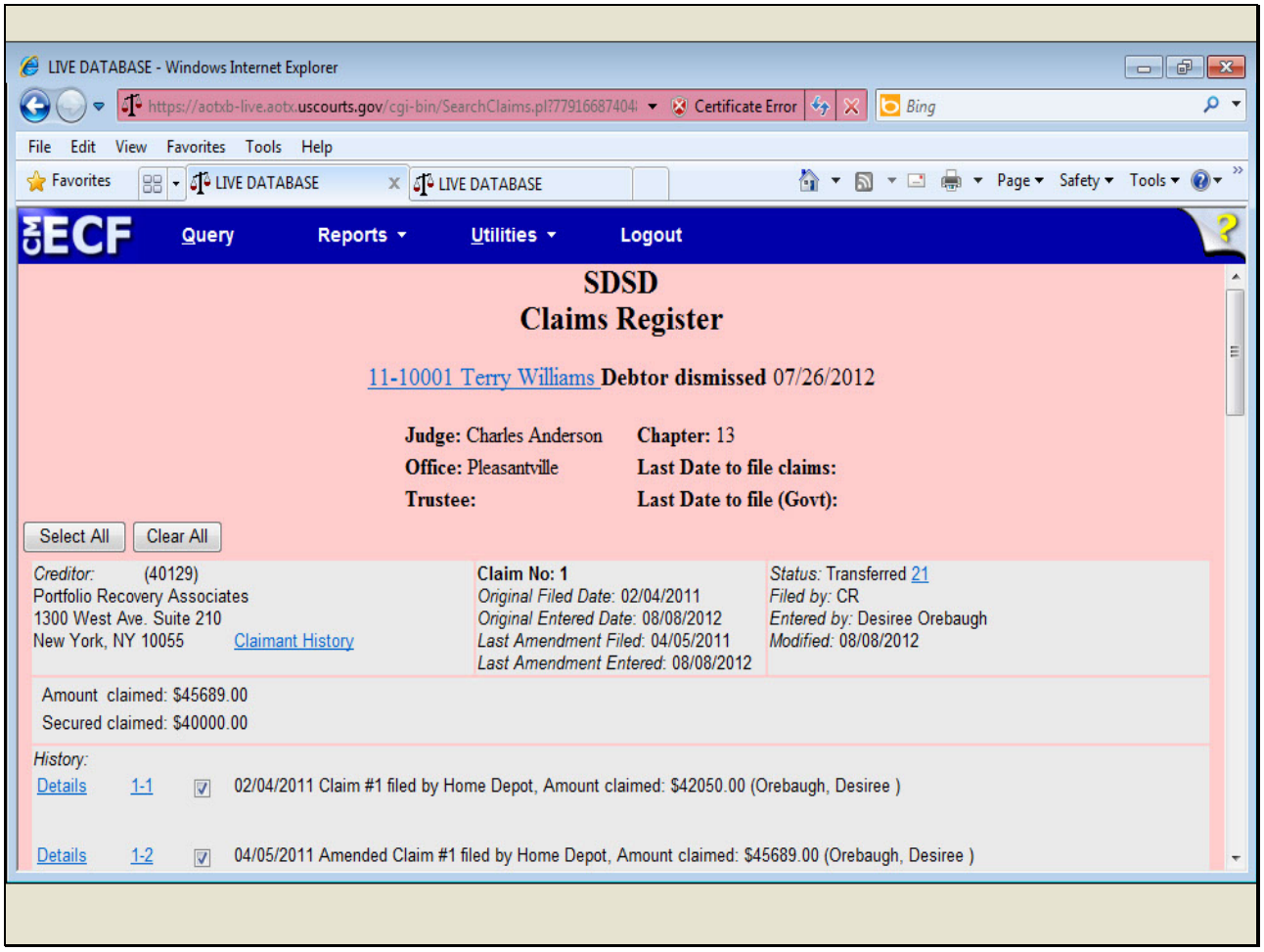
To include all documents in the Claims Register in one large PDF file, click Select All. That way, you don't have to print each claim and related filing separately. In this example, I will select three documents by clicking the corresponding check boxes.

Slide 11 - Slide 11



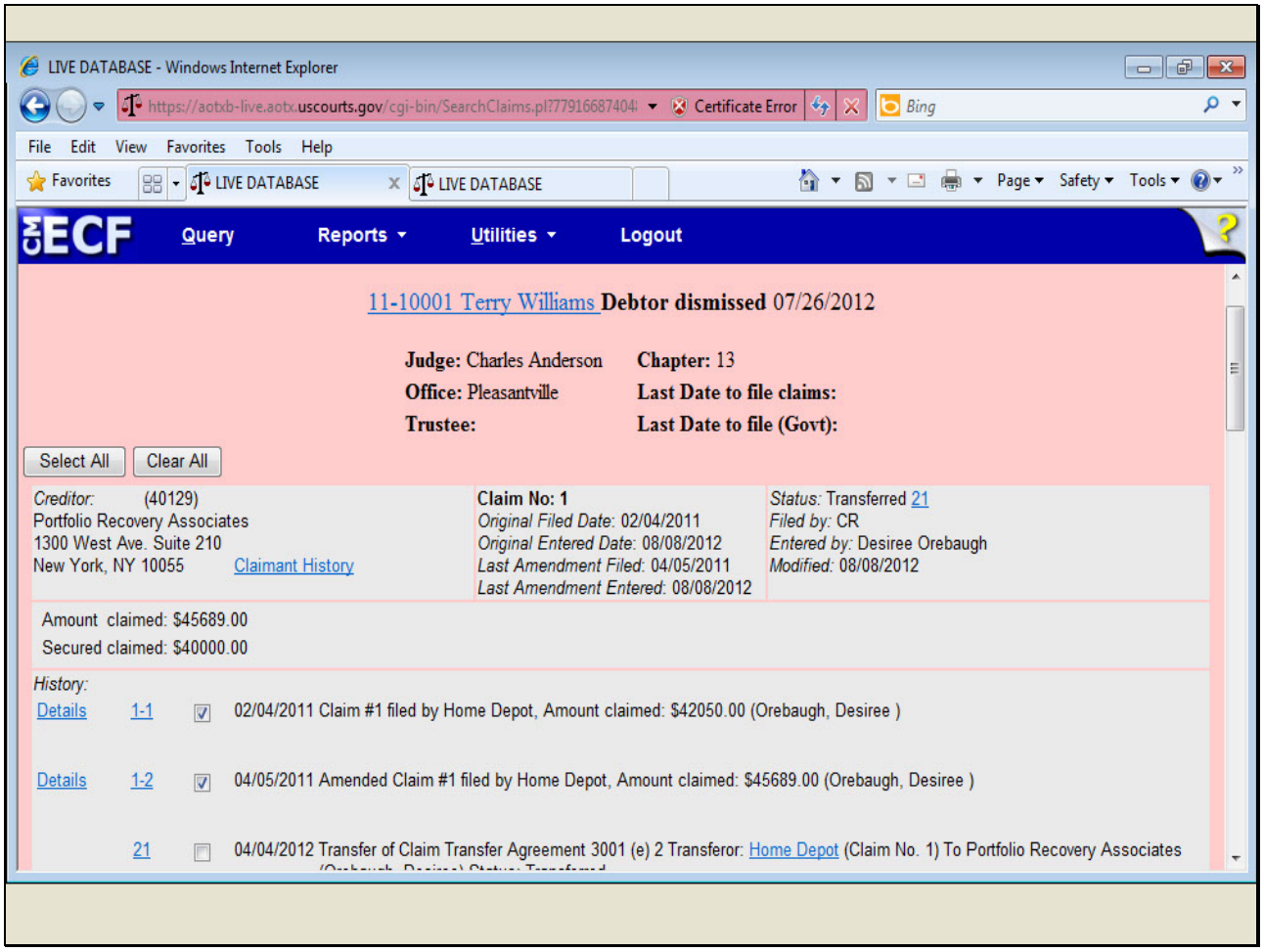
Slide notes

Slide 12 - Slide 12



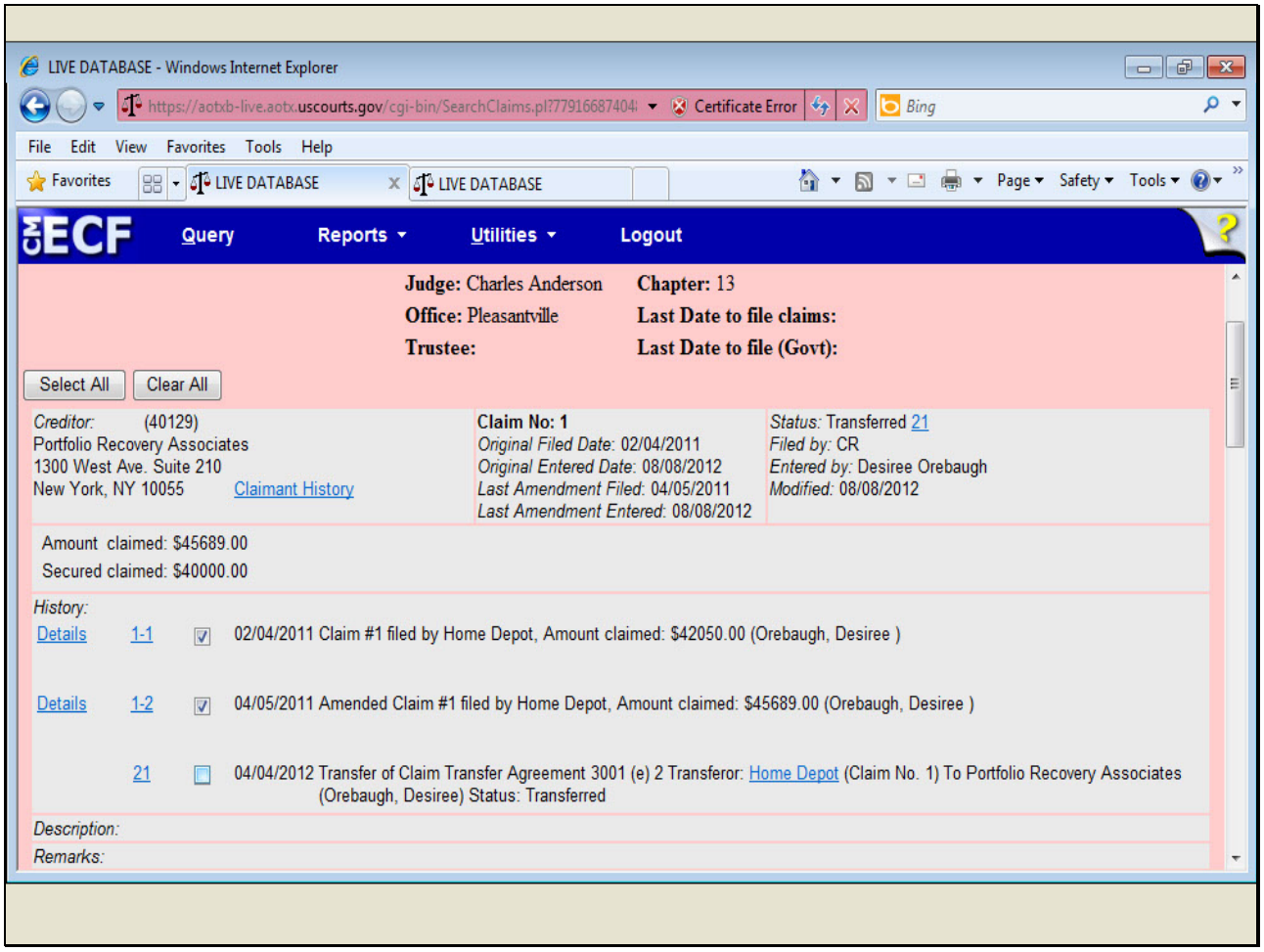
Slide notes

Slide 13 - Slide 13



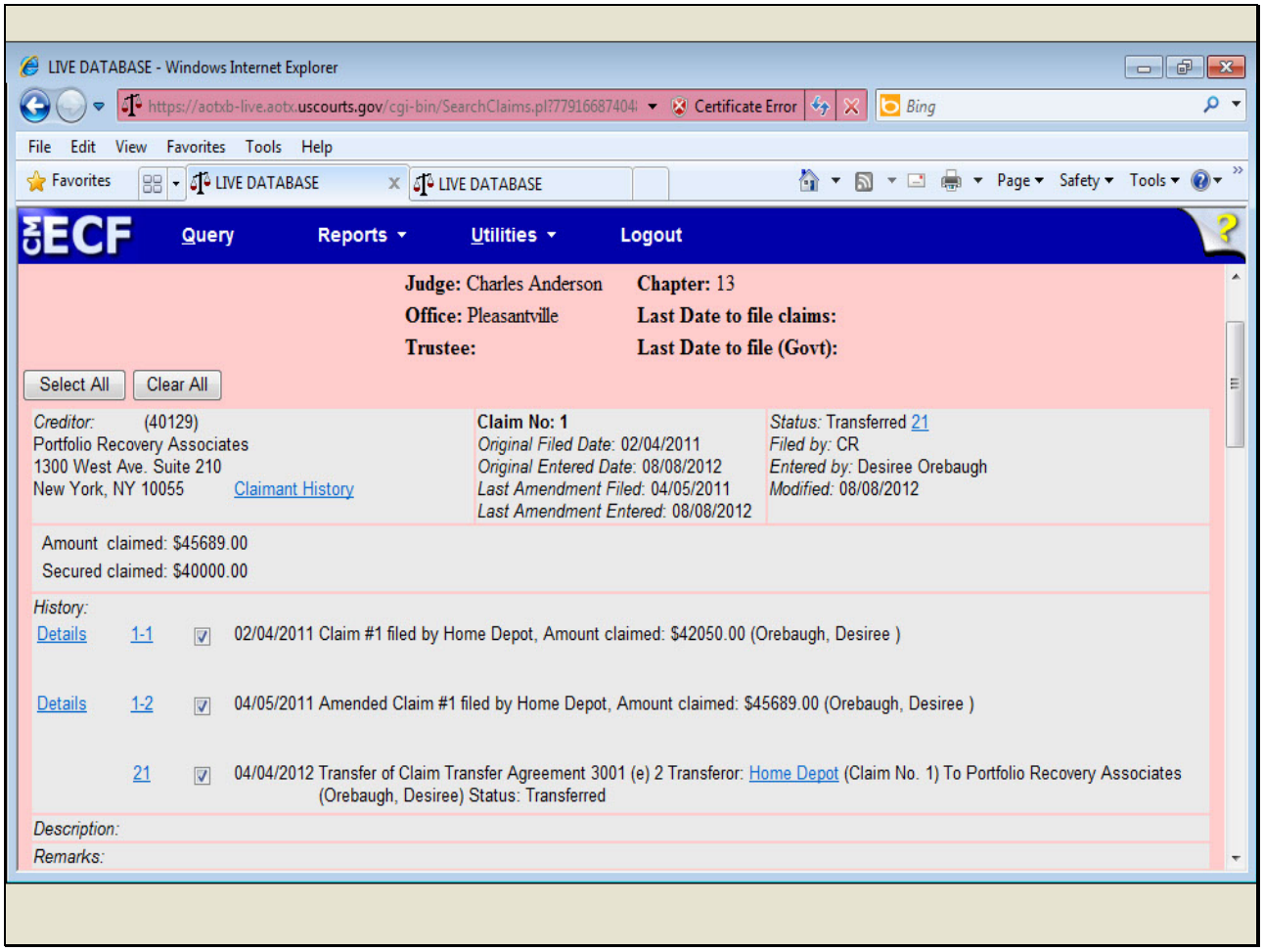
Slide notes

Slide 14 - Slide 14



Slide notes

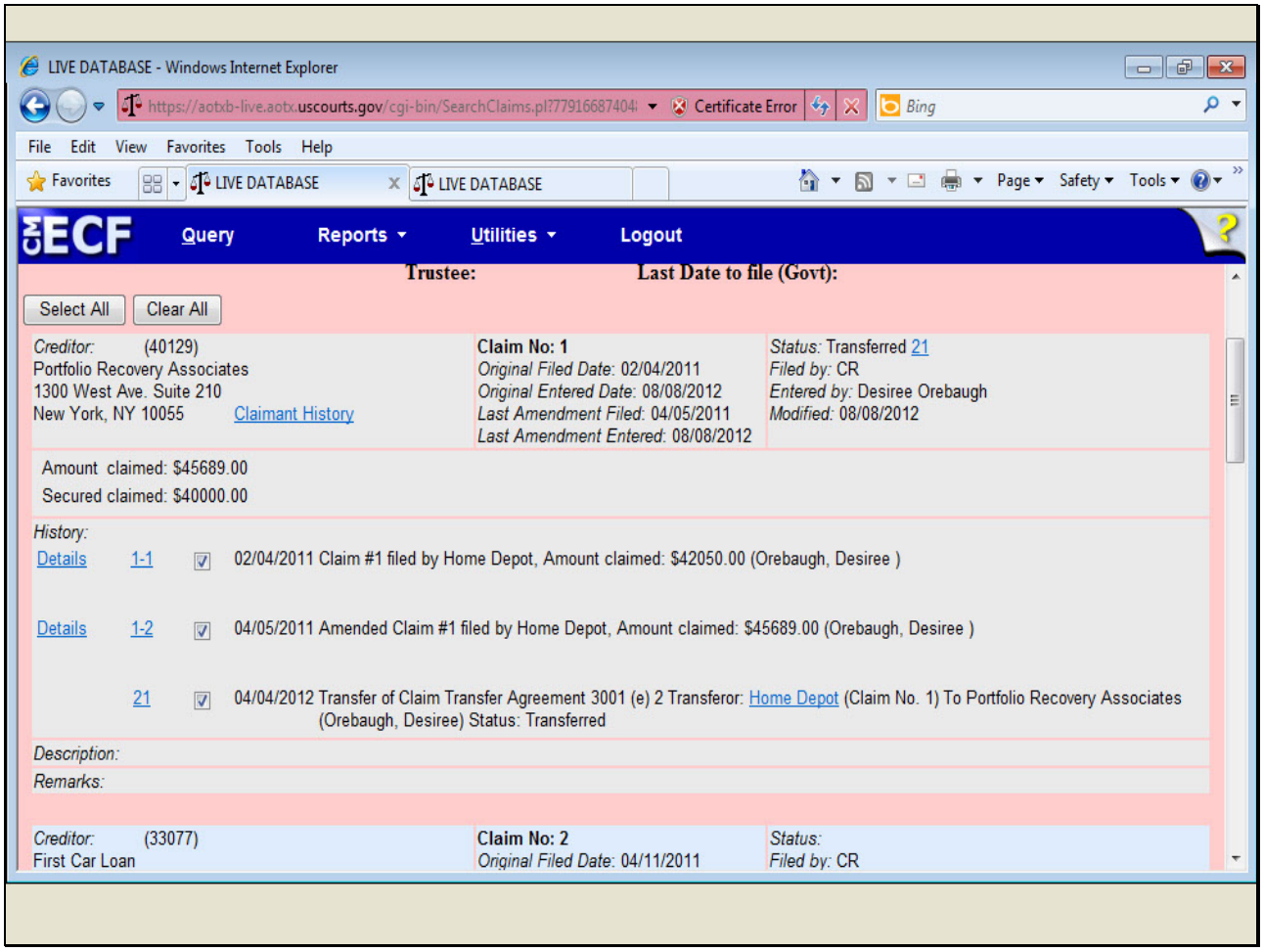
Slide 15 - Slide 15



Slide notes

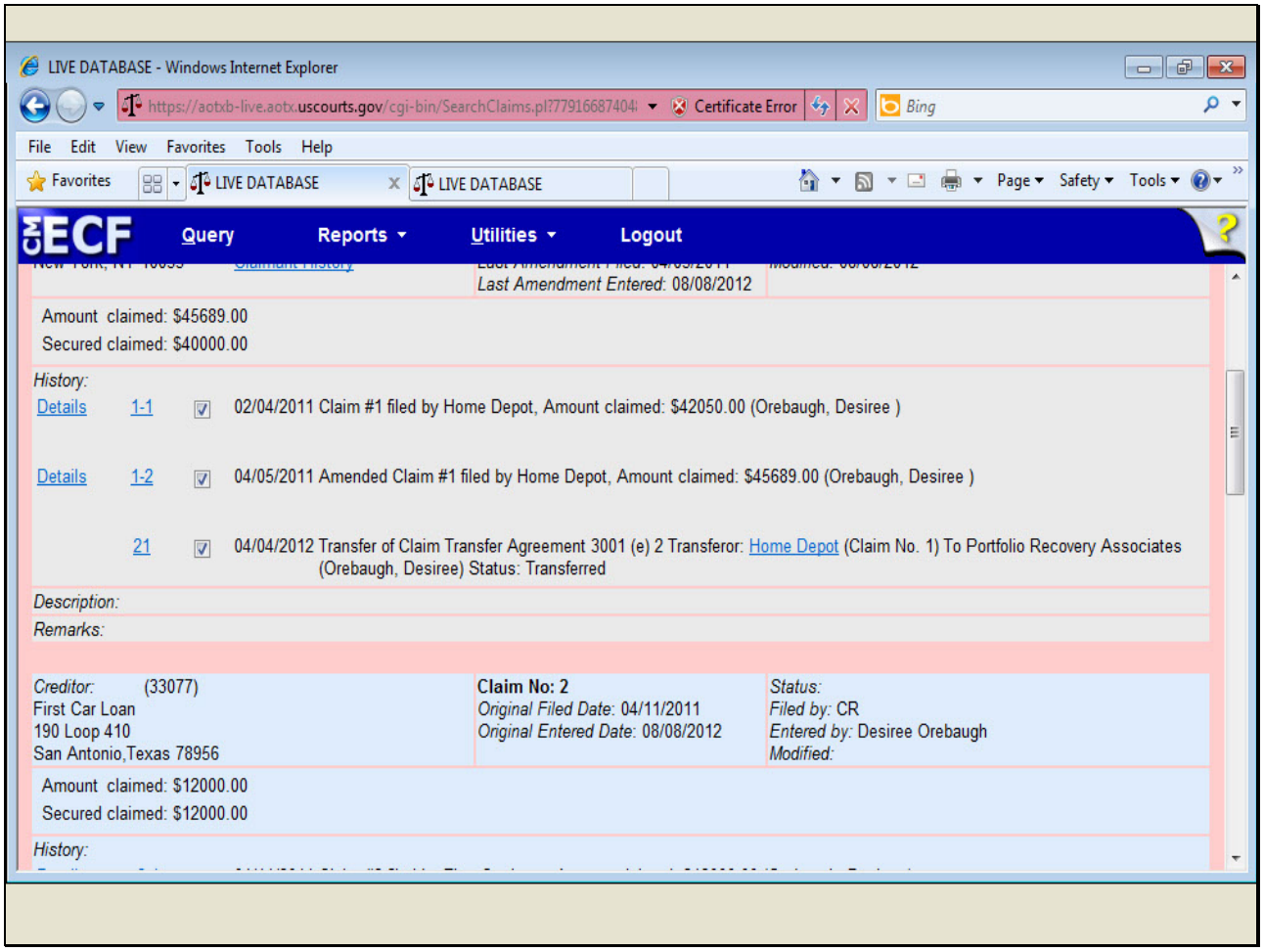
Once all the documents have been selected, I'll scroll to the bottom of the screen.

Slide 16 - Slide 16



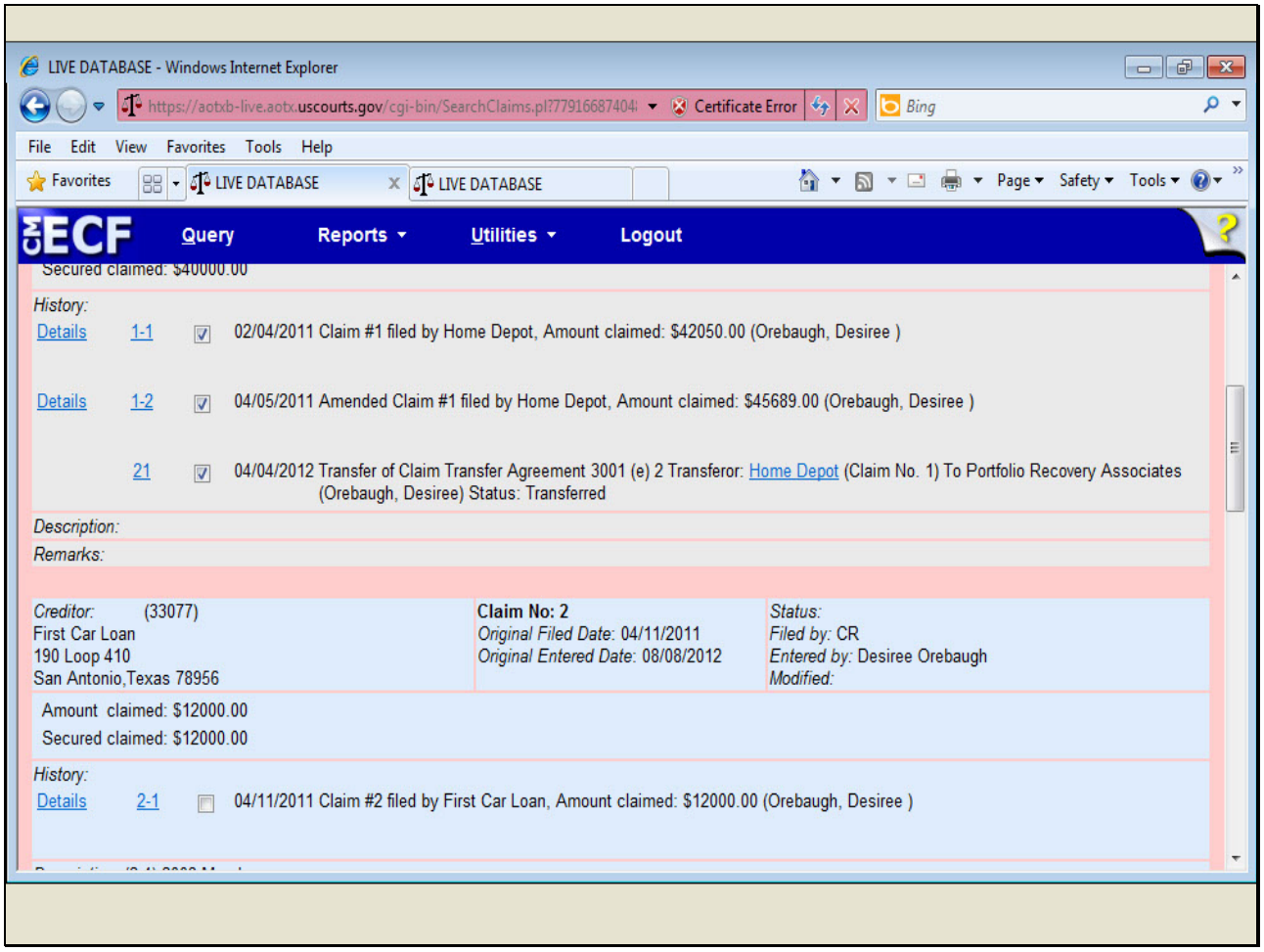
Slide notes

Slide 17 - Slide 17



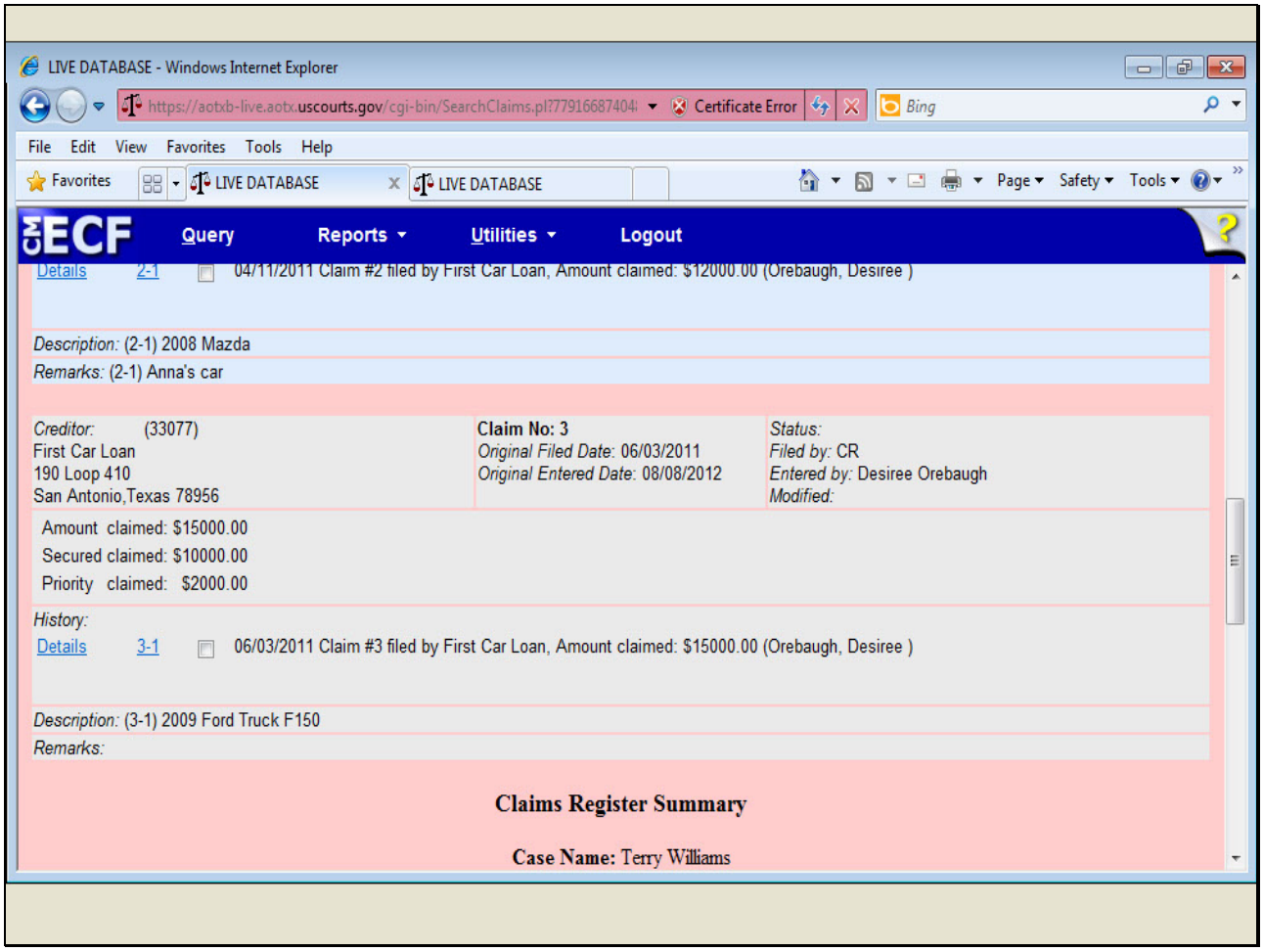
Slide notes

Slide 18 - Slide 18



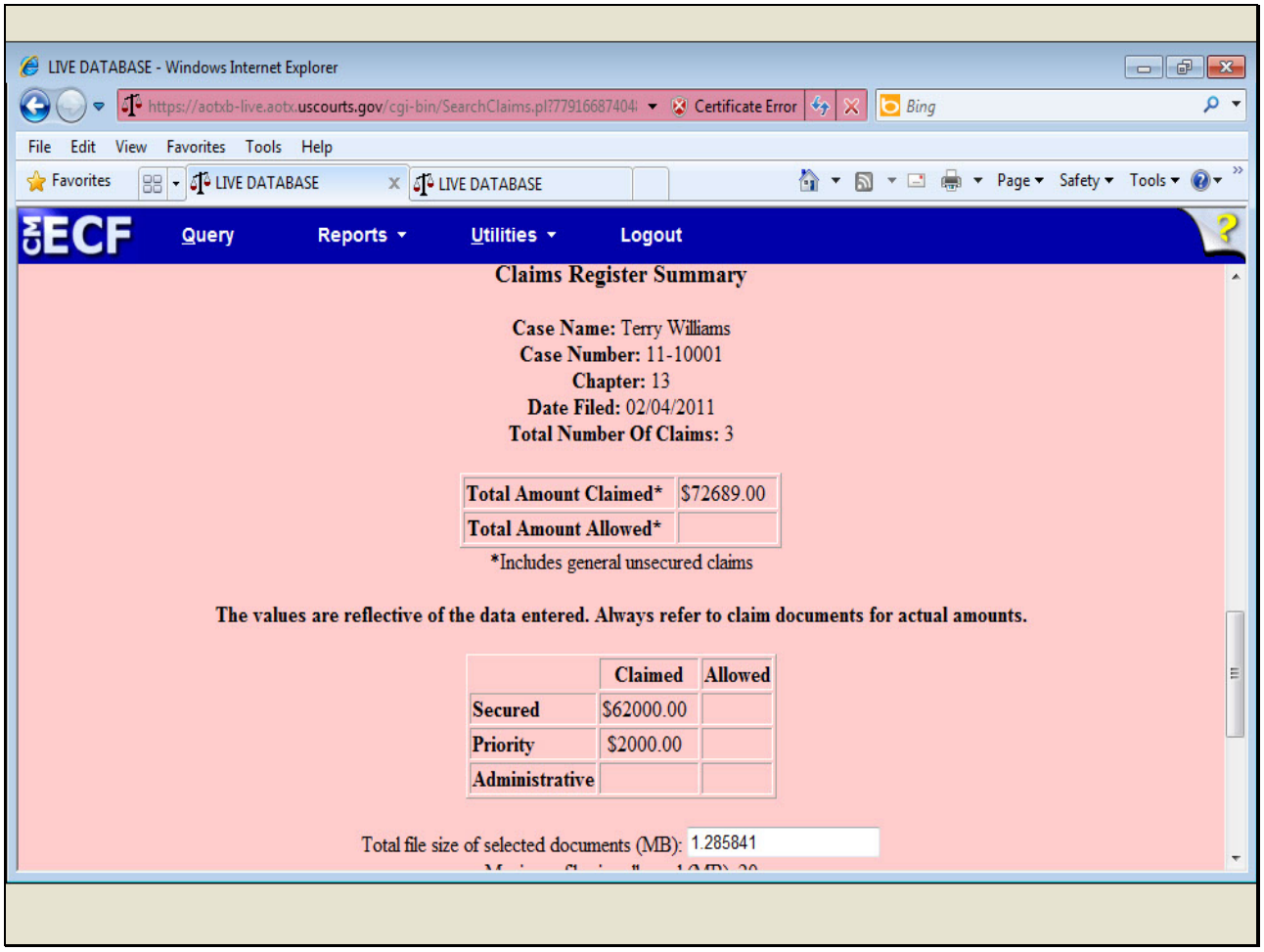
Slide notes

Slide 19 - Slide 19



Slide notes

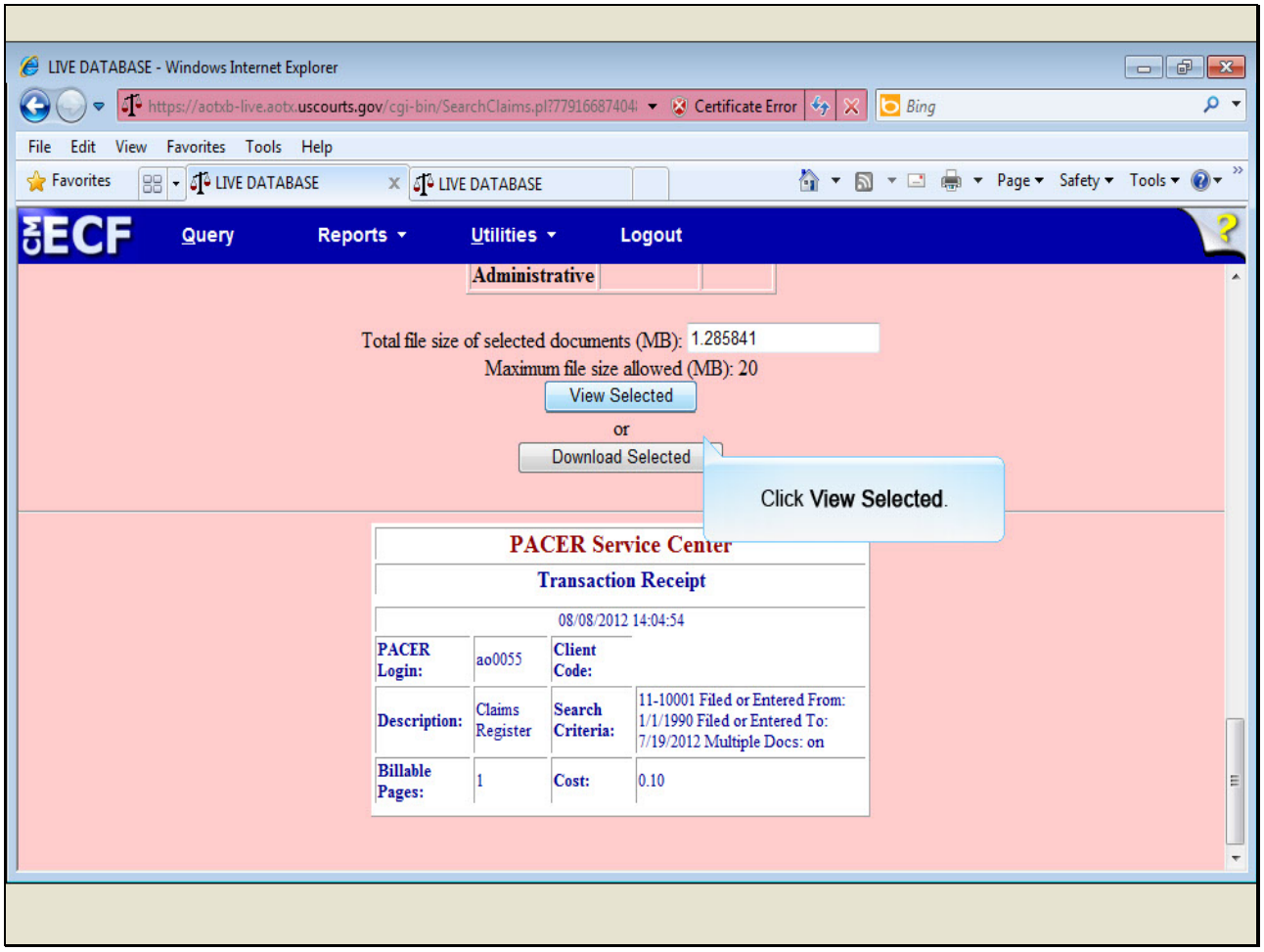
Slide 20 - Slide 20



Slide notes

In addition to the Secured and Priority claimed amounts, there is now an Administrative field for court use only. I'll scroll down to view the rest of the report.

Slide 21 - Slide 21

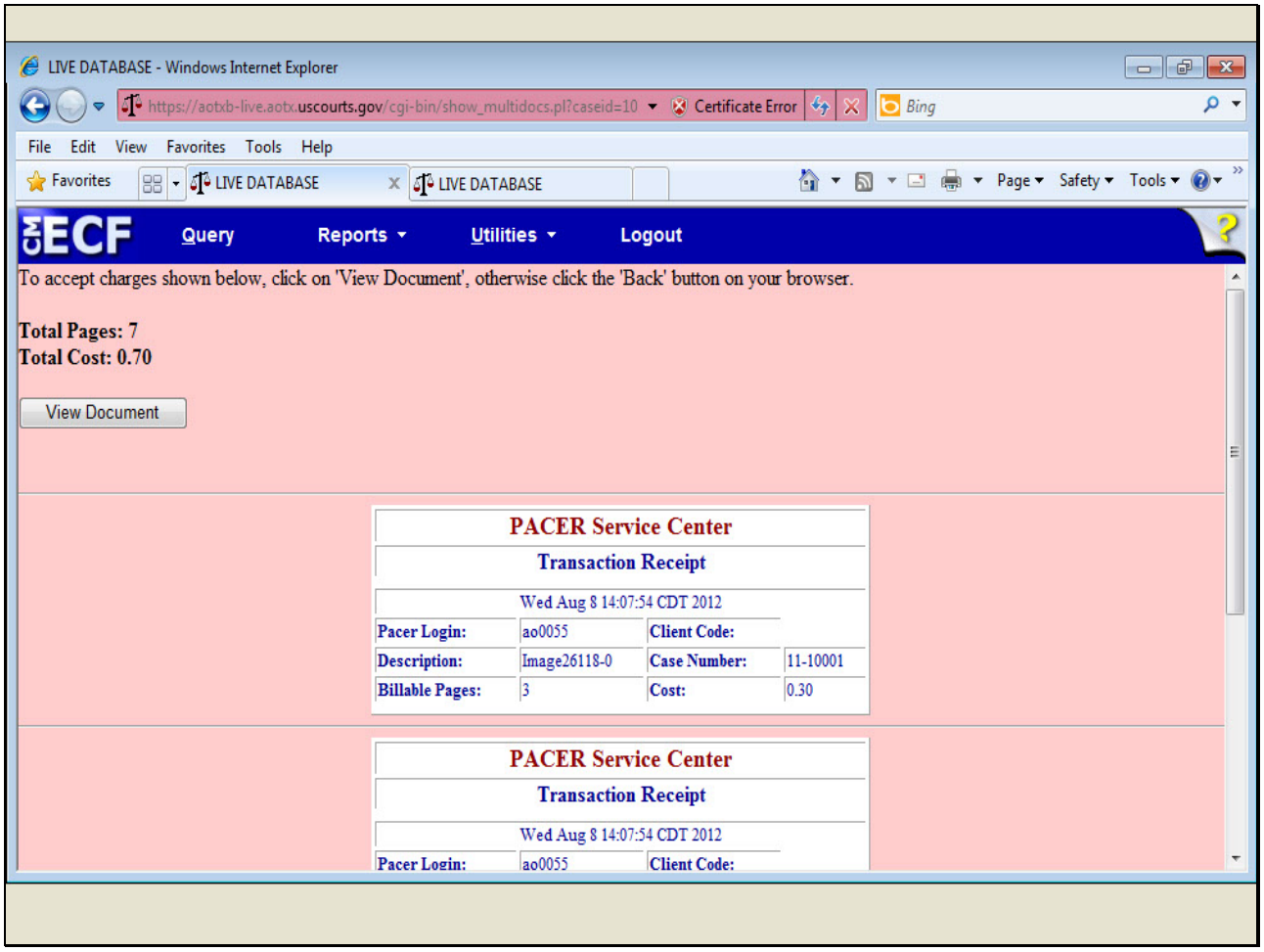


Slide notes

The option to View Selected or Download Selected documents displays at the end of this screen. When multiple documents are selected, all documents are presented in one concatenated (or linked) PDF/A document.

The court may have a restriction on the size of PDF files. If the total file size of the selected documents exceeds the court's maximum file size limit, an error message will display. I'll now click View Selected.

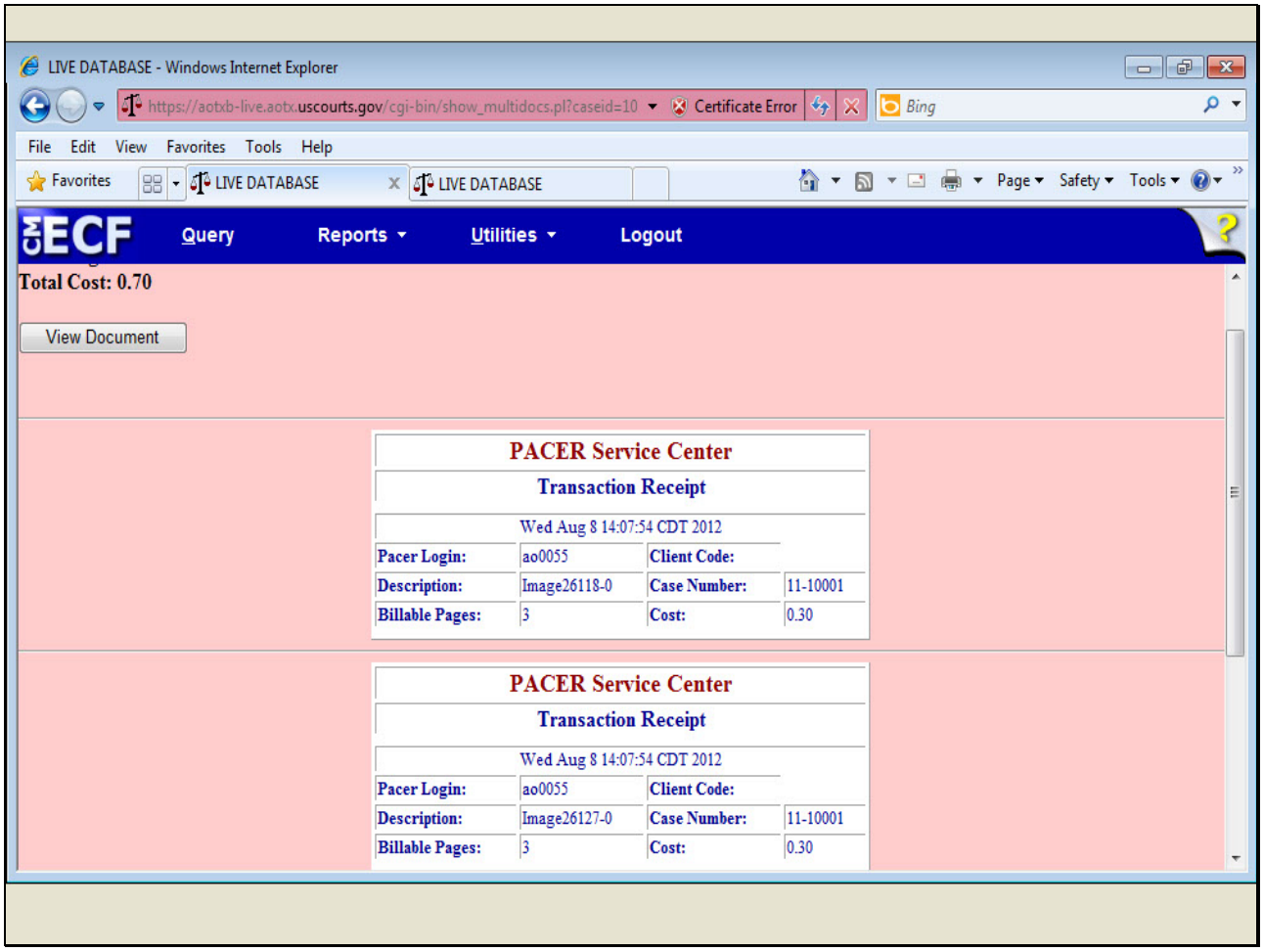
Slide 22 - Slide 22



Slide notes

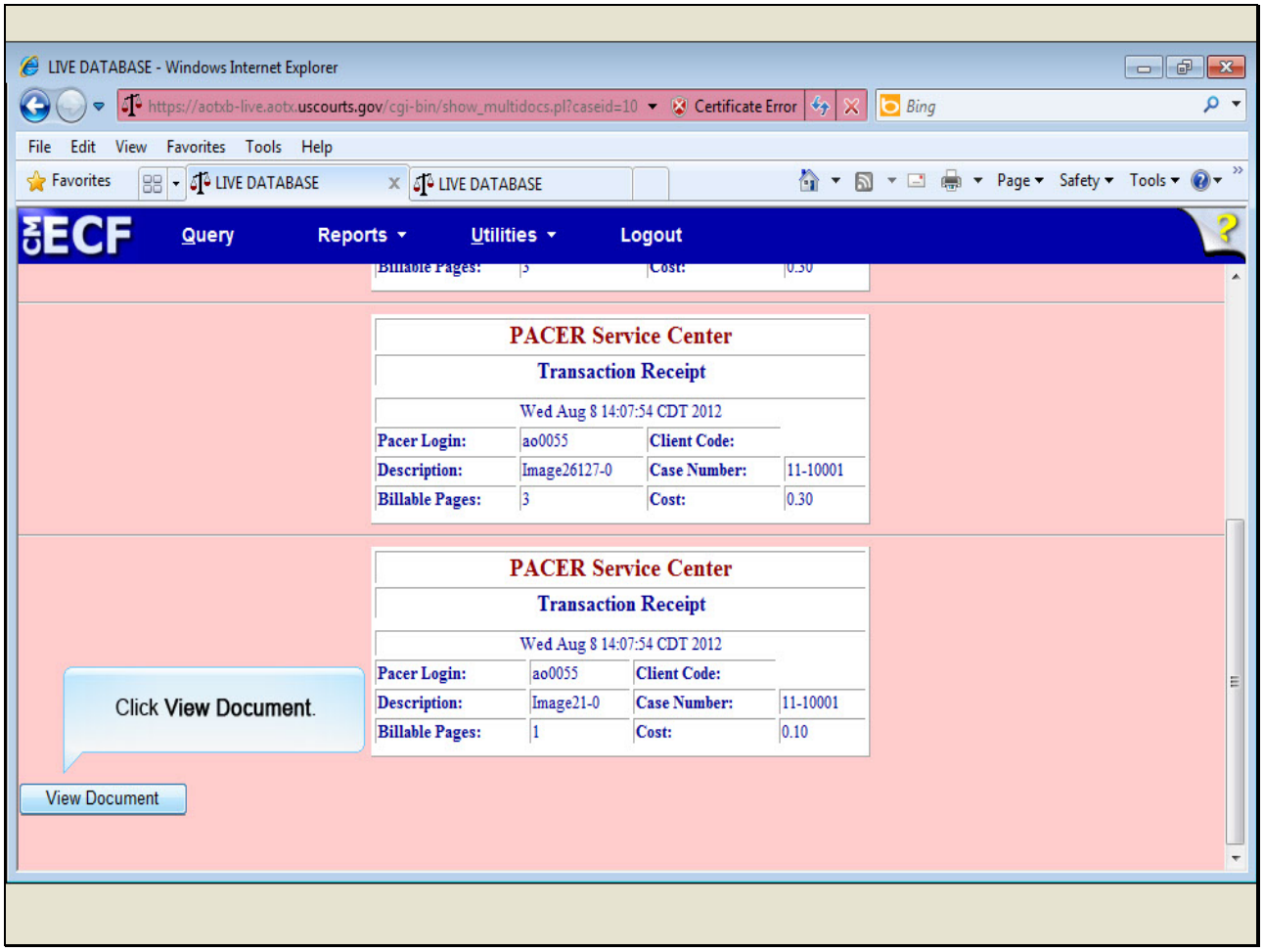
A confirmation screen opens, listing the total pages of the PDF documents and the total cost. In this example, there are three documents with seven pages, totaling 70 cents. A transaction receipt is listed for each document. If we scroll down...

Slide 23 - Slide 23



Slide notes

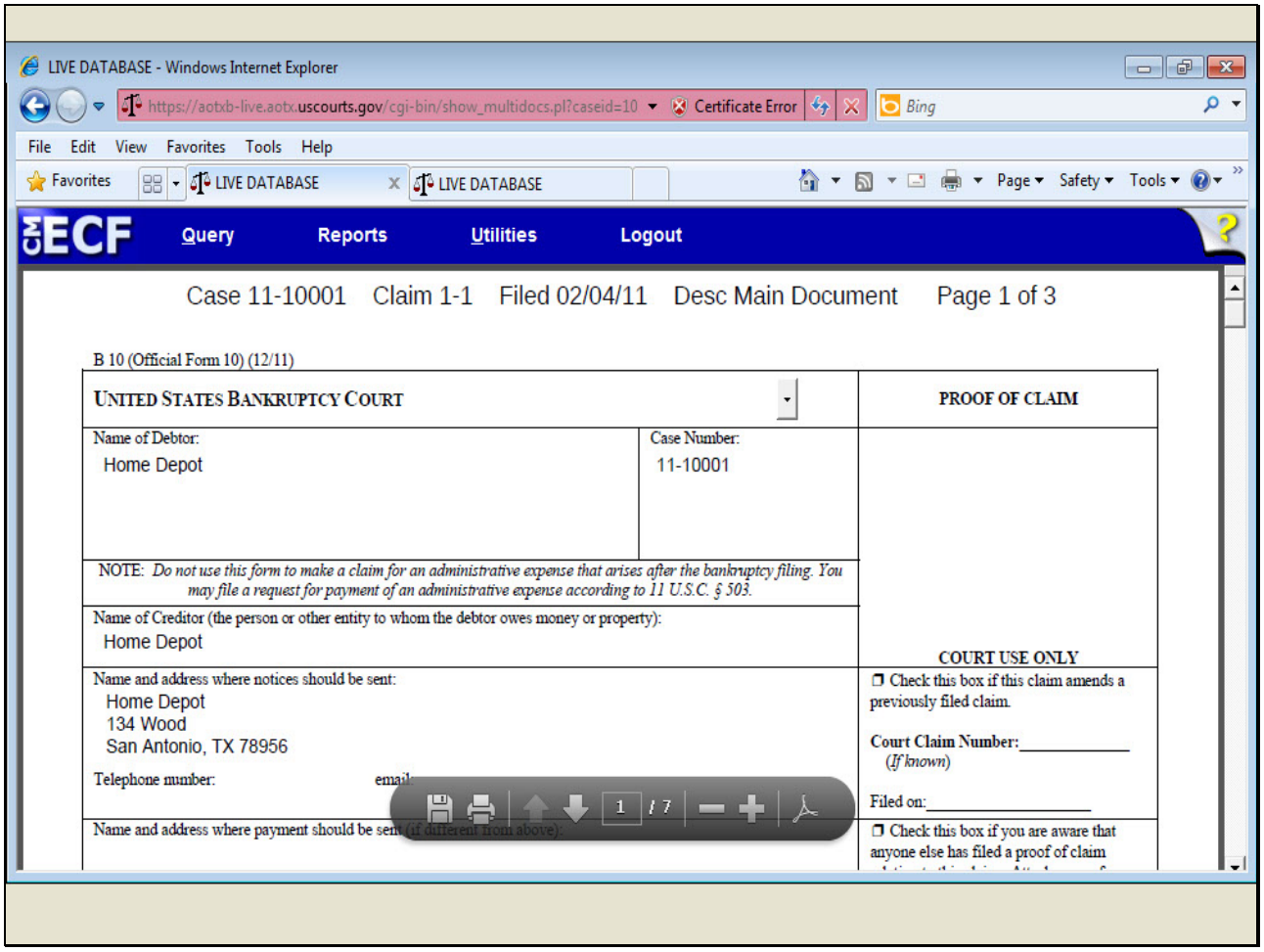
Slide 24 - Slide 24



Slide notes

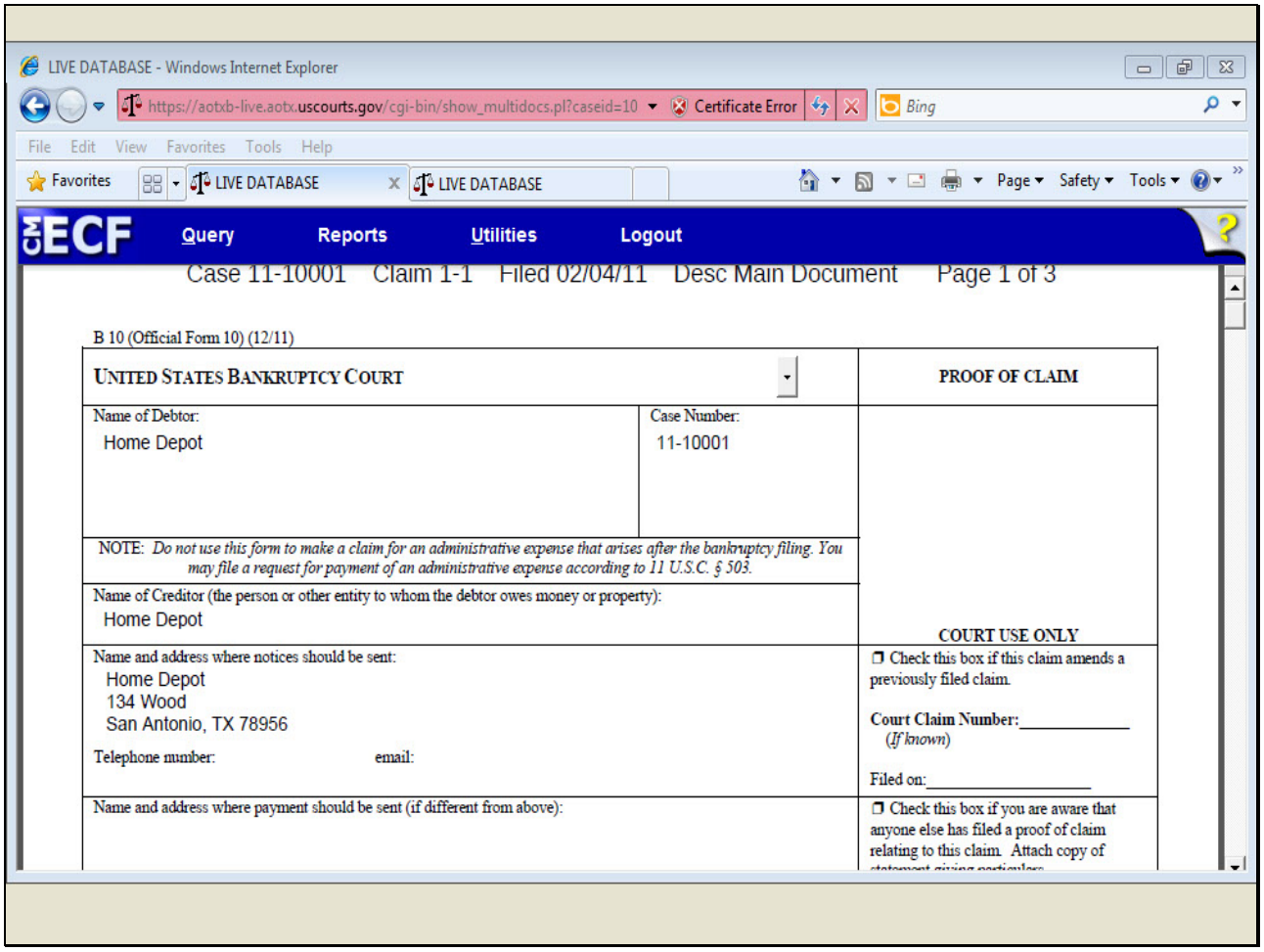
...we can see each receipt. To accept the charges and view the documents, click View Document.

Slide 25 - Slide 25



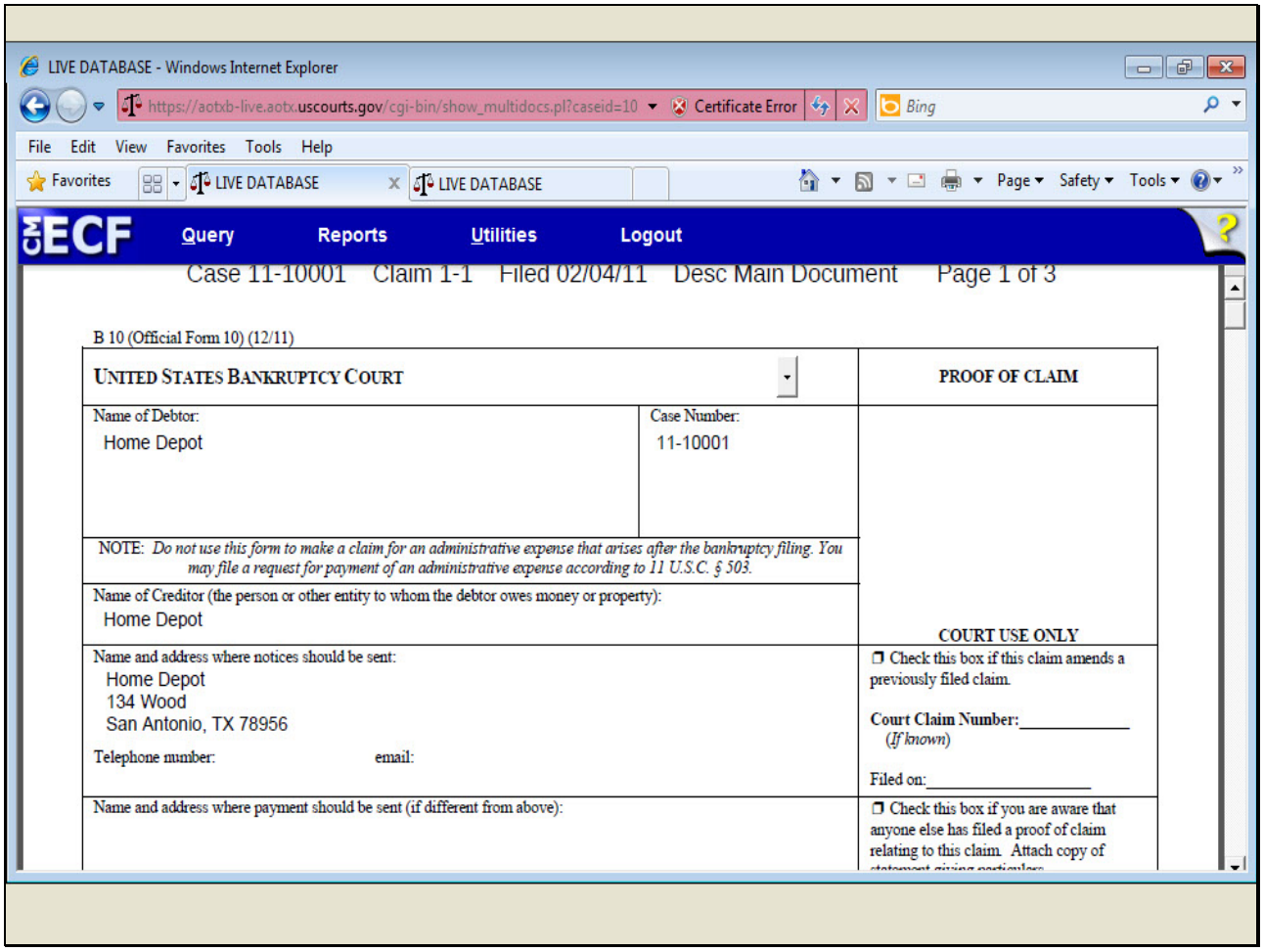
Slide notes

Slide 26 - Slide 26



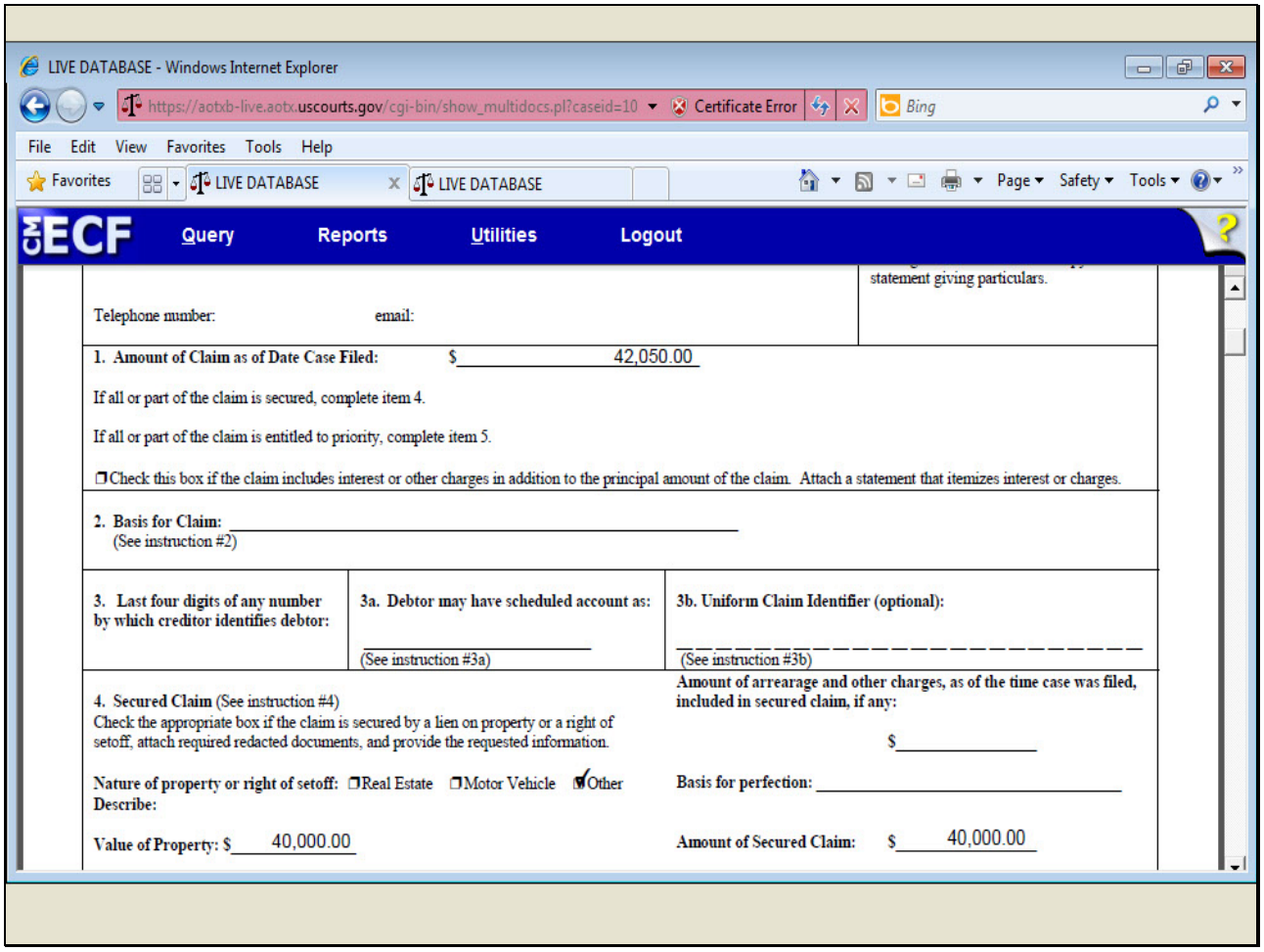
Slide notes

Slide 27 - Slide 27



Slide notes

Slide 28 - Slide 28



Slide notes

Slide 29 - Slide 29

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CM ECF Query Reports Utilities Logout

Annual Interest Rate_____% ❒Fixed or ❒Variable (when case was filed) **Amount Unsecured:** $ 2,050.00

5. Amount of Claim Entitled to Priority under 11 U.S.C. § 507 (a). If any part of the claim falls into one of the following categories, check the box specifying the priority and state the amount.

❒ Domestic support obligations under 11 U.S.C. § 507 (a)(1)(A) or (a)(1)(B).

❒ Wages, salaries, or commissions (up to $11,725*) earned within 180 days before the case was filed or the debtor's business ceased, whichever is earlier – 11 U.S.C. § 507 (a)(4).

❒ Contributions to an employee benefit plan – 11 U.S.C. § 507 (a)(5).

Amount entitled to priority:

$_____

❒ Up to $2,600* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use – 11 U.S.C. § 507 (a)(7).

❒ Taxes or penalties owed to governmental units – 11 U.S.C. § 507 (a)(8).

❒ Other – Specify applicable paragraph of 11 U.S.C. § 507 (a)(__).

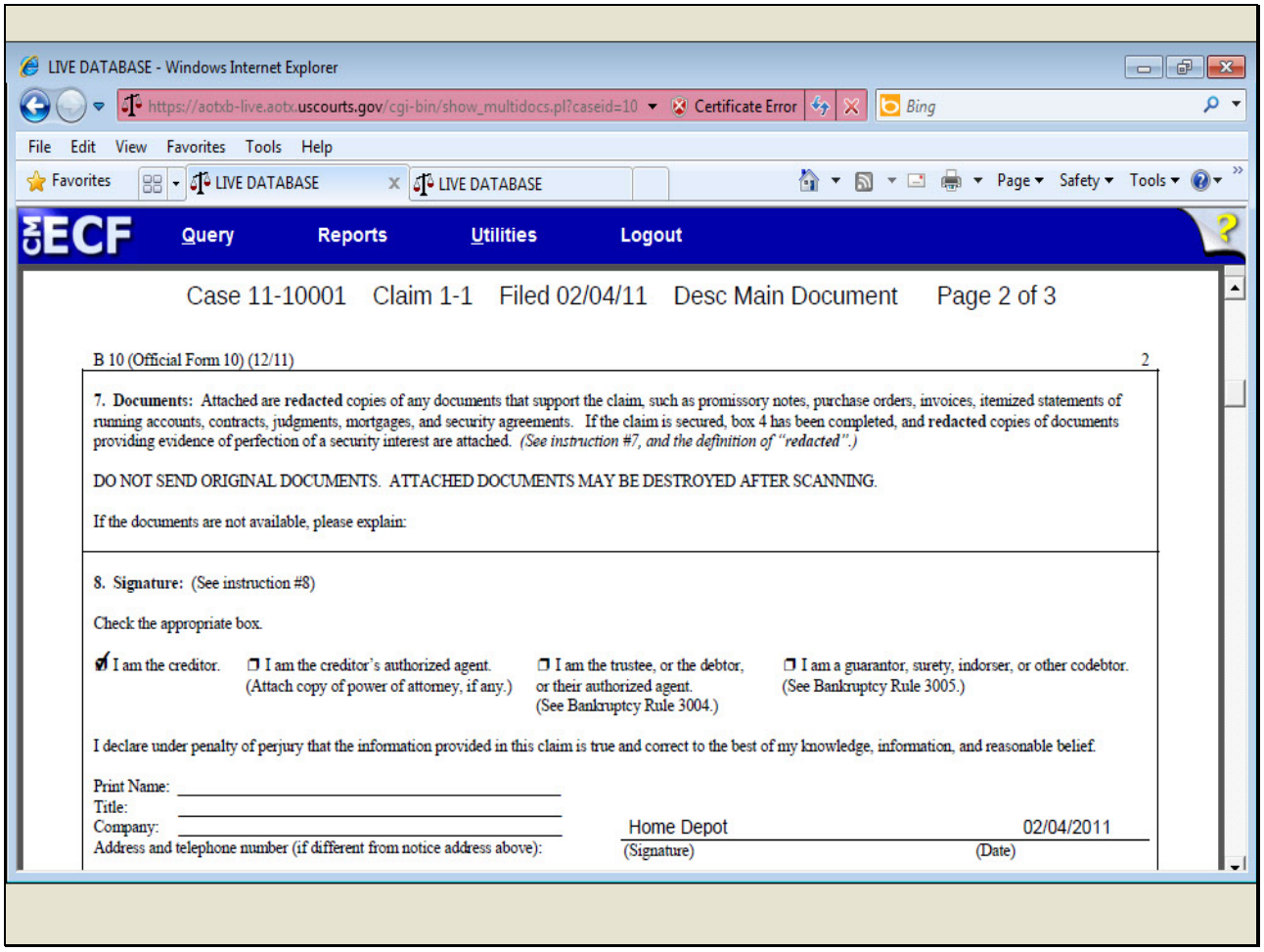
**Amounts are subject to adjustment on 4/1/13 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.*

6. Credits. The amount of all payments on this claim has been credited for the purpose of making this proof of claim. (See instruction #6)

Case 11-10001 Claim 1-1 Filed 02/04/11 Desc Main Document Page 2 of 3

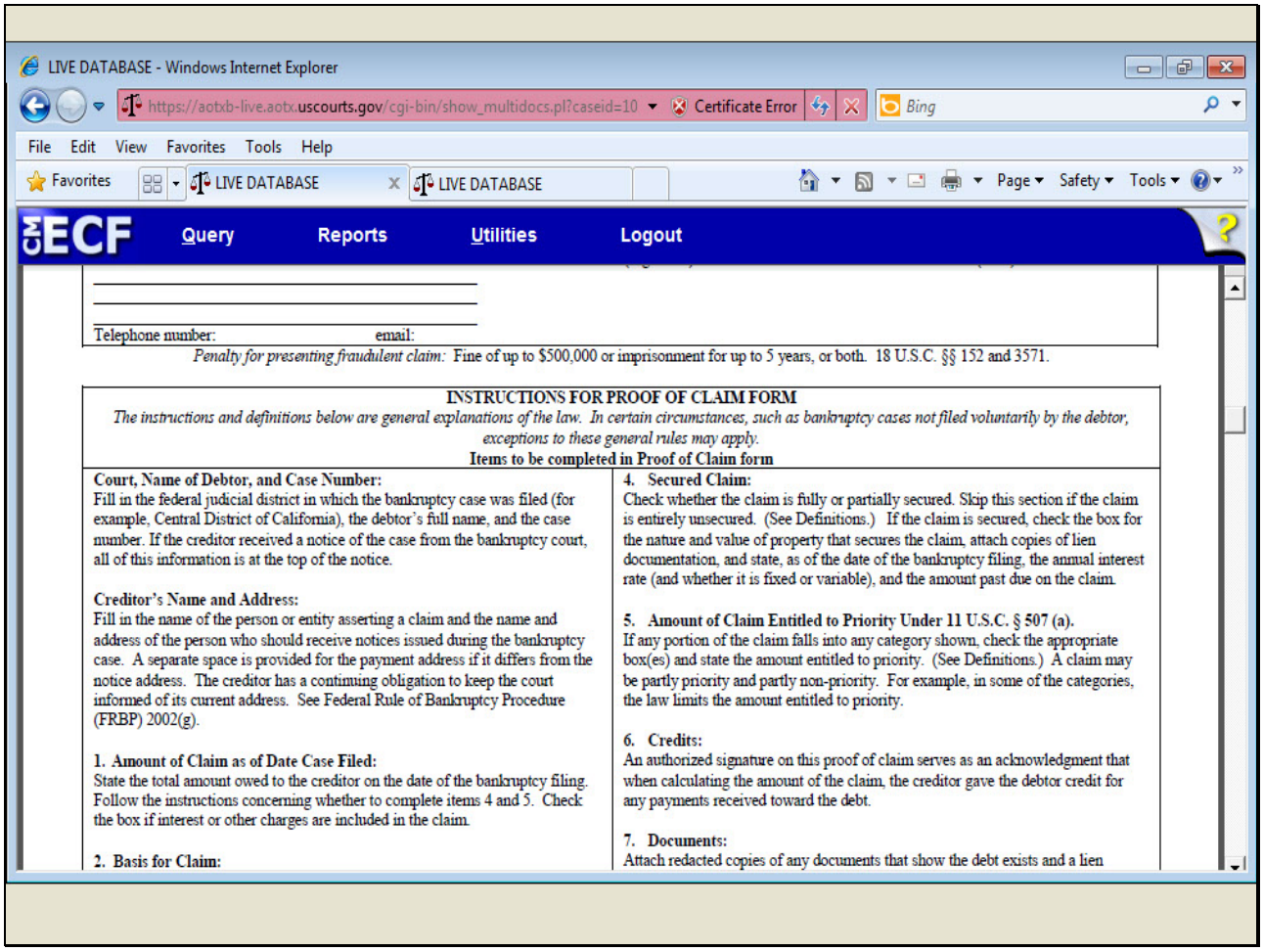
Slide notes

Slide 30 - Slide 30



Slide notes

Slide 31 - Slide 31



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Telephone number: email:

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 and 3571.

INSTRUCTIONS FOR PROOF OF CLAIM FORM

The instructions and definitions below are general explanations of the law. In certain circumstances, such as bankruptcy cases not filed voluntarily by the debtor, exceptions to these general rules may apply.

Items to be completed in Proof of Claim form

Court, Name of Debtor, and Case Number:
Fill in the federal judicial district in which the bankruptcy case was filed (for example, Central District of California), the debtor's full name, and the case number. If the creditor received a notice of the case from the bankruptcy court, all of this information is at the top of the notice.

Creditor's Name and Address:
Fill in the name of the person or entity asserting a claim and the name and address of the person who should receive notices issued during the bankruptcy case. A separate space is provided for the payment address if it differs from the notice address. The creditor has a continuing obligation to keep the court informed of its current address. See Federal Rule of Bankruptcy Procedure (FRBP) 2002(g).

1. Amount of Claim as of Date Case Filed:
State the total amount owed to the creditor on the date of the bankruptcy filing. Follow the instructions concerning whether to complete items 4 and 5. Check the box if interest or other charges are included in the claim.

2. Basis for Claim:

4. Secured Claim:
Check whether the claim is fully or partially secured. Skip this section if the claim is entirely unsecured. (See Definitions.) If the claim is secured, check the box for the nature and value of property that secures the claim, attach copies of lien documentation, and state, as of the date of the bankruptcy filing, the annual interest rate (and whether it is fixed or variable), and the amount past due on the claim.

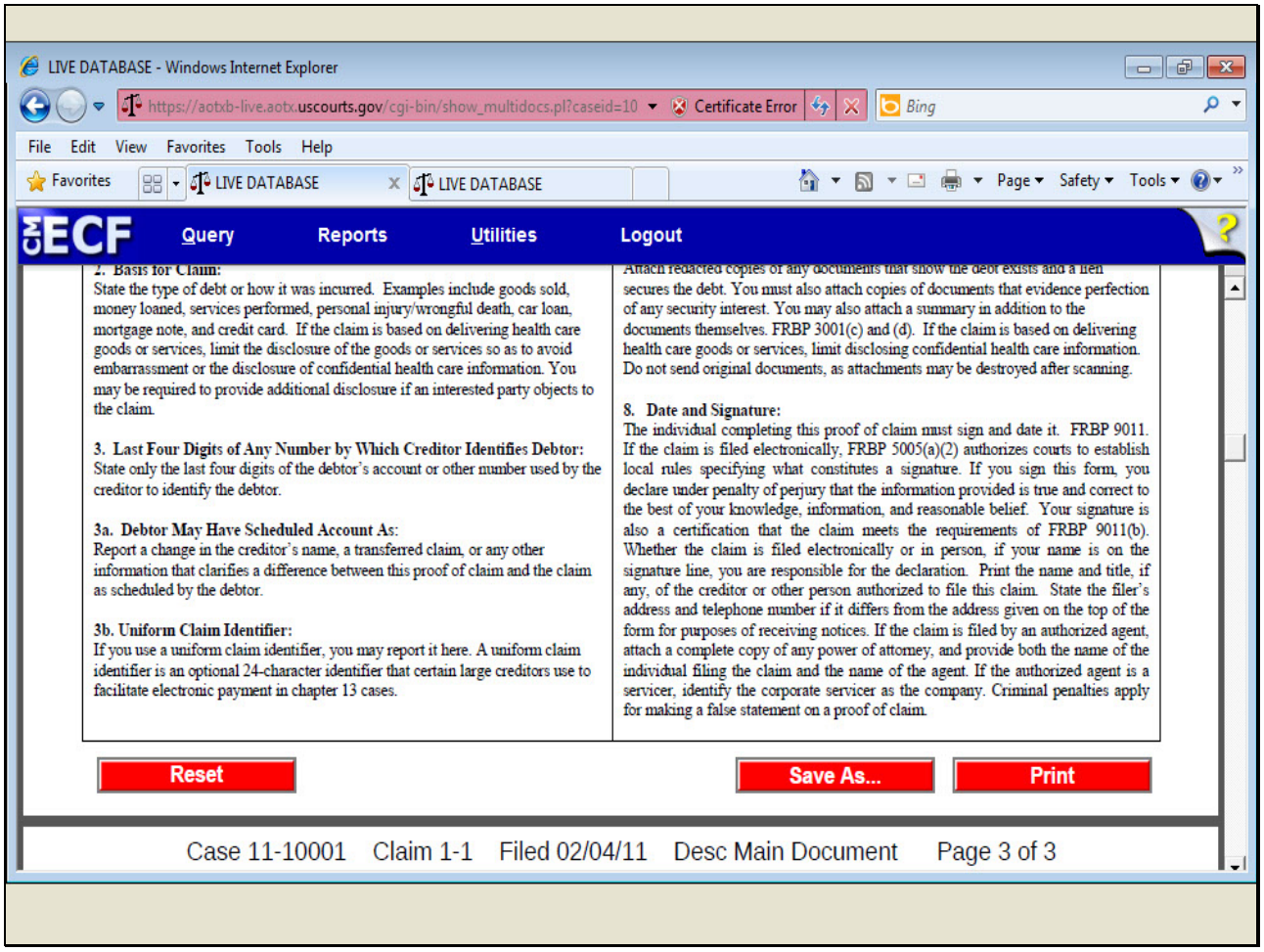
5. Amount of Claim Entitled to Priority Under 11 U.S.C. § 507 (a).
If any portion of the claim falls into any category shown, check the appropriate box(es) and state the amount entitled to priority. (See Definitions.) A claim may be partly priority and partly non-priority. For example, in some of the categories, the law limits the amount entitled to priority.

6. Credits:
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.

7. Documents:
Attach redacted copies of any documents that show the debt exists and a lien

Slide notes

Slide 32 - Slide 32



Slide notes

Slide 33 - Slide 33

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Case 11-10001 Claim 1-1 Filed 02/04/11 Desc Main Document Page 3 of 3

B 10 (Official Form 10) (12/11) 3

DEFINITIONS

Debtor
A debtor is the person, corporation, or other entity that has filed a bankruptcy case.

Creditor
A creditor is a person, corporation, or other entity to whom debtor owes a debt that was incurred before the date of the bankruptcy filing. See 11 U.S.C. §101 (10).

Claim
A claim is the creditor's right to receive payment for a debt owed by the debtor on the date of the bankruptcy filing. See 11 U.S.C. §101 (5). A claim may be secured or unsecured.

Proof of Claim
A proof of claim is a form used by the creditor to indicate the amount of the debt owed by the debtor on the date of the bankruptcy filing. The creditor must file the form with the clerk of the same bankruptcy court in which the bankruptcy case was filed.

A claim also may be secured if the creditor owes the debtor money (has a right to setoff).

Unsecured Claim
An unsecured claim is one that does not meet the requirements of a secured claim. A claim may be partly unsecured if the amount of the claim exceeds the value of the property on which the creditor has a lien.

Claim Entitled to Priority Under 11 U.S.C. § 507 (a)
Priority claims are certain categories of unsecured claims that are paid from the available money or property in a bankruptcy case before other unsecured claims.

Redacted
A document has been redacted when the person filing it has masked, edited out, or otherwise deleted, certain information. A creditor must show only the last four digits of any social-security, individual's tax-identification, or financial-account number, only

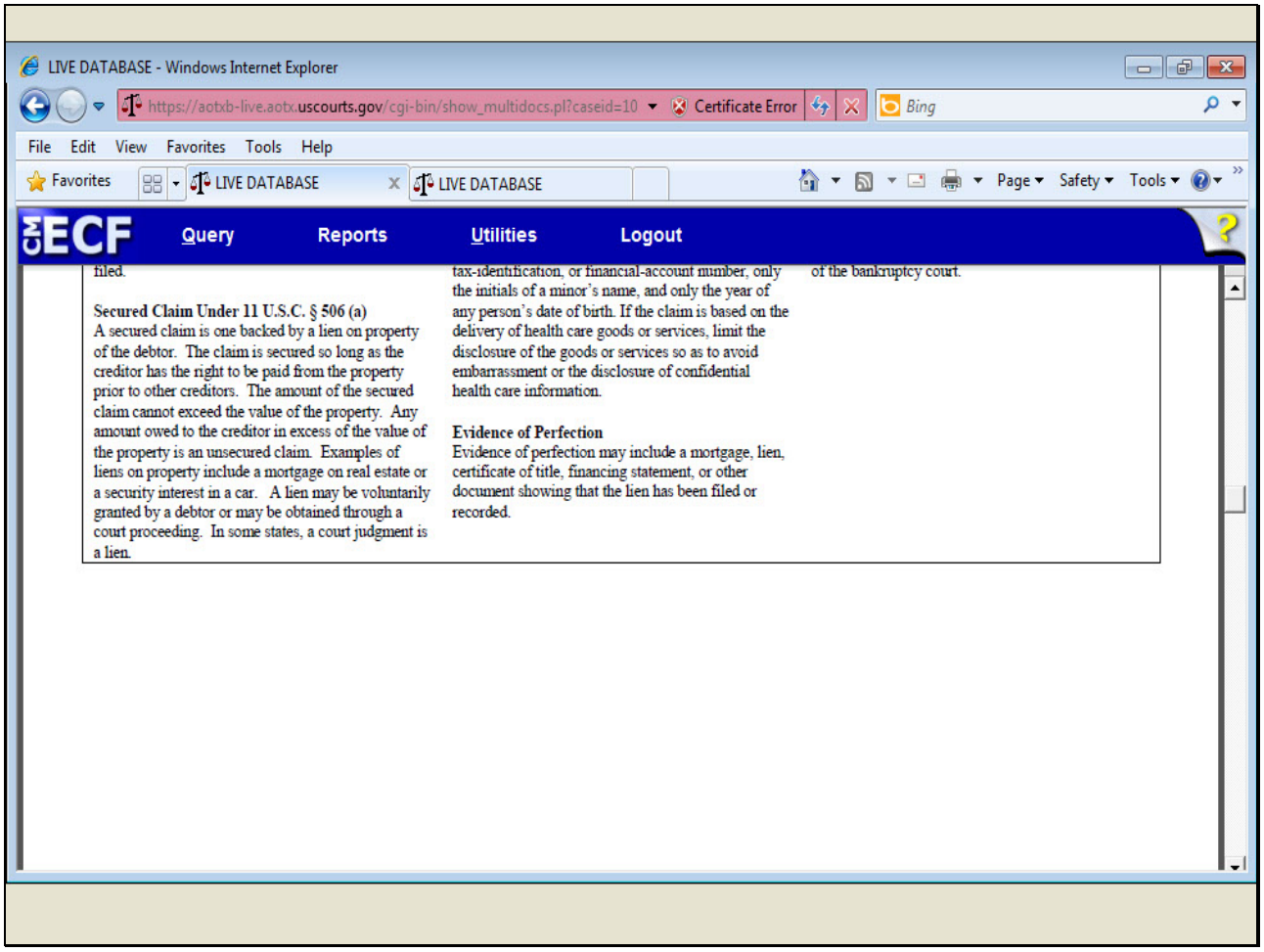
INFORMATION

Acknowledgment of Filing of Claim
To receive acknowledgment of your filing, you may either enclose a stamped self-addressed envelope and a copy of this proof of claim or you may access the court's PACER system (www.pacer.psc.uscourts.gov) for a small fee to view your filed proof of claim.

Offers to Purchase a Claim
Certain entities are in the business of purchasing claims for an amount less than the face value of the claims. One or more of these entities may contact the creditor and offer to purchase the claim. Some of the written communications from these entities may easily be confused with official court documentation or communications from the debtor. These entities do not represent the bankruptcy court or the debtor. The creditor has no obligation to sell its claim. However, if the creditor decides to sell its claim, any transfer of such claim is subject to FRBP 3001(e), any applicable provisions of the Bankruptcy Code (11 U.S.C. § 101 *et seq.*), and any applicable orders of the bankruptcy court.

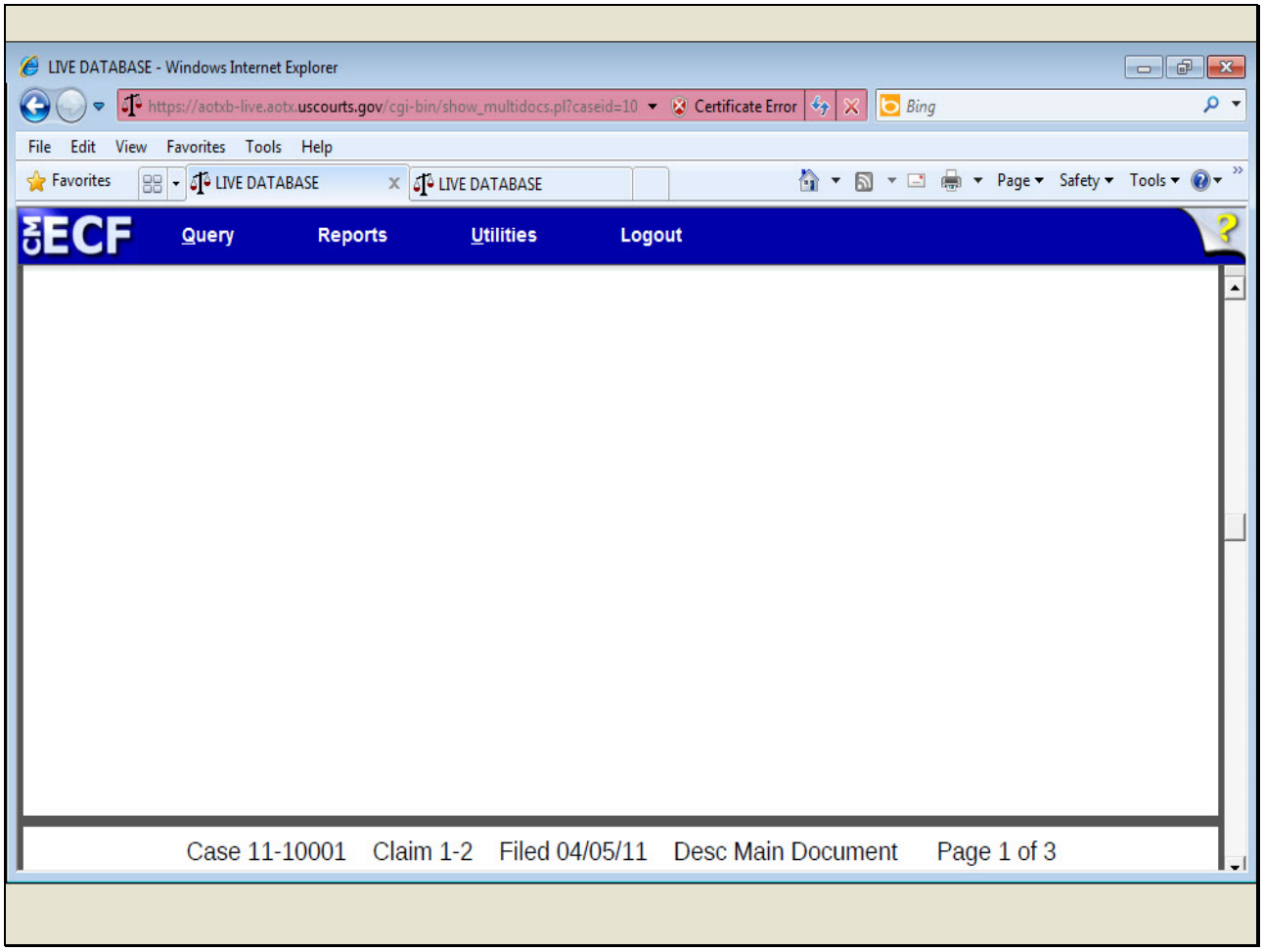
Slide notes

Slide 34 - Slide 34



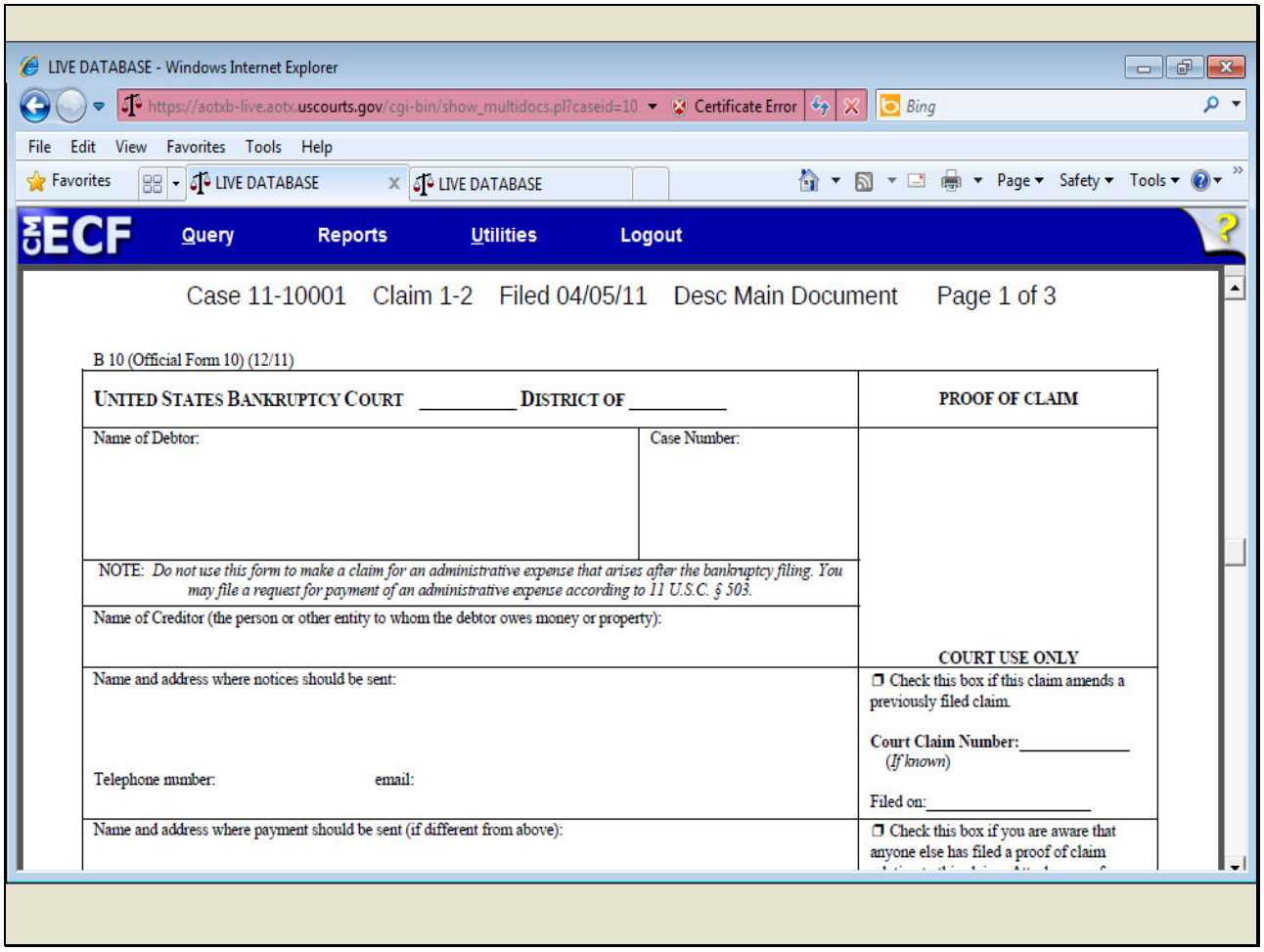
Slide notes

Slide 35 - Slide 35



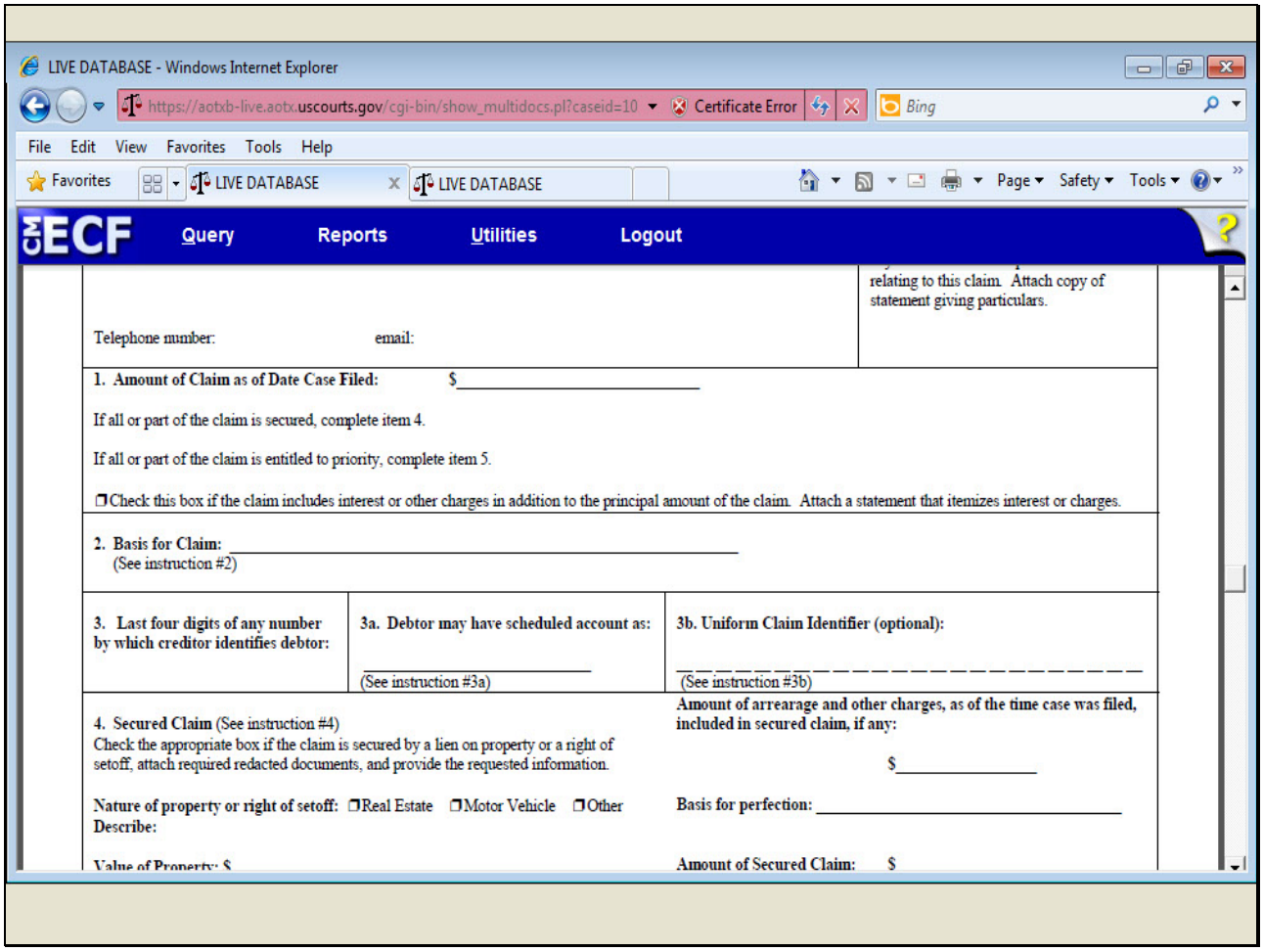
Slide notes

Slide 36 - Slide 36



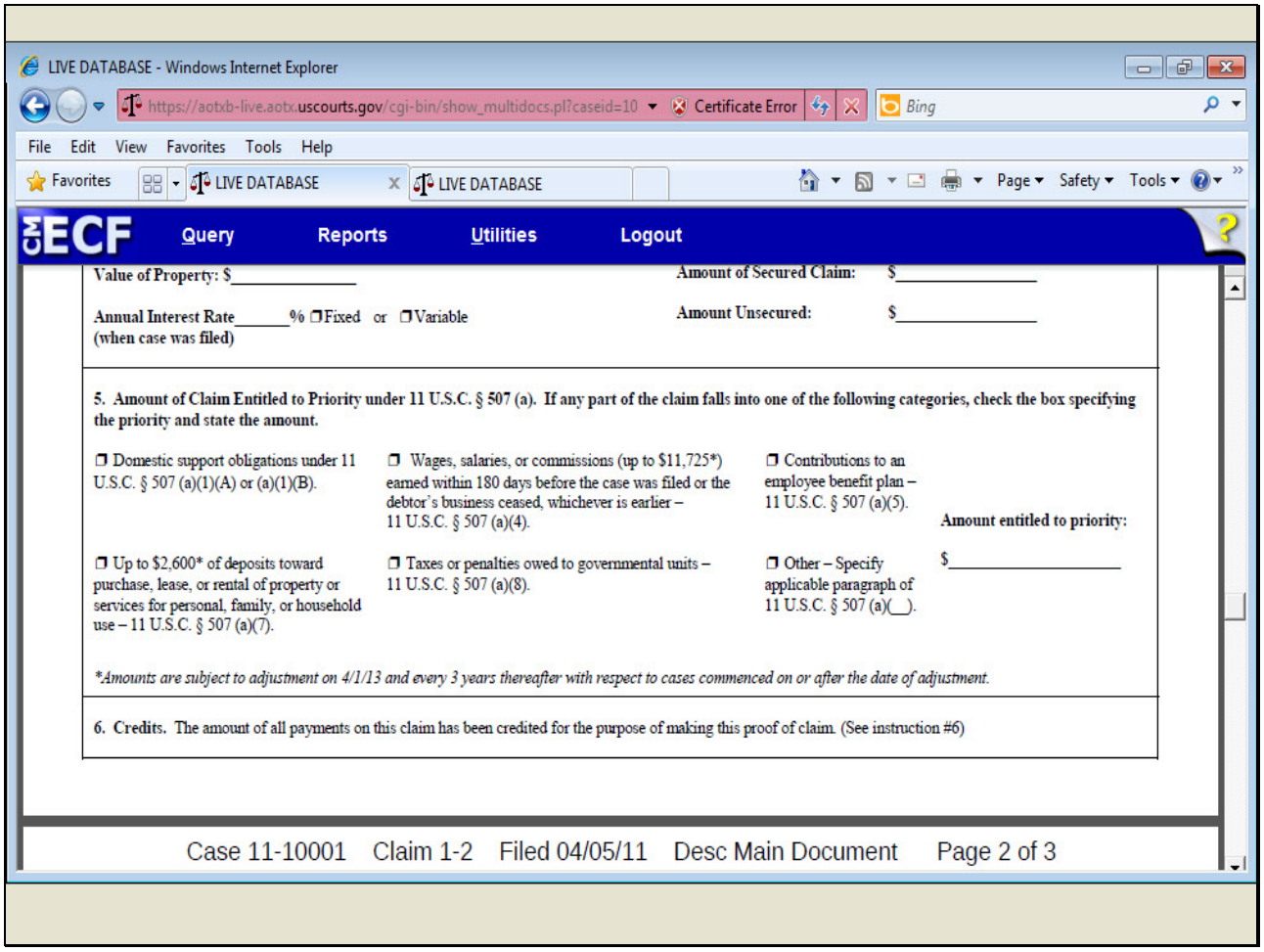
Slide notes

Slide 37 - Slide 37



Slide notes

Slide 38 - Slide 38



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Value of Property: $_____ Amount of Secured Claim: $_____

Annual Interest Rate_____% ❒Fixed or ❒Variable (when case was filed) Amount Unsecured: $_____

5. Amount of Claim Entitled to Priority under 11 U.S.C. § 507 (a). If any part of the claim falls into one of the following categories, check the box specifying the priority and state the amount.

❒ Domestic support obligations under 11 U.S.C. § 507 (a)(1)(A) or (a)(1)(B).

❒ Wages, salaries, or commissions (up to $11,725*) earned within 180 days before the case was filed or the debtor's business ceased, whichever is earlier – 11 U.S.C. § 507 (a)(4).

❒ Contributions to an employee benefit plan – 11 U.S.C. § 507 (a)(5).

Amount entitled to priority:

$_____

❒ Up to $2,600* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use – 11 U.S.C. § 507 (a)(7).

❒ Taxes or penalties owed to governmental units – 11 U.S.C. § 507 (a)(8).

❒ Other – Specify applicable paragraph of 11 U.S.C. § 507 (a)(__).

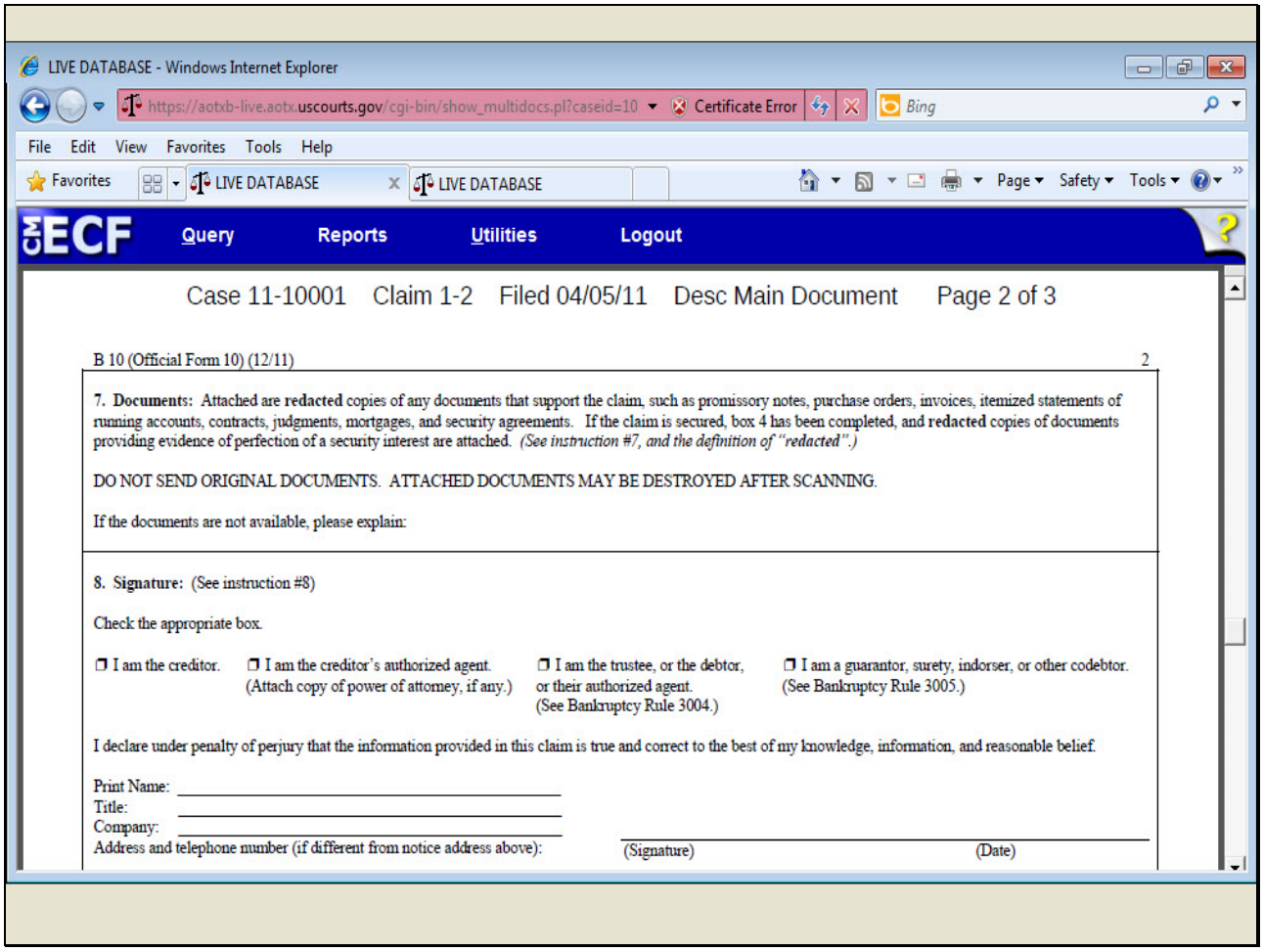
**Amounts are subject to adjustment on 4/1/13 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.*

6. Credits. The amount of all payments on this claim has been credited for the purpose of making this proof of claim. (See instruction #6)

Case 11-10001 Claim 1-2 Filed 04/05/11 Desc Main Document Page 2 of 3

Slide notes

Slide 39 - Slide 39



Slide notes

Slide 40 - Slide 40

LIVE DATABASE - Windows Internet Explorer

https://aotxb-live.aotx.uscourts.gov/cgi-bin/show_multidocs.pl?caseid=10 Certificate Error Bing

File Edit View Favorites Tools Help

Favorites LIVE DATABASE LIVE DATABASE Page Safety Tools

CM ECF Query Reports Utilities Logout

Telephone number: email:

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 and 3571.

INSTRUCTIONS FOR PROOF OF CLAIM FORM

The instructions and definitions below are general explanations of the law. In certain circumstances, such as bankruptcy cases not filed voluntarily by the debtor, exceptions to these general rules may apply.

Items to be completed in Proof of Claim form

Court, Name of Debtor, and Case Number:
Fill in the federal judicial district in which the bankruptcy case was filed (for example, Central District of California), the debtor's full name, and the case number. If the creditor received a notice of the case from the bankruptcy court, all of this information is at the top of the notice.

Creditor's Name and Address:
Fill in the name of the person or entity asserting a claim and the name and address of the person who should receive notices issued during the bankruptcy case. A separate space is provided for the payment address if it differs from the notice address. The creditor has a continuing obligation to keep the court informed of its current address. See Federal Rule of Bankruptcy Procedure (FRBP) 2002(g).

1. Amount of Claim as of Date Case Filed:
State the total amount owed to the creditor on the date of the bankruptcy filing. Follow the instructions concerning whether to complete items 4 and 5. Check the box if interest or other charges are included in the claim.

2. Basis for Claim:

4. Secured Claim:
Check whether the claim is fully or partially secured. Skip this section if the claim is entirely unsecured. (See Definitions.) If the claim is secured, check the box for the nature and value of property that secures the claim, attach copies of lien documentation, and state, as of the date of the bankruptcy filing, the annual interest rate (and whether it is fixed or variable), and the amount past due on the claim.

5. Amount of Claim Entitled to Priority Under 11 U.S.C. § 507 (a).
If any portion of the claim falls into any category shown, check the appropriate box(es) and state the amount entitled to priority. (See Definitions.) A claim may be partly priority and partly non-priority. For example, in some of the categories, the law limits the amount entitled to priority.

6. Credits:
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.

7. Documents:
Attach redacted copies of any documents that show the debt exists and a lien

Slide notes

Slide 41 - Slide 41

LIVE DATABASE - Windows Internet Explorer

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2. Basis for Claim:
State the type of debt or how it was incurred. Examples include goods sold, money loaned, services performed, personal injury/wrongful death, car loan, mortgage note, and credit card. If the claim is based on delivering health care goods or services, limit the disclosure of the goods or services so as to avoid embarrassment or the disclosure of confidential health care information. You may be required to provide additional disclosure if an interested party objects to the claim.

3. Last Four Digits of Any Number by Which Creditor Identifies Debtor:
State only the last four digits of the debtor's account or other number used by the creditor to identify the debtor.

3a. Debtor May Have Scheduled Account As:
Report a change in the creditor's name, a transferred claim, or any other information that clarifies a difference between this proof of claim and the claim as scheduled by the debtor.

3b. Uniform Claim Identifier:
If you use a uniform claim identifier, you may report it here. A uniform claim identifier is an optional 24-character identifier that certain large creditors use to facilitate electronic payment in chapter 13 cases.

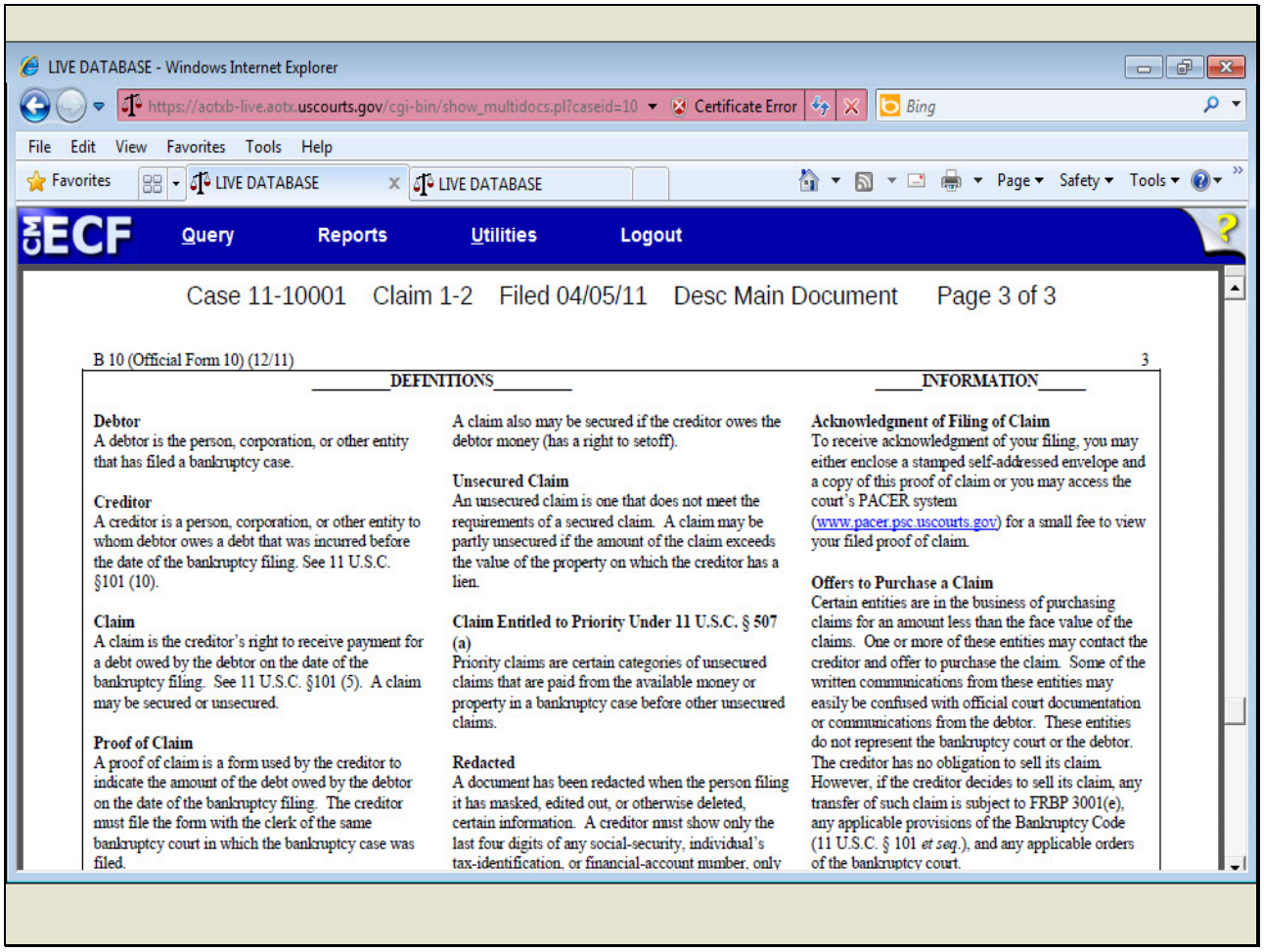
Attach redacted copies of any documents that show the debt exists and a lien secures the debt. You must also attach copies of documents that evidence perfection of any security interest. You may also attach a summary in addition to the documents themselves. FRBP 3001(c) and (d). If the claim is based on delivering health care goods or services, limit disclosing confidential health care information. Do not send original documents, as attachments may be destroyed after scanning.

8. Date and Signature:
The individual completing this proof of claim must sign and date it. FRBP 9011. If the claim is filed electronically, FRBP 5005(a)(2) authorizes courts to establish local rules specifying what constitutes a signature. If you sign this form, you declare under penalty of perjury that the information provided is true and correct to the best of your knowledge, information, and reasonable belief. Your signature is also a certification that the claim meets the requirements of FRBP 9011(b). Whether the claim is filed electronically or in person, if your name is on the signature line, you are responsible for the declaration. Print the name and title, if any, of the creditor or other person authorized to file this claim. State the filer's address and telephone number if it differs from the address given on the top of the form for purposes of receiving notices. If the claim is filed by an authorized agent, attach a complete copy of any power of attorney, and provide both the name of the individual filing the claim and the name of the agent. If the authorized agent is a servicer, identify the corporate servicer as the company. Criminal penalties apply for making a false statement on a proof of claim.

Case 11-10001 Claim 1-2 Filed 04/05/11 Desc Main Document Page 3 of 3

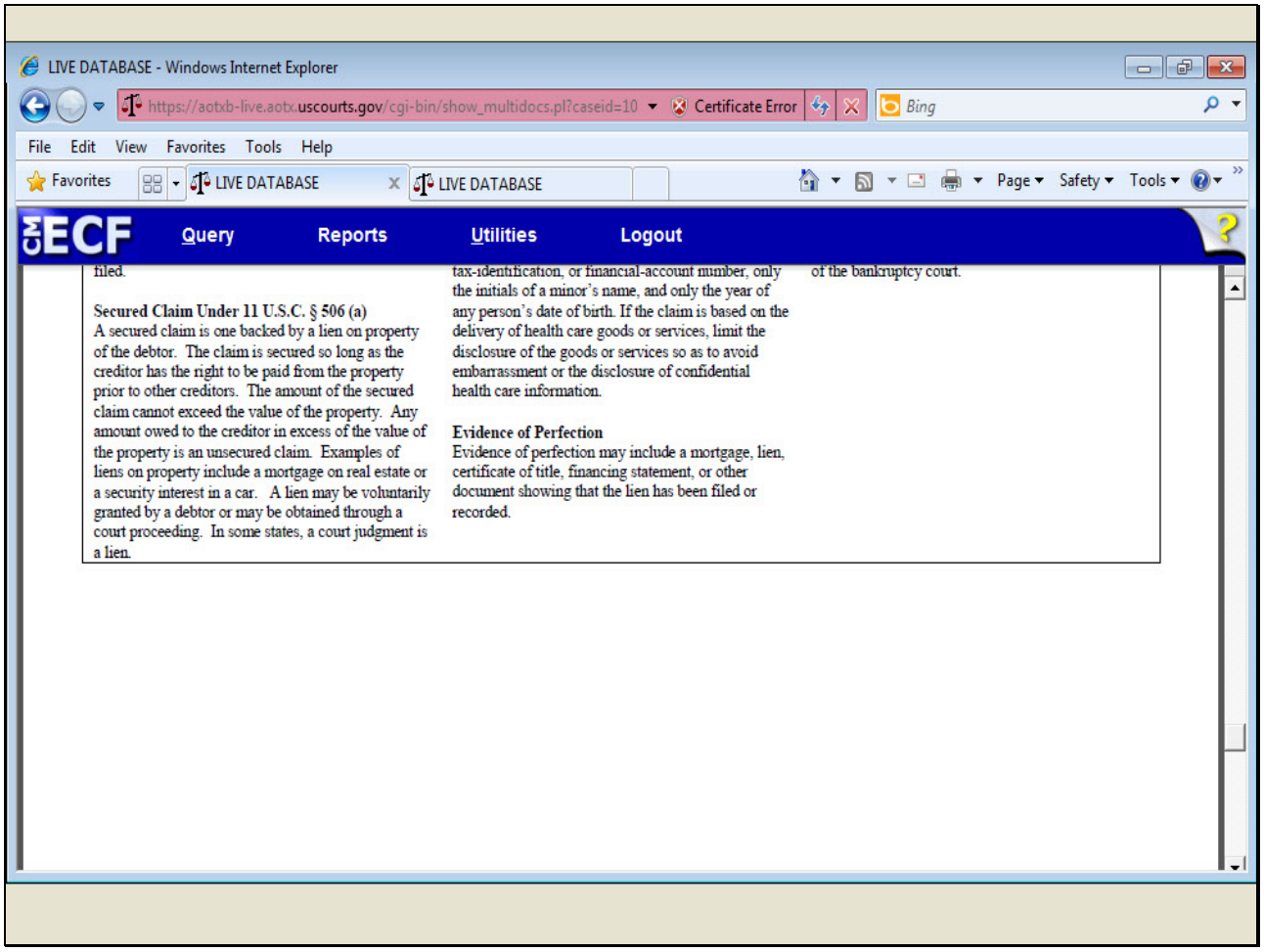
Slide notes

Slide 42 - Slide 42



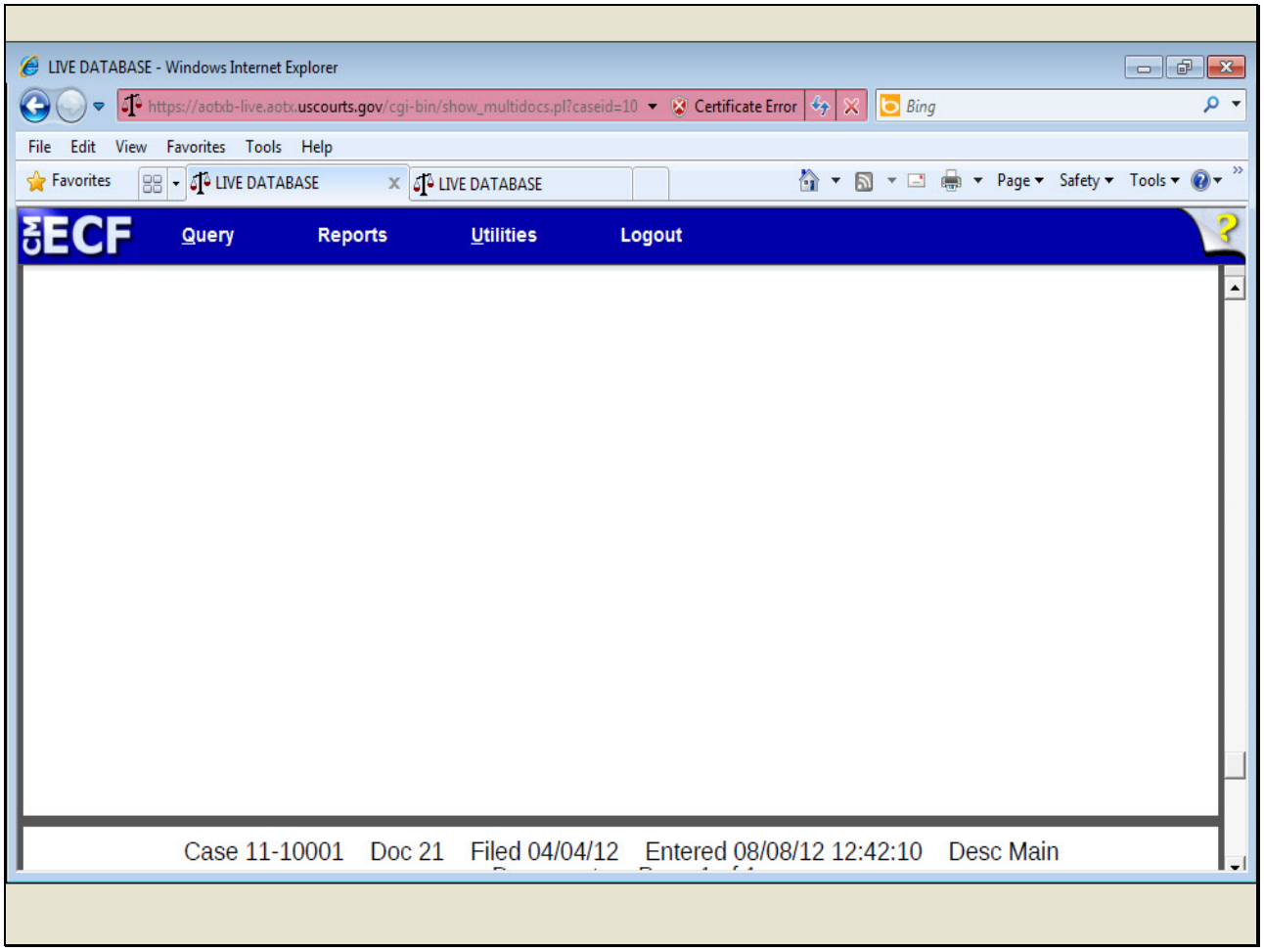
Slide notes

Slide 43 - Slide 43



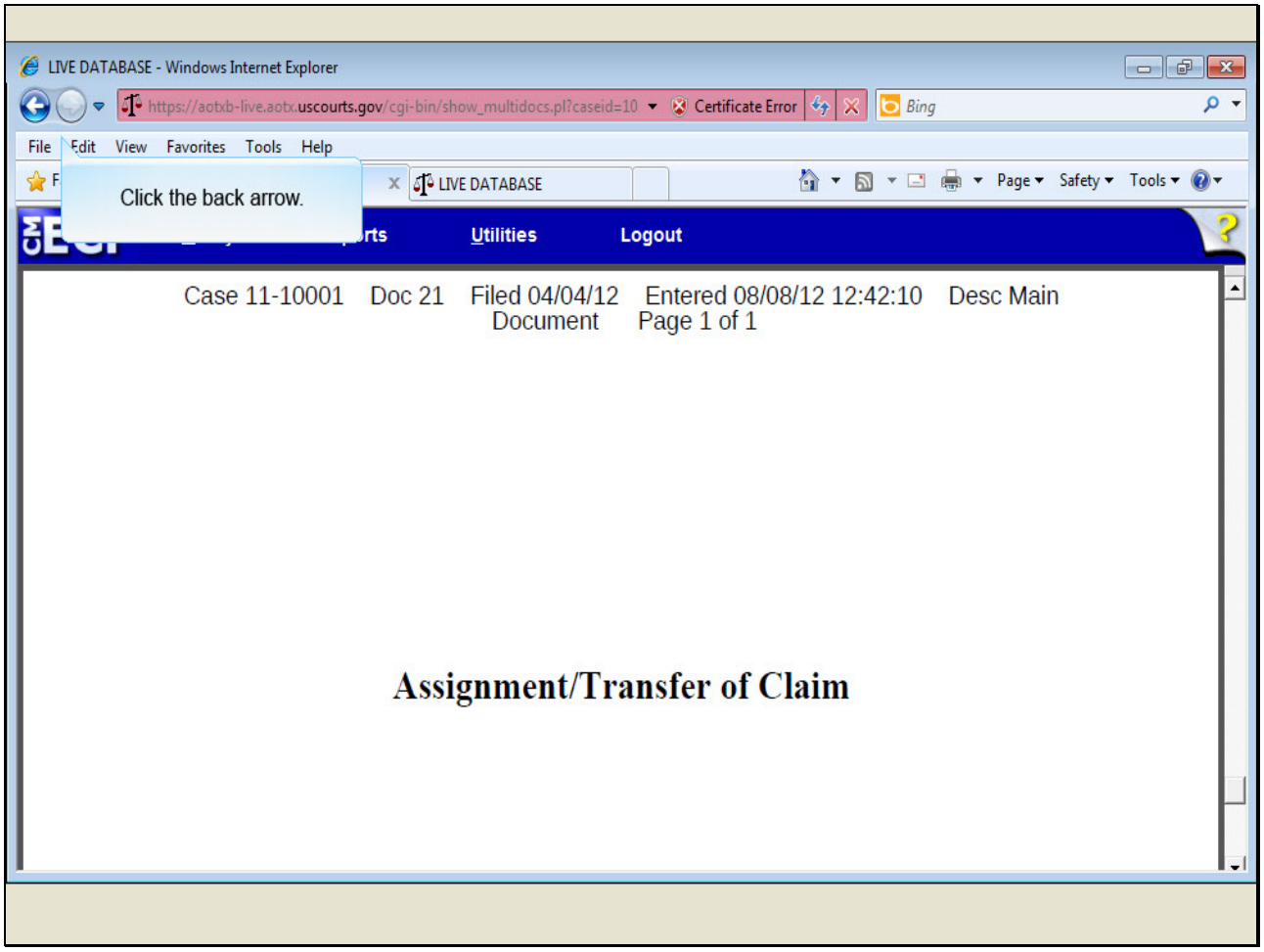
Slide notes

Slide 44 - Slide 44



Slide notes

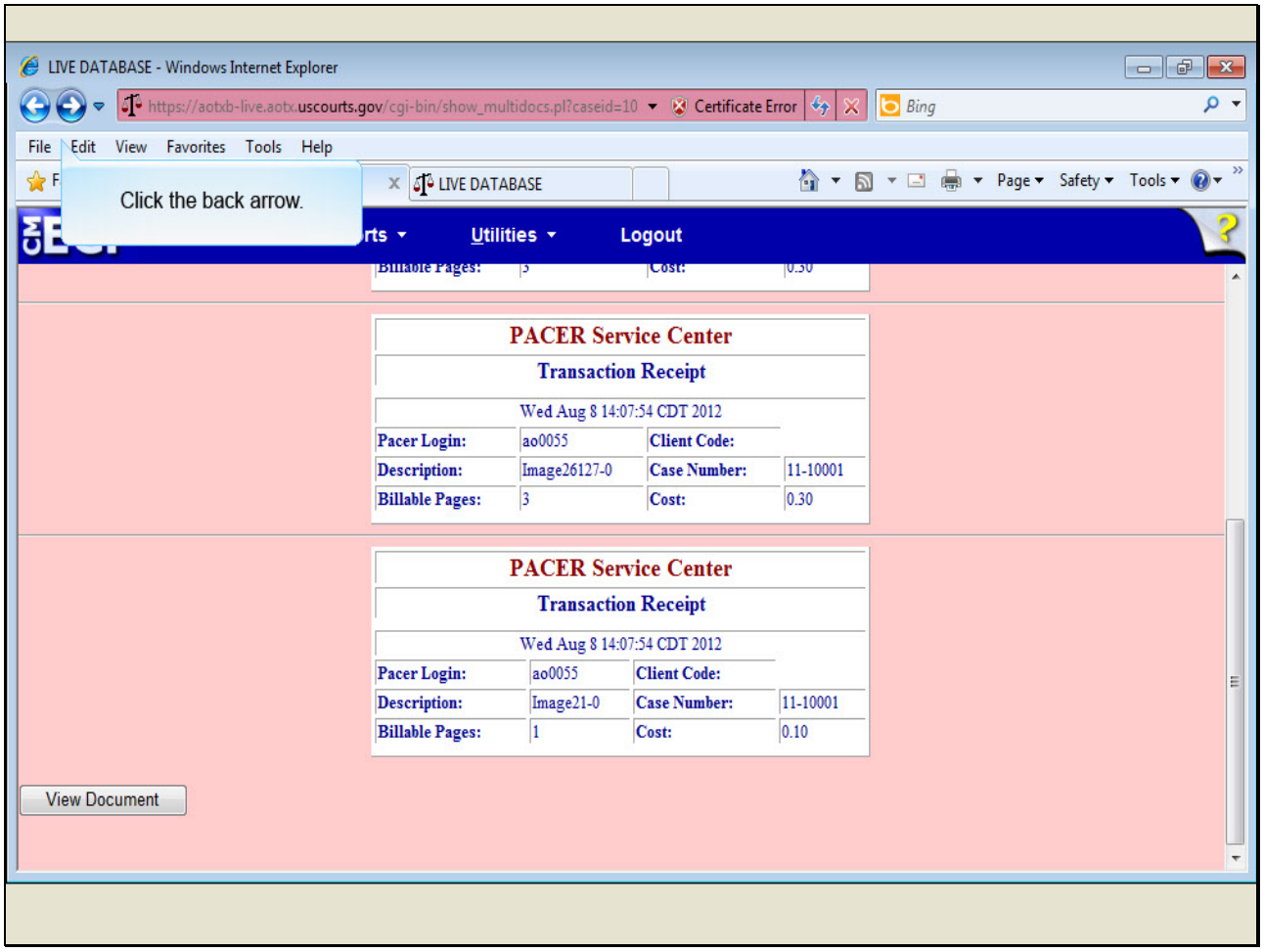
Slide 45 - Slide 45



Slide notes

To return to the Claims Register confirmation screen, I'll click the back arrow.

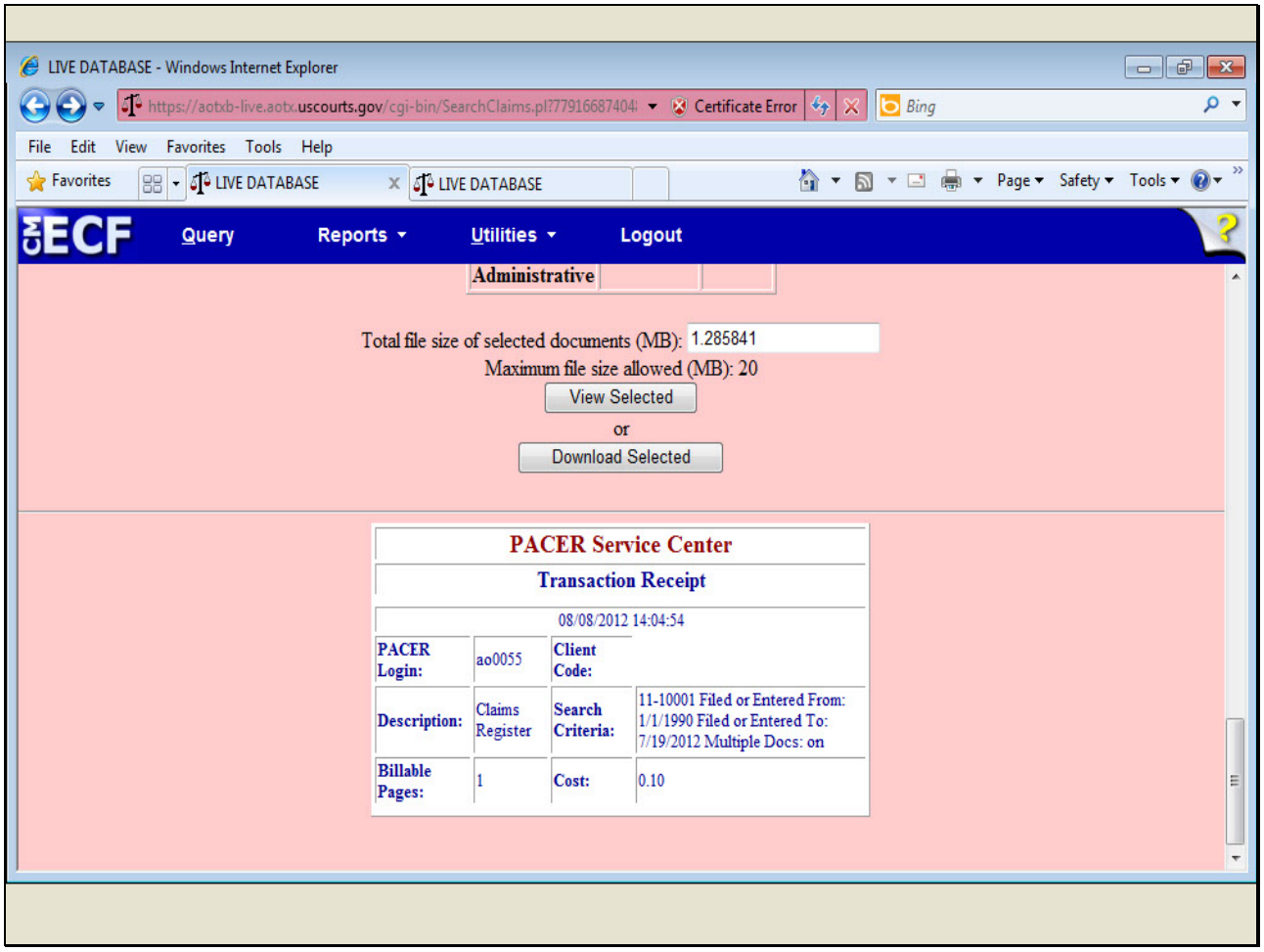
Slide 46 - Slide 46



Slide notes

I'll click the back arrow again to return to the Claims Register.

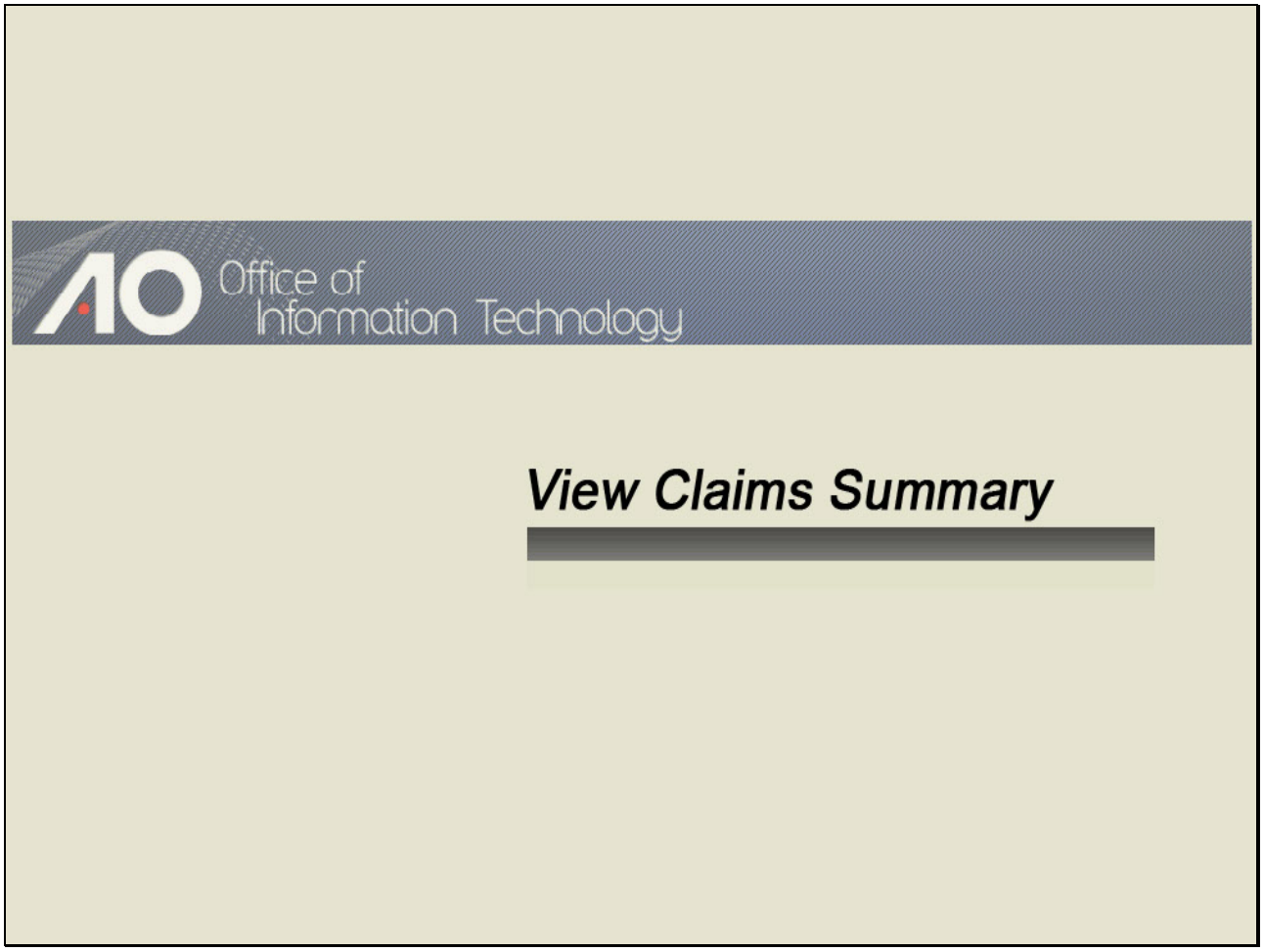
Slide 47 - Slide 47



Slide notes

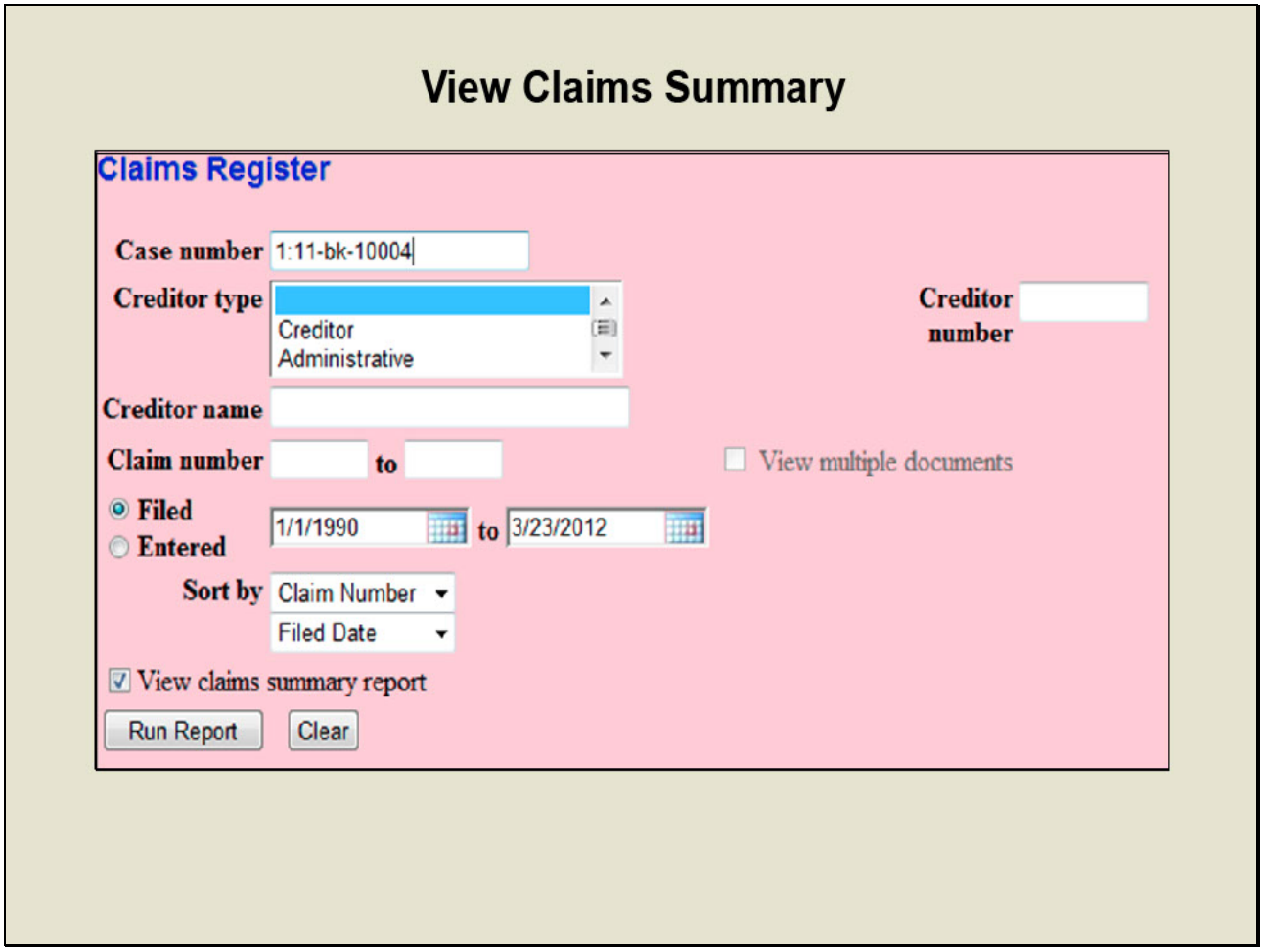
You can also download the selected documents from the Claims Register by clicking Download Selected.

Slide 48 - View Claims Summary



Slide notes

Slide 49 - Slide 49

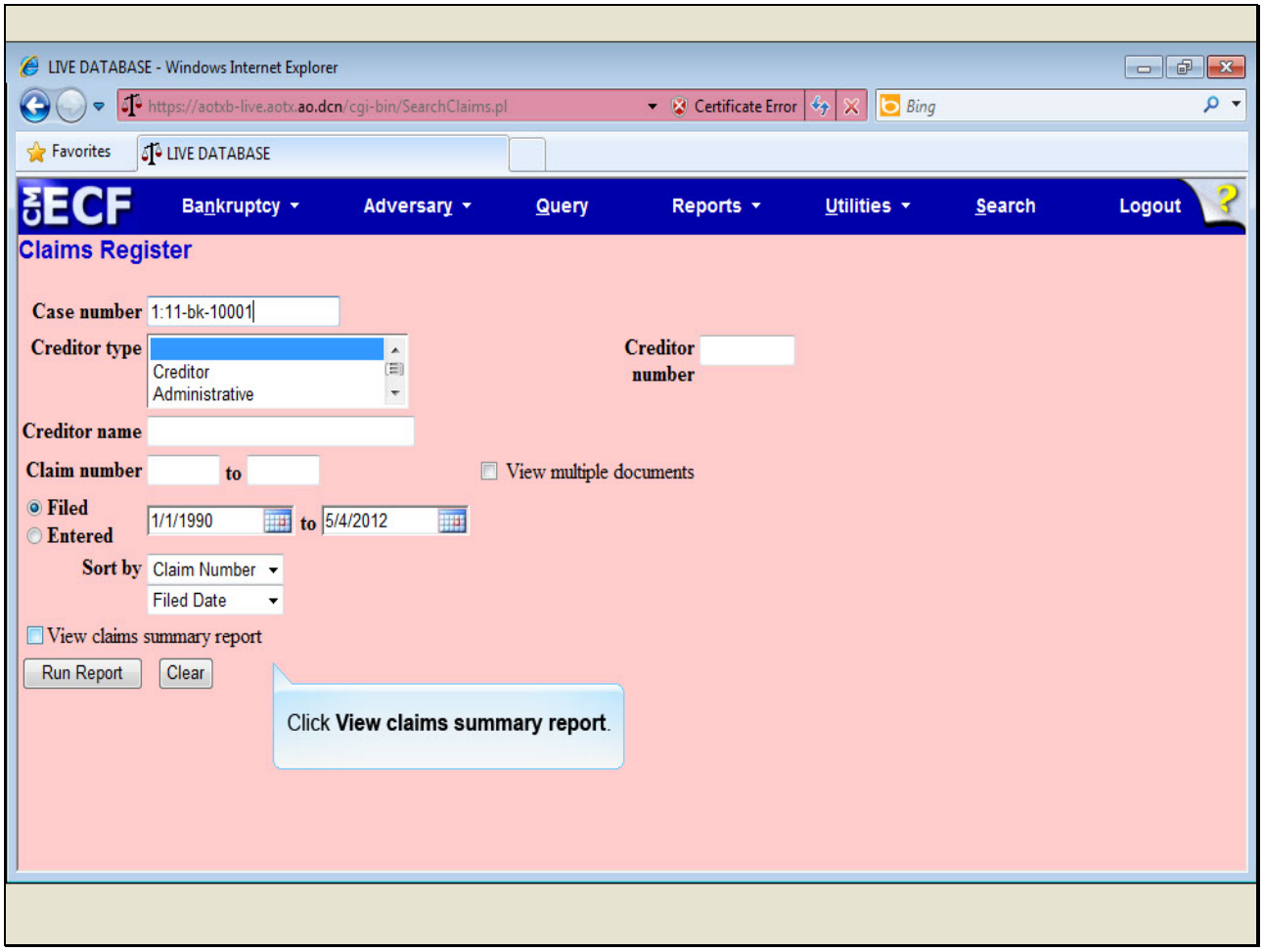


Slide notes

In addition to viewing multiple documents, a claims register summary report is now available to PACER users. This option condenses all claims on the case to a simplified list.

The familiar selection fields are available to produce a partial summary by creditor, claim number, or date range. So a claims summary of the entire claims register can be produced or you may generate a partial summary based on your needs.

Slide 50 - Slide 50

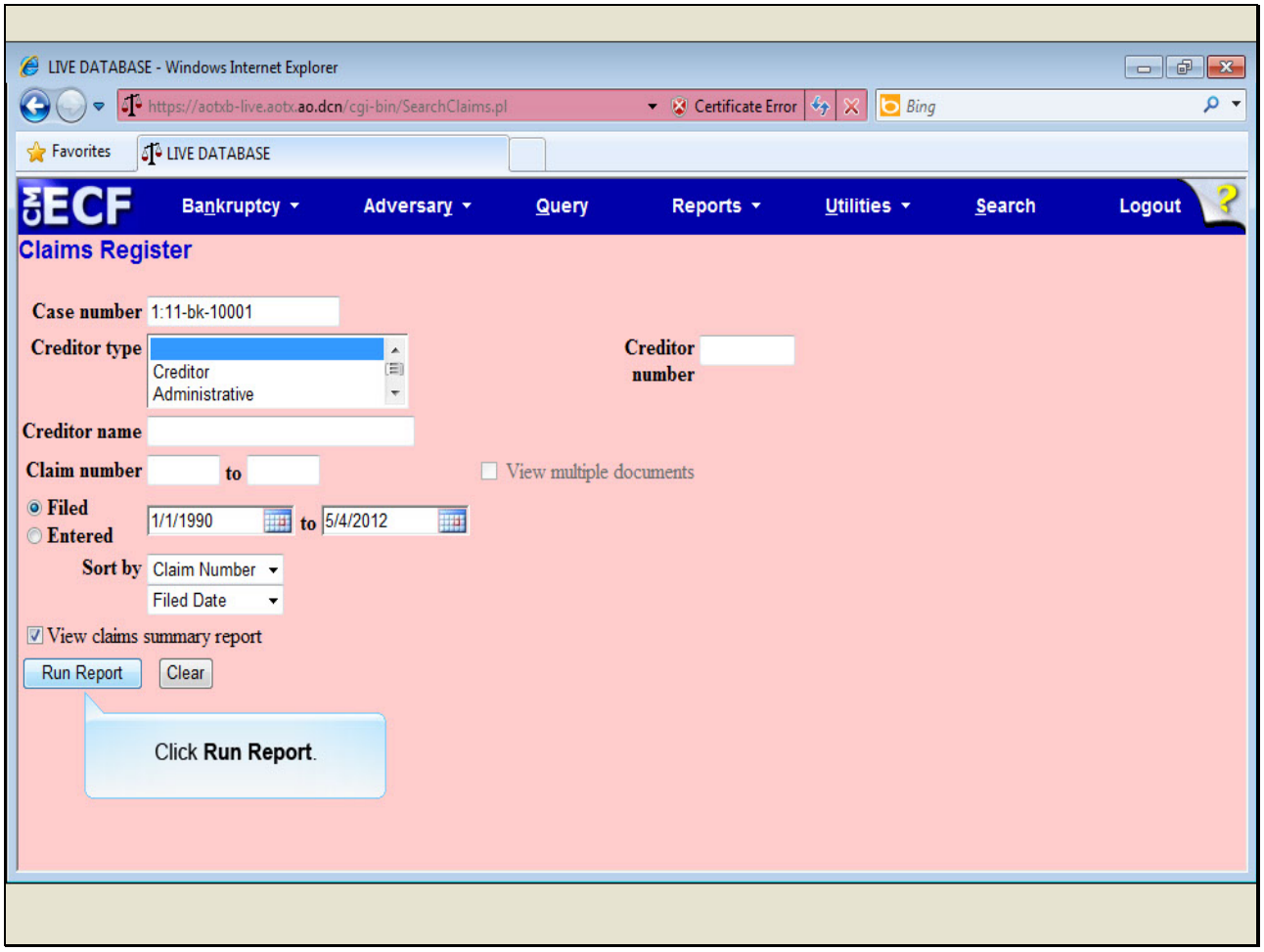


Slide notes

To generate a claims summary report, we'll return to the Claims Register screen. In this example, the case number is already populated.

Remember, you can generate a partial report for specific claims of interest to you by first filtering the data by creditor name, claim number range, or date range. I'll now click the View claims summary report check box...

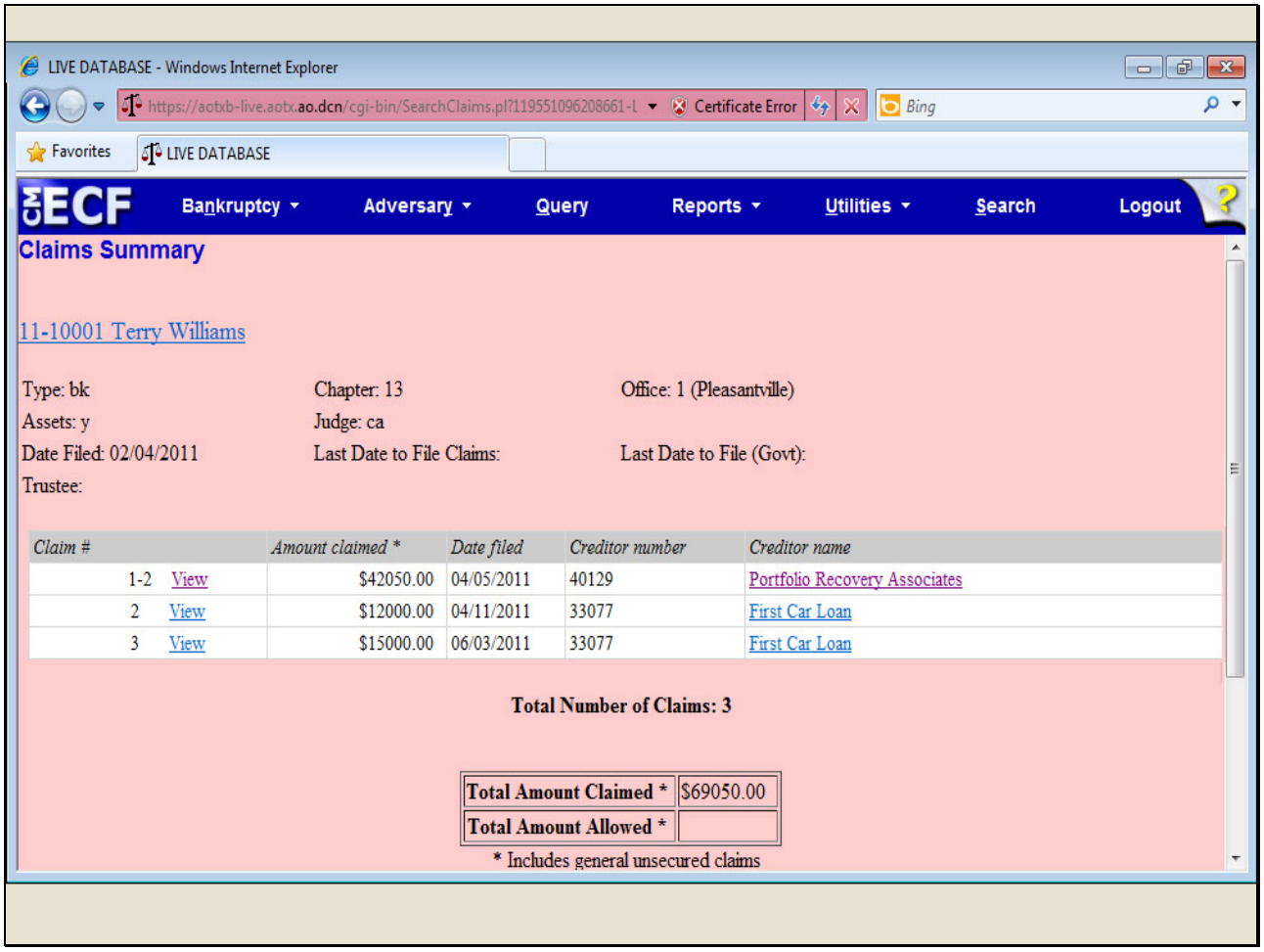
Slide 51 - Slide 51



Slide notes

...and click Run Report.

Slide 52 - Slide 52

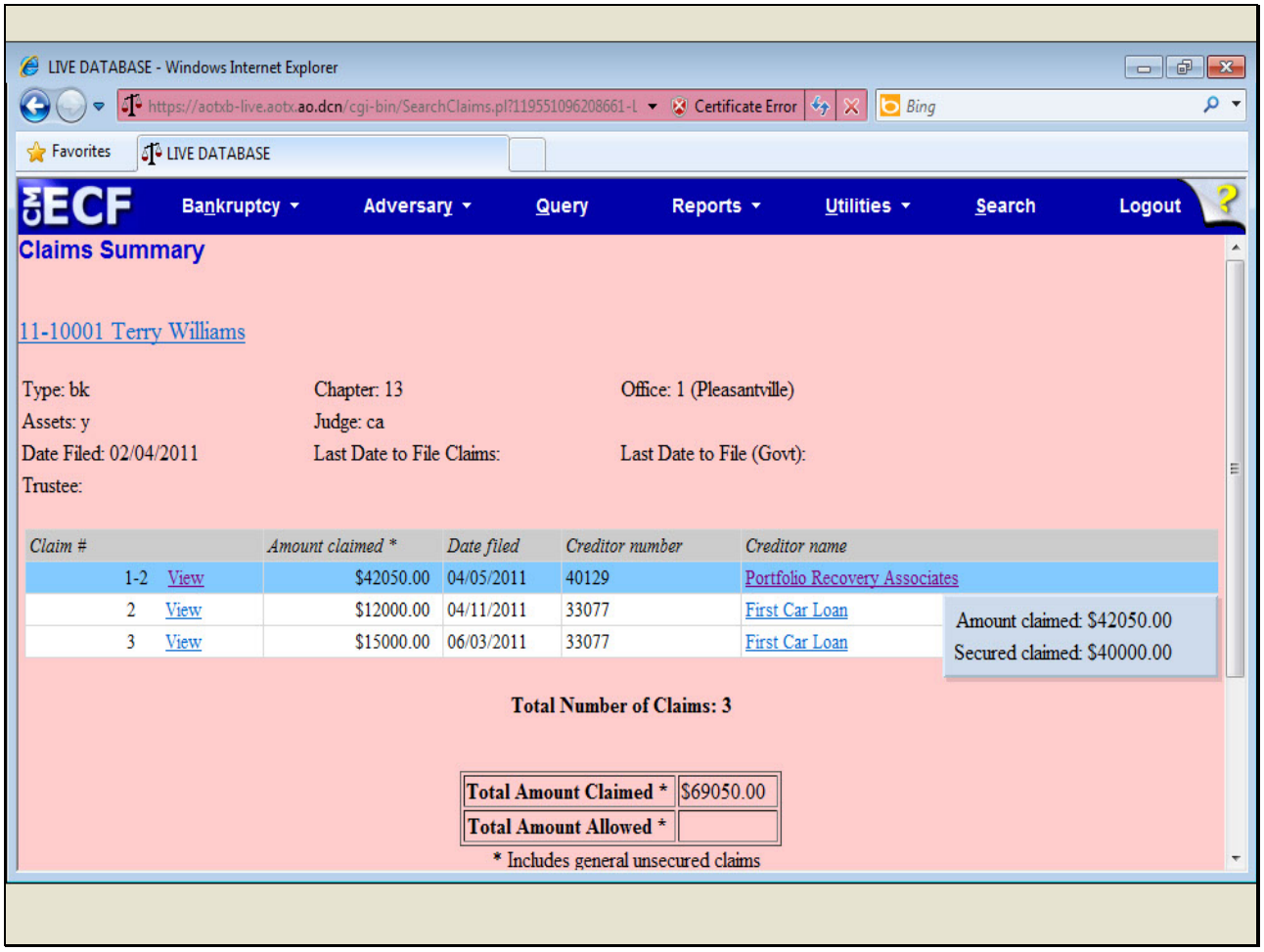


Slide notes

Here's an example of the claims summary report. You may sort the table by clicking the claim number, date filed, or creditor name by clicking the column header. With this new feature, you can easily view a simple list of selected claims or all claims.

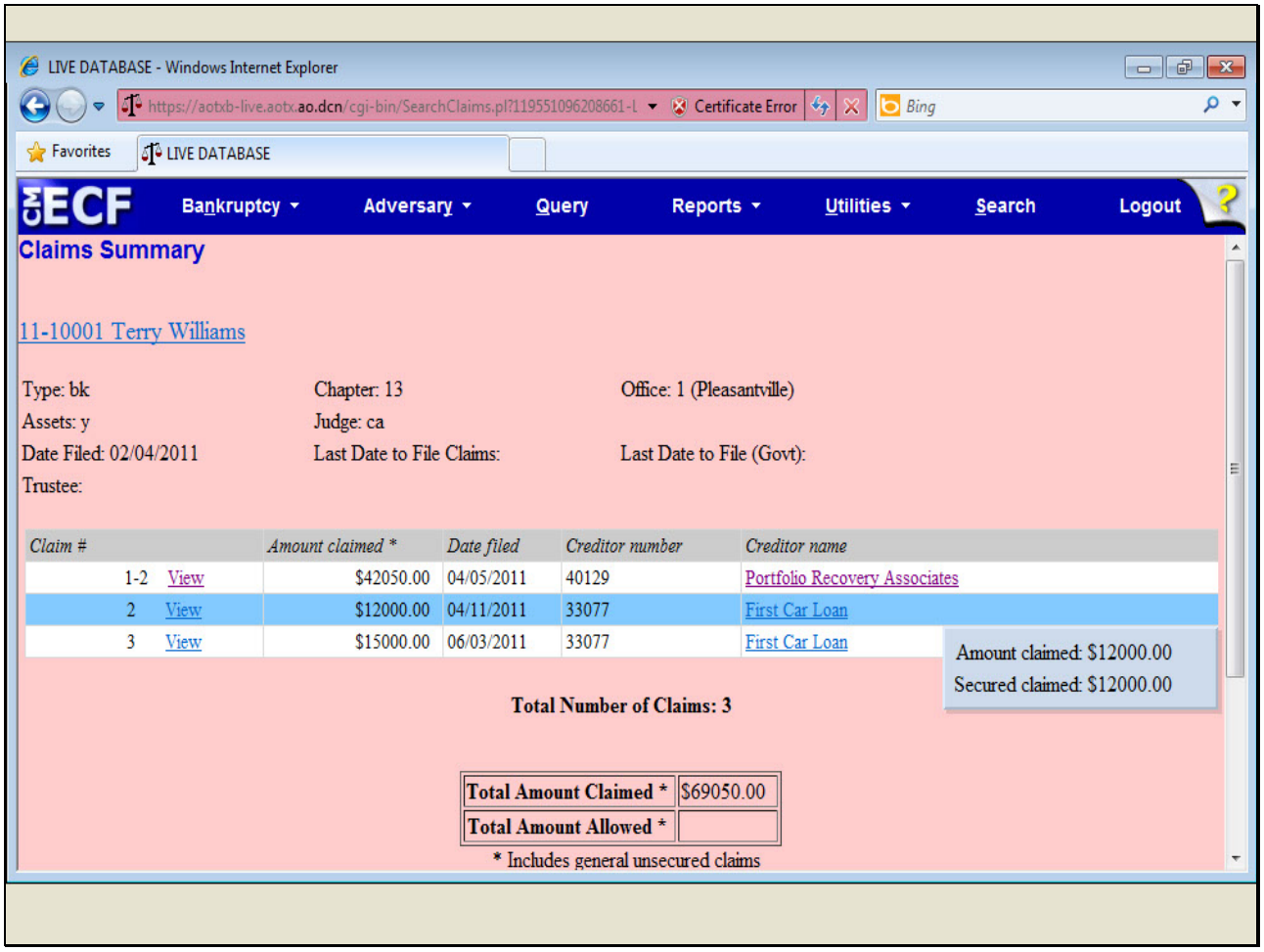
Also notice that resting on the amount claimed for each claim will display a breakdown of the claim amounts.

Slide 53 - Slide 53



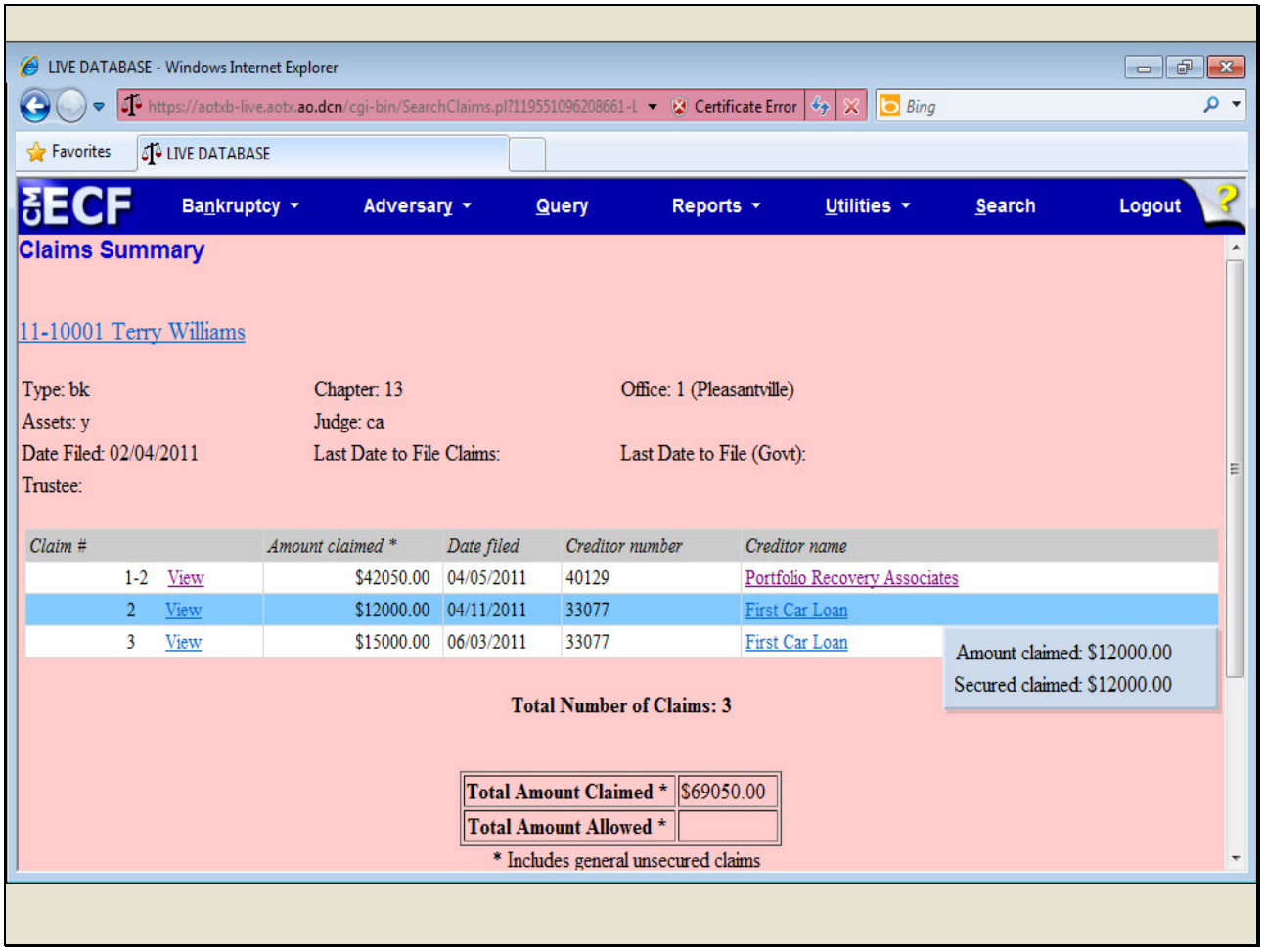
Slide notes

Slide 54 - Slide 54



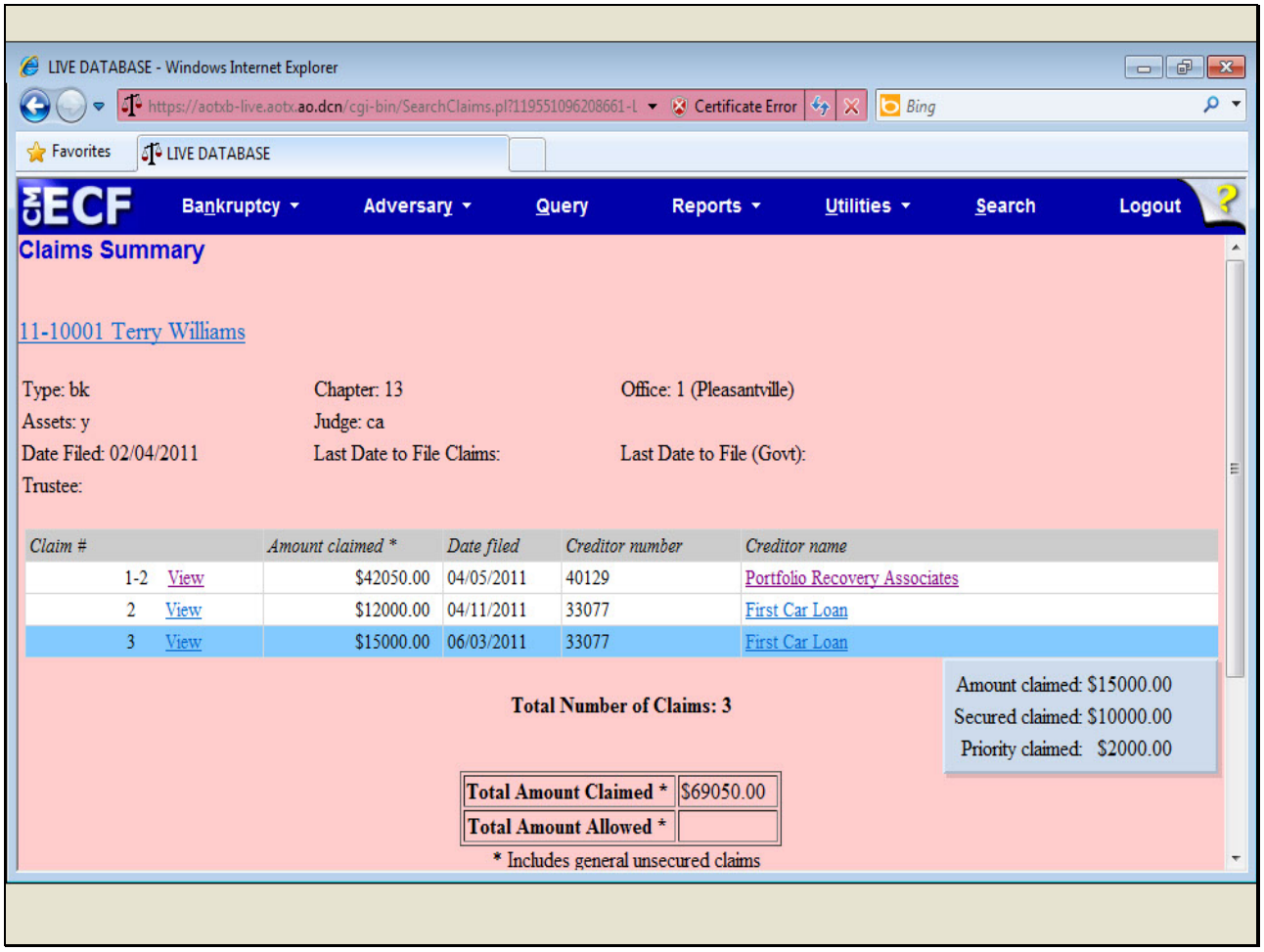
Slide notes

Slide 55 - Slide 55



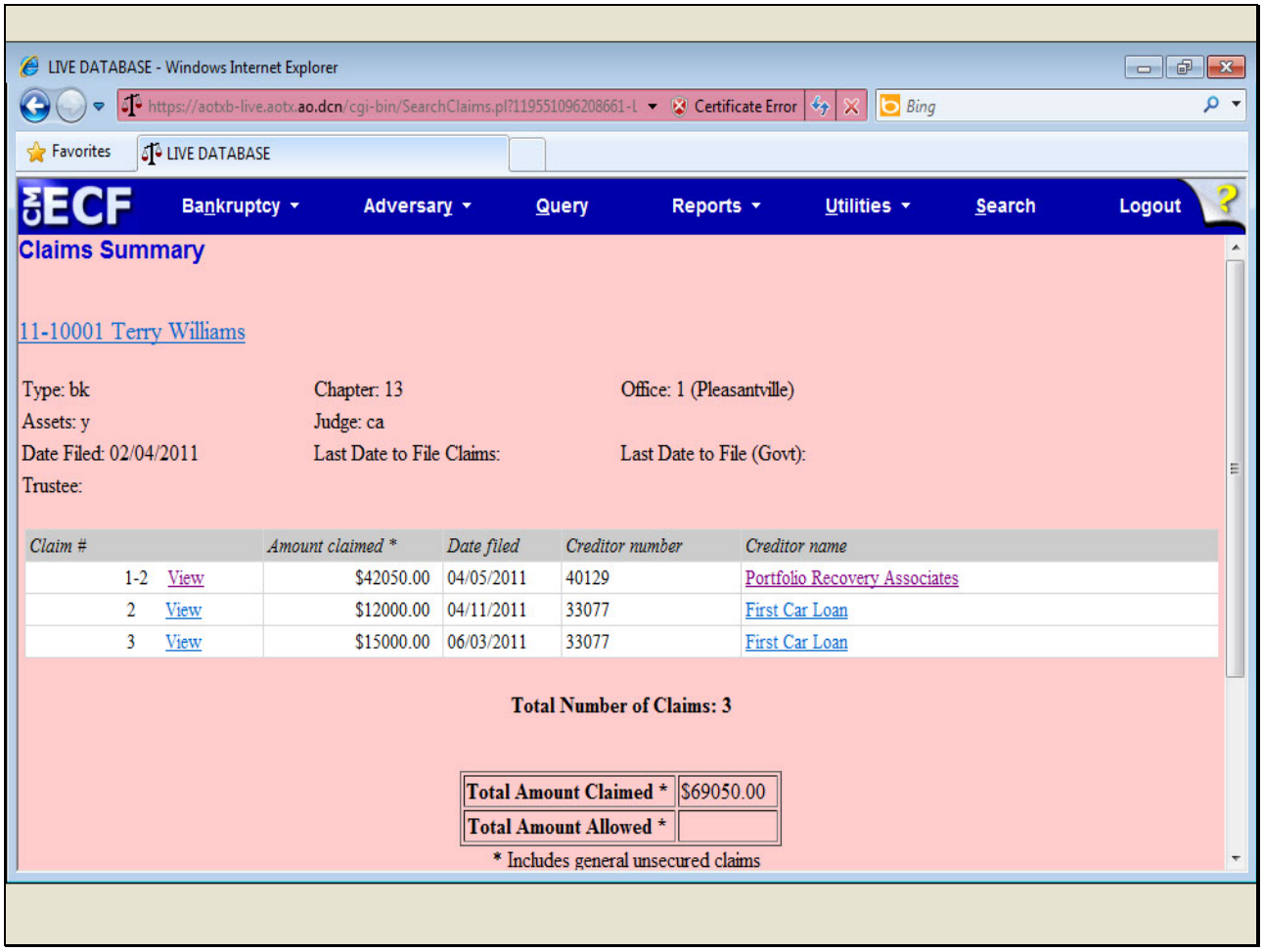
Slide notes

Slide 56 - Slide 56



Slide notes

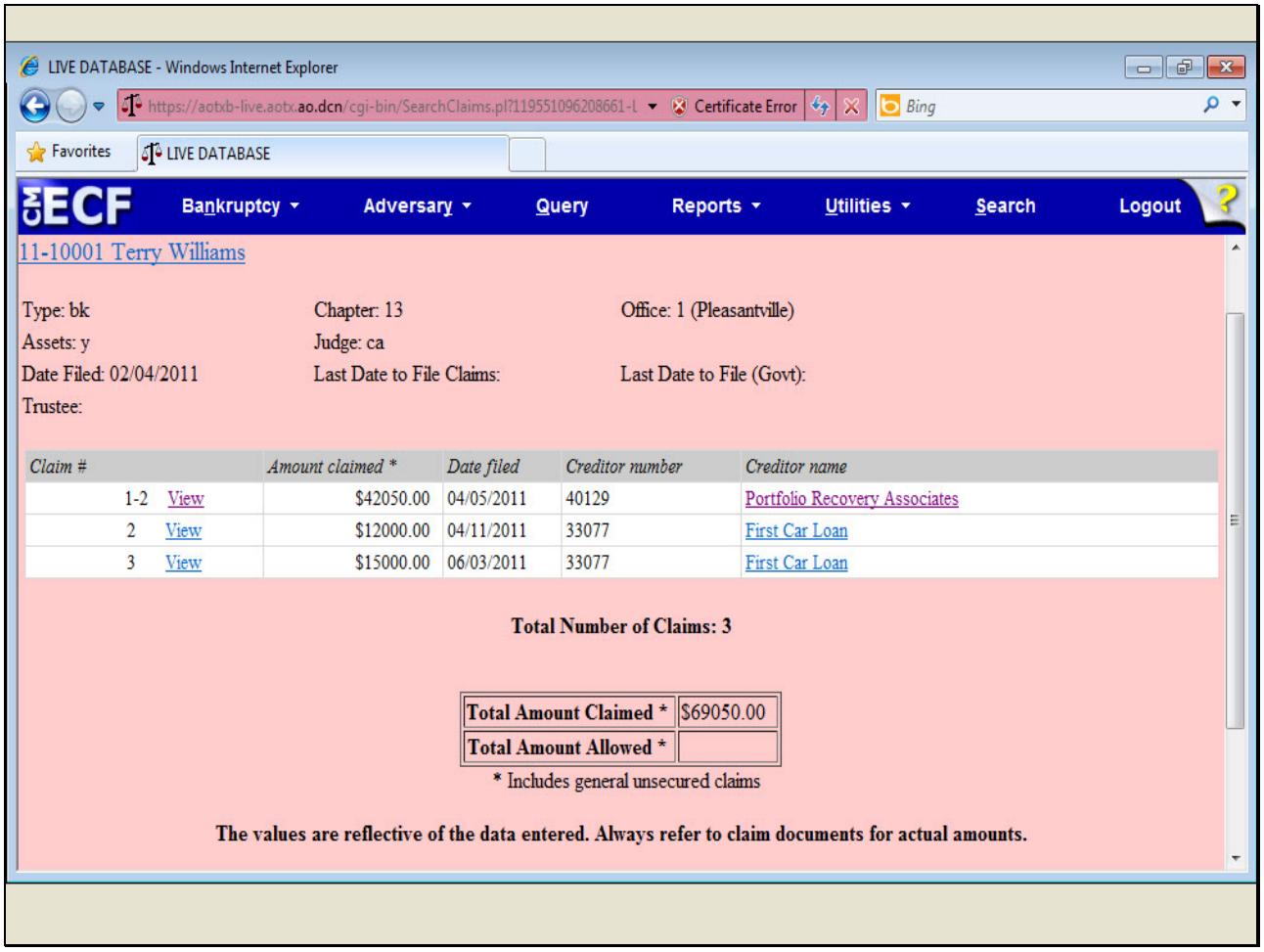
Slide 57 - Slide 57



Slide notes

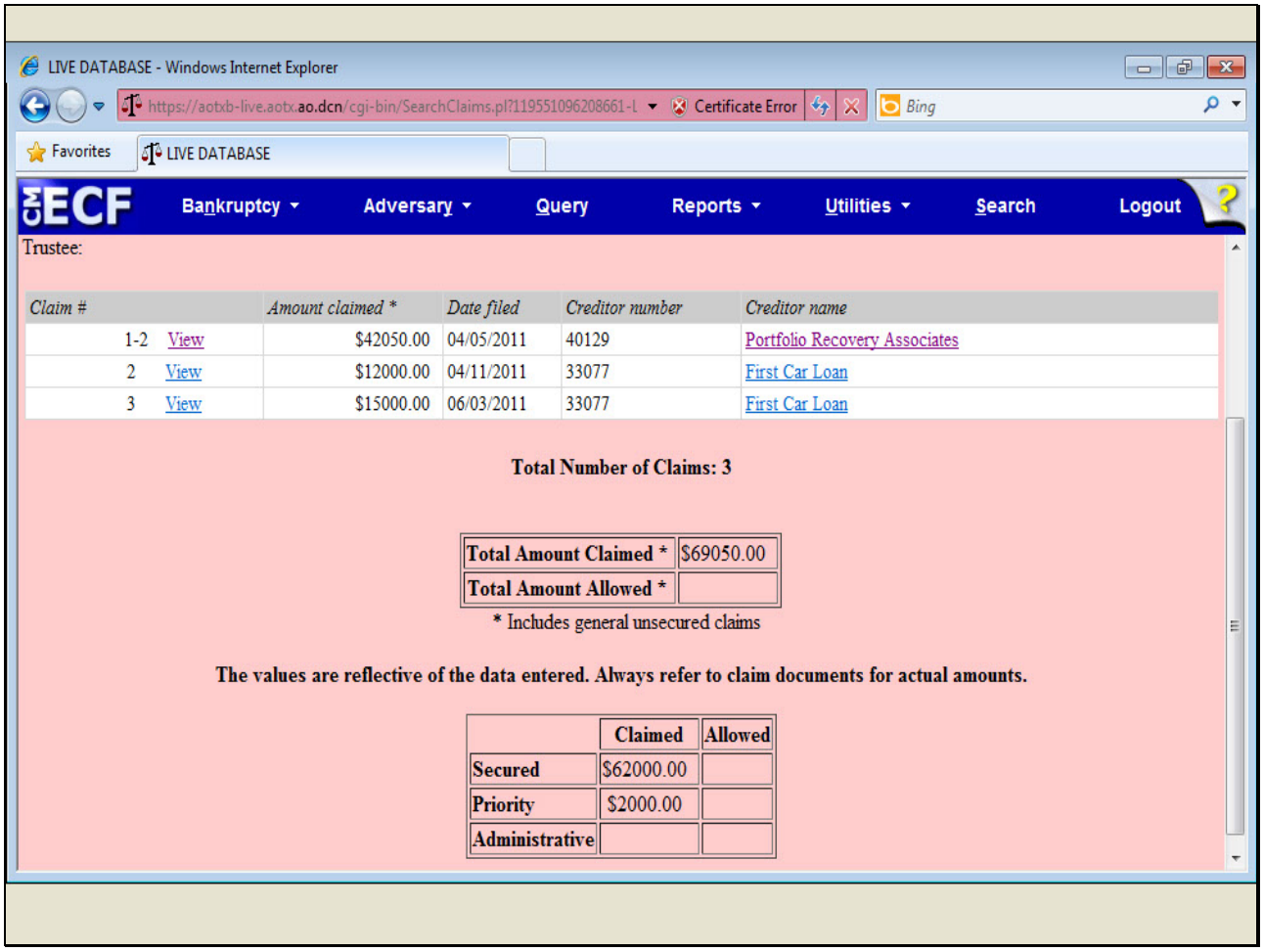
I'll scroll down to view the rest of the Claims Summary.

Slide 58 - Slide 58



Slide notes

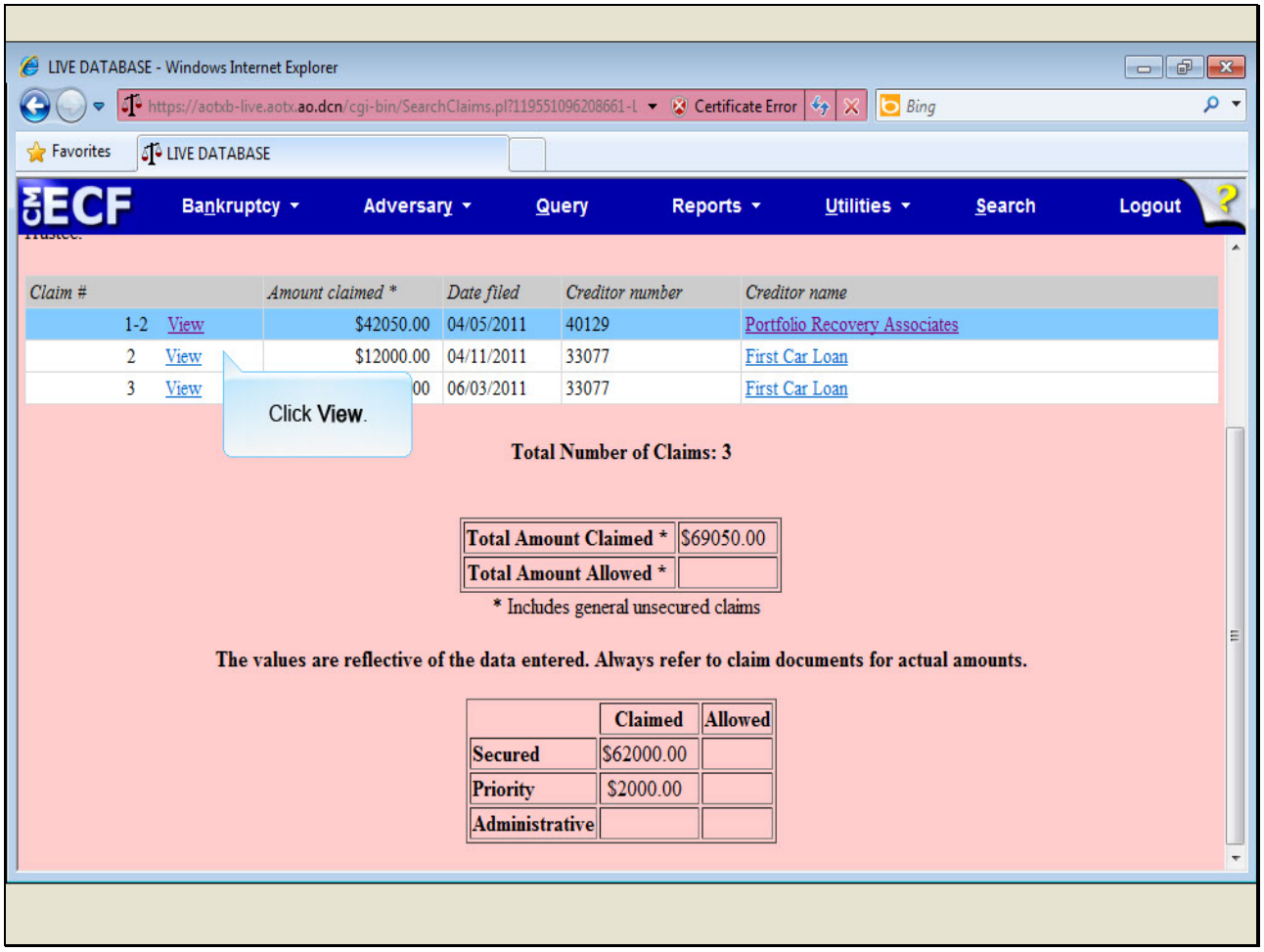
Slide 59 - Slide 59



Slide notes

The bottom of the Claims Summary lists the total number of claims, the total amount claimed, and a breakdown of the claim.

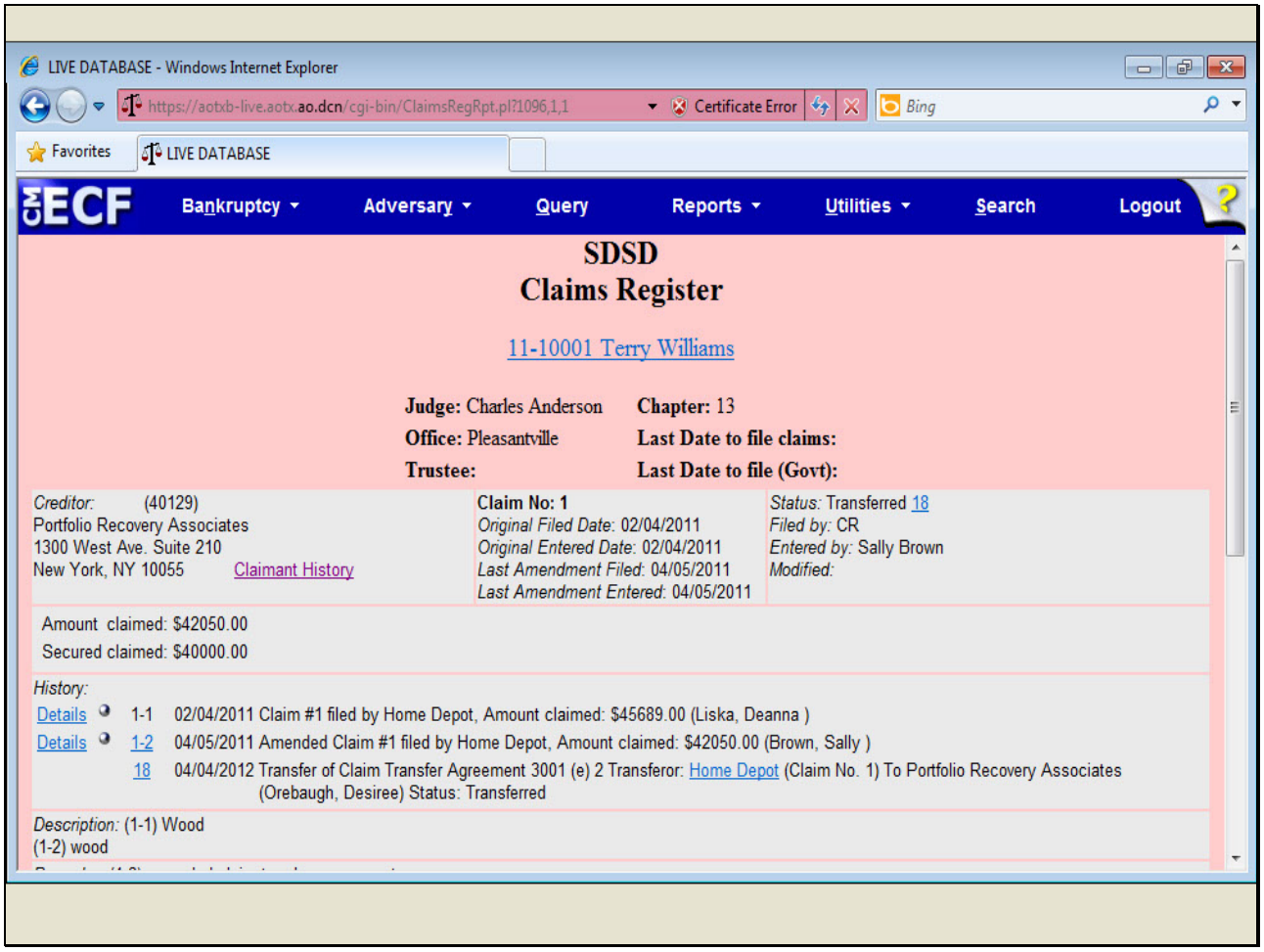
Slide 60 - Slide 60



Slide notes

To view individual claim information, click View.

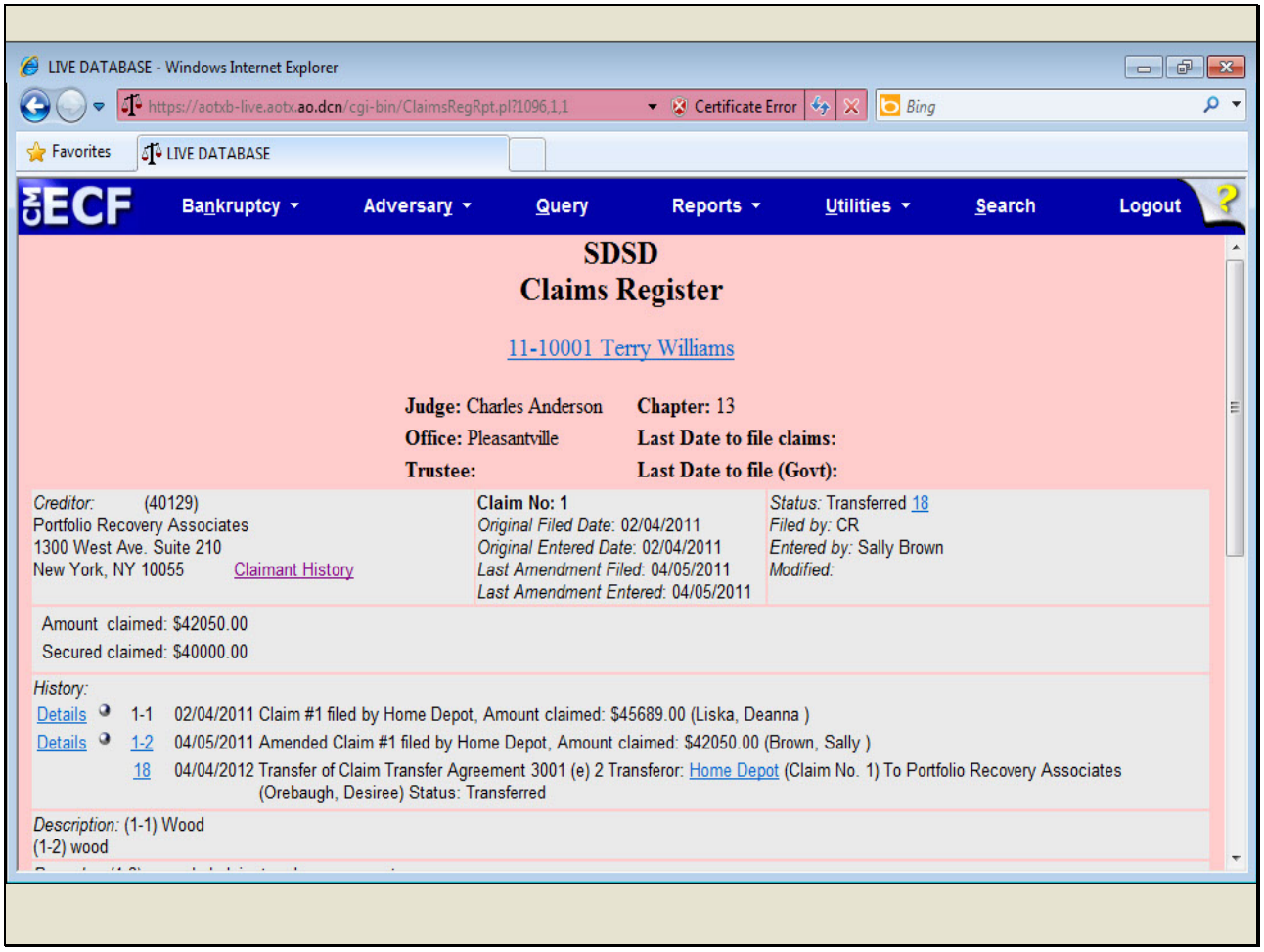
Slide 61 - Slide 61



Slide notes

The Claims Register opens with more detailed information on Claim 1.

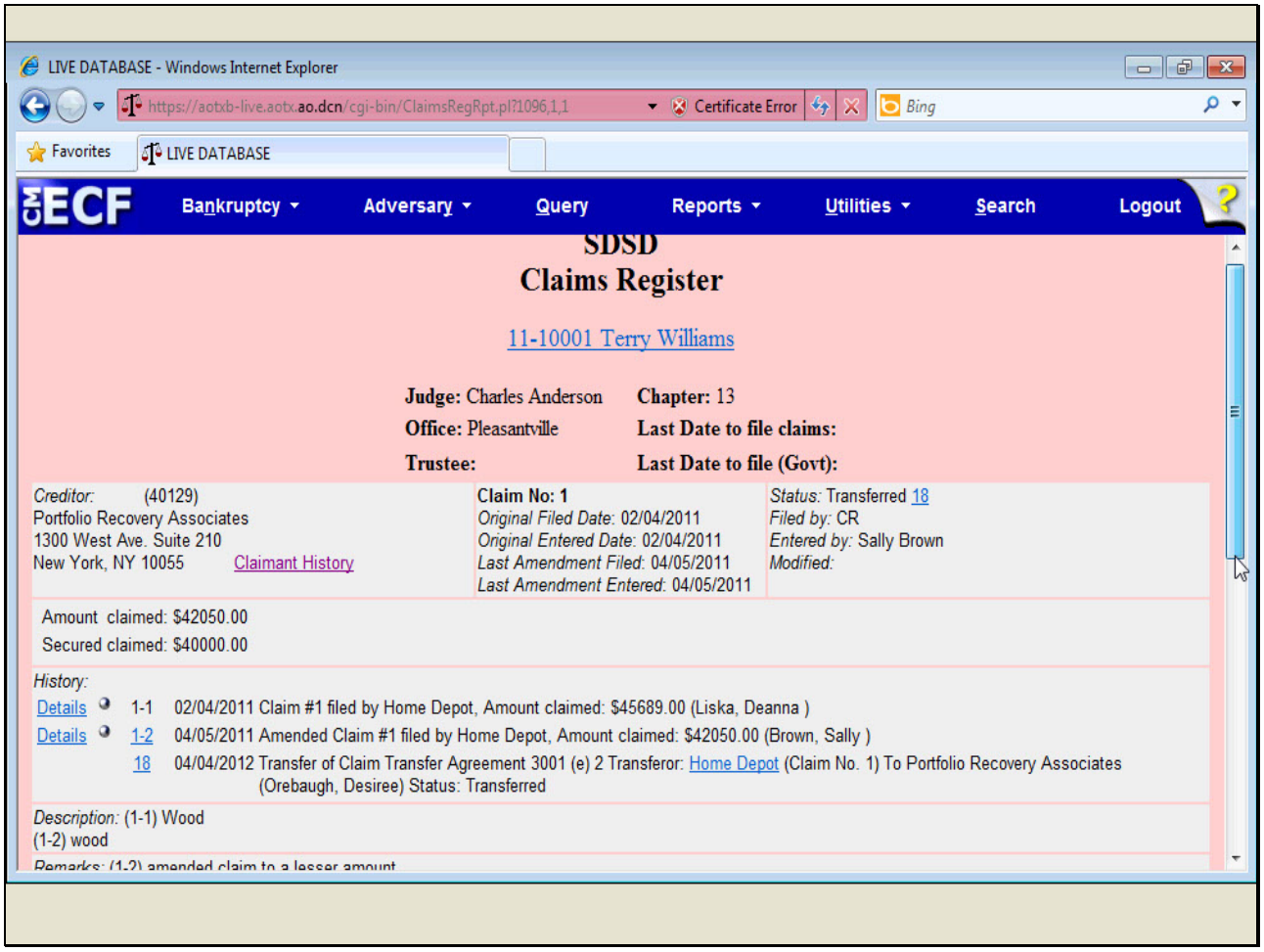
Slide 62 - Slide 62



Slide notes

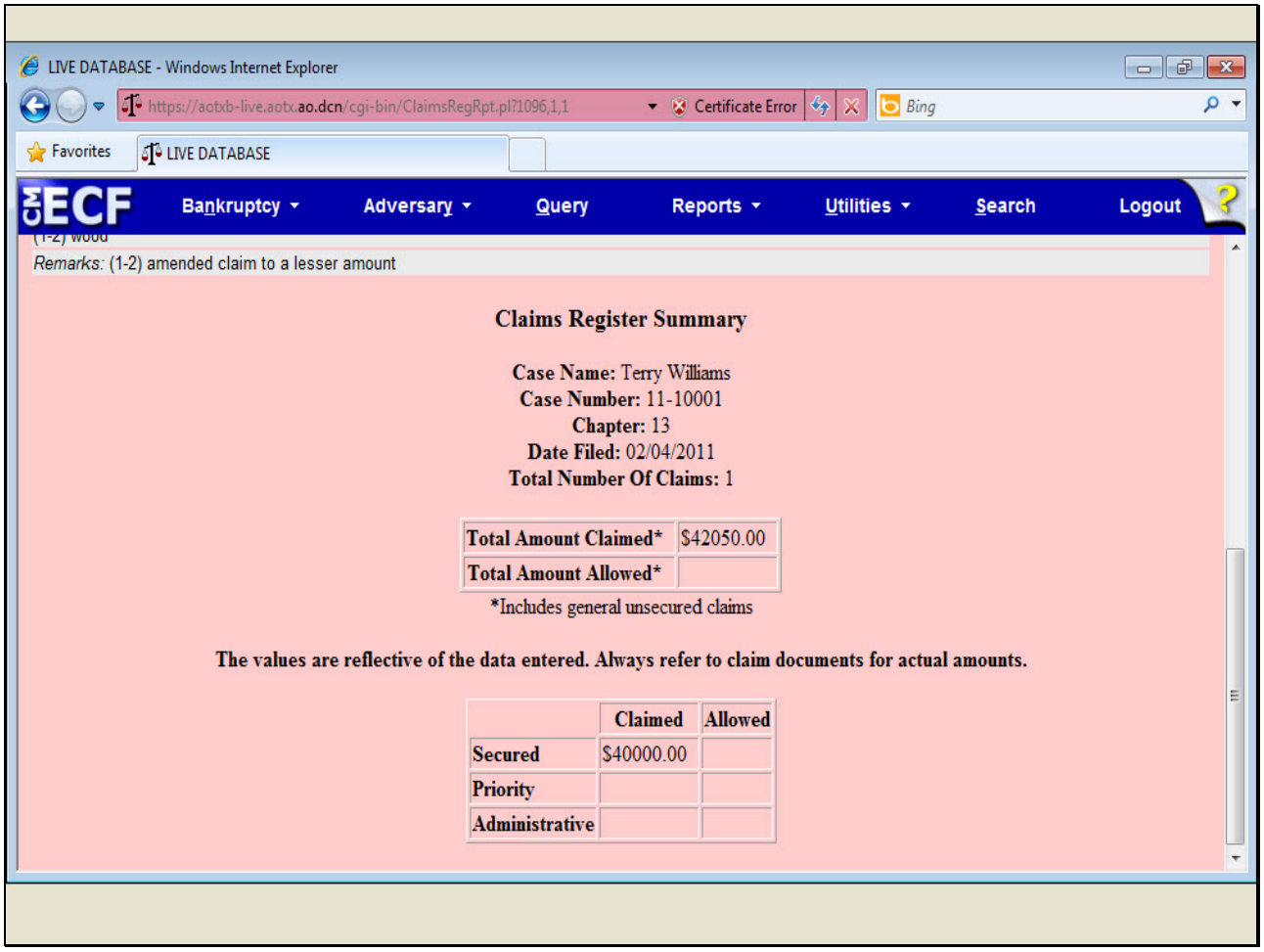
Let's scroll down to view the claims register summary for this individual claim.

Slide 63 - Slide 63



Slide notes

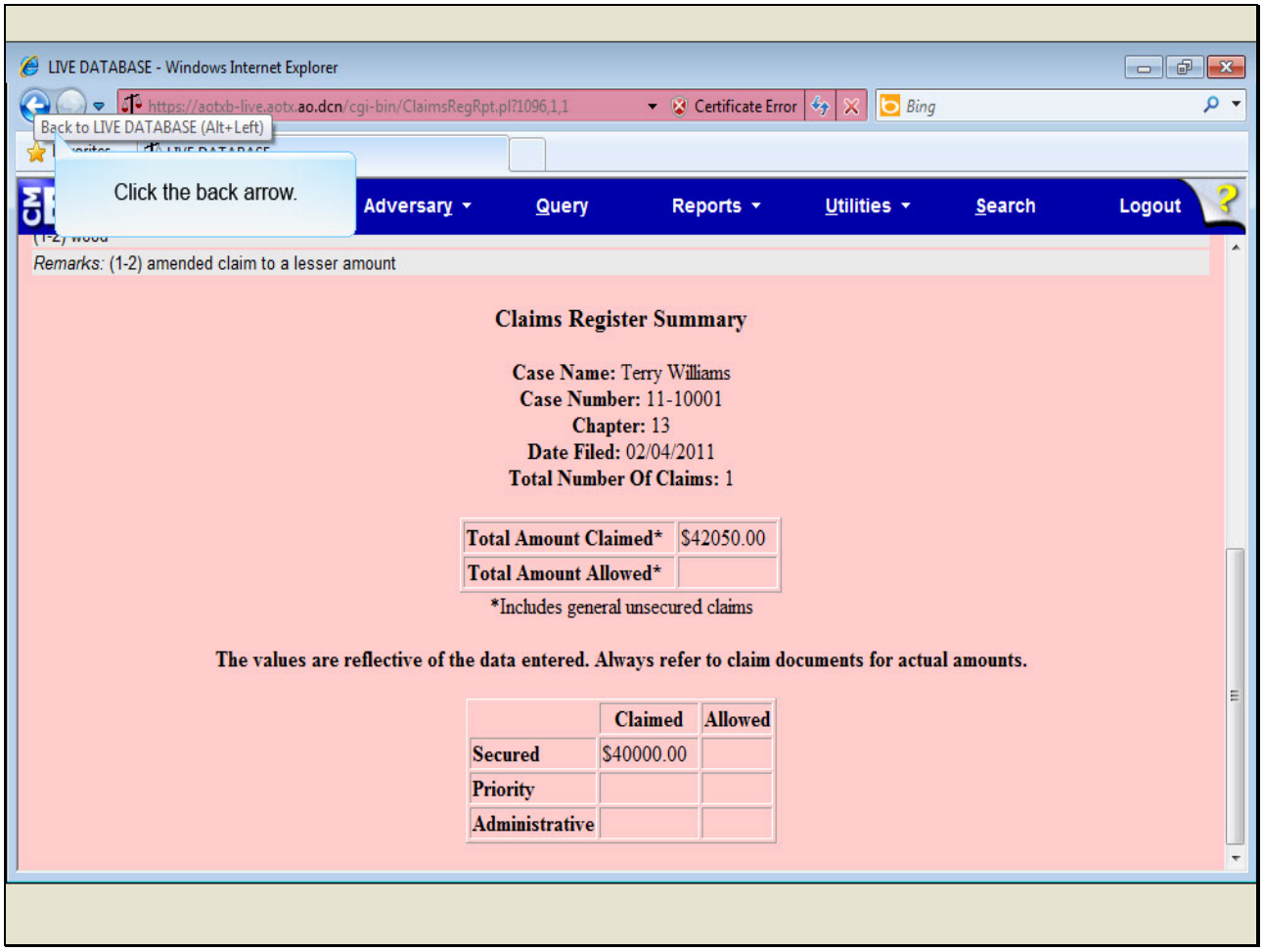
Slide 64 - Slide 64



Slide notes

Here is the summary for the individual claim, showing the total amount claimed and the amount secured.

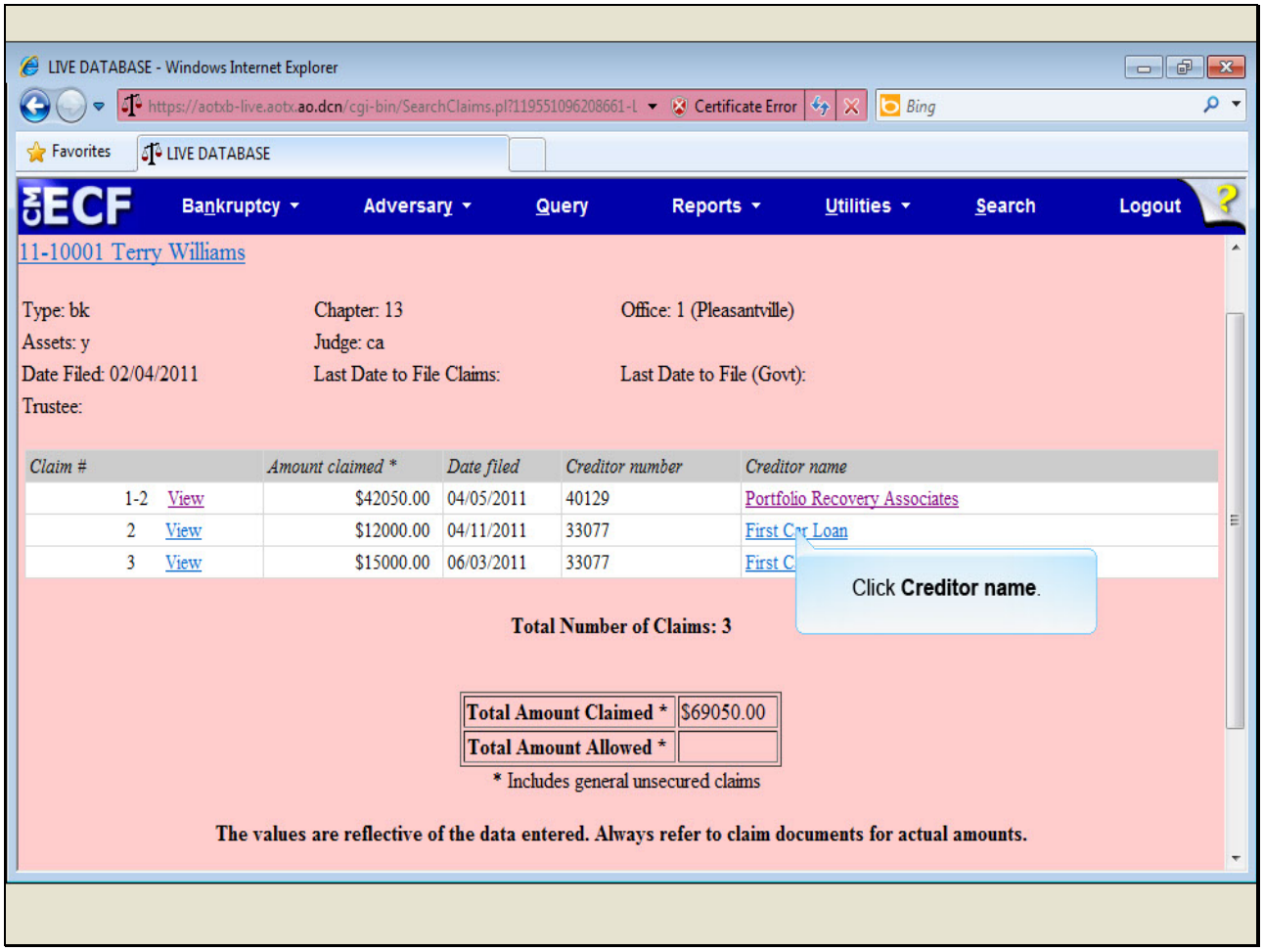
Slide 65 - Slide 65



Slide notes

Let's click the back arrow to return to the Claims Register.

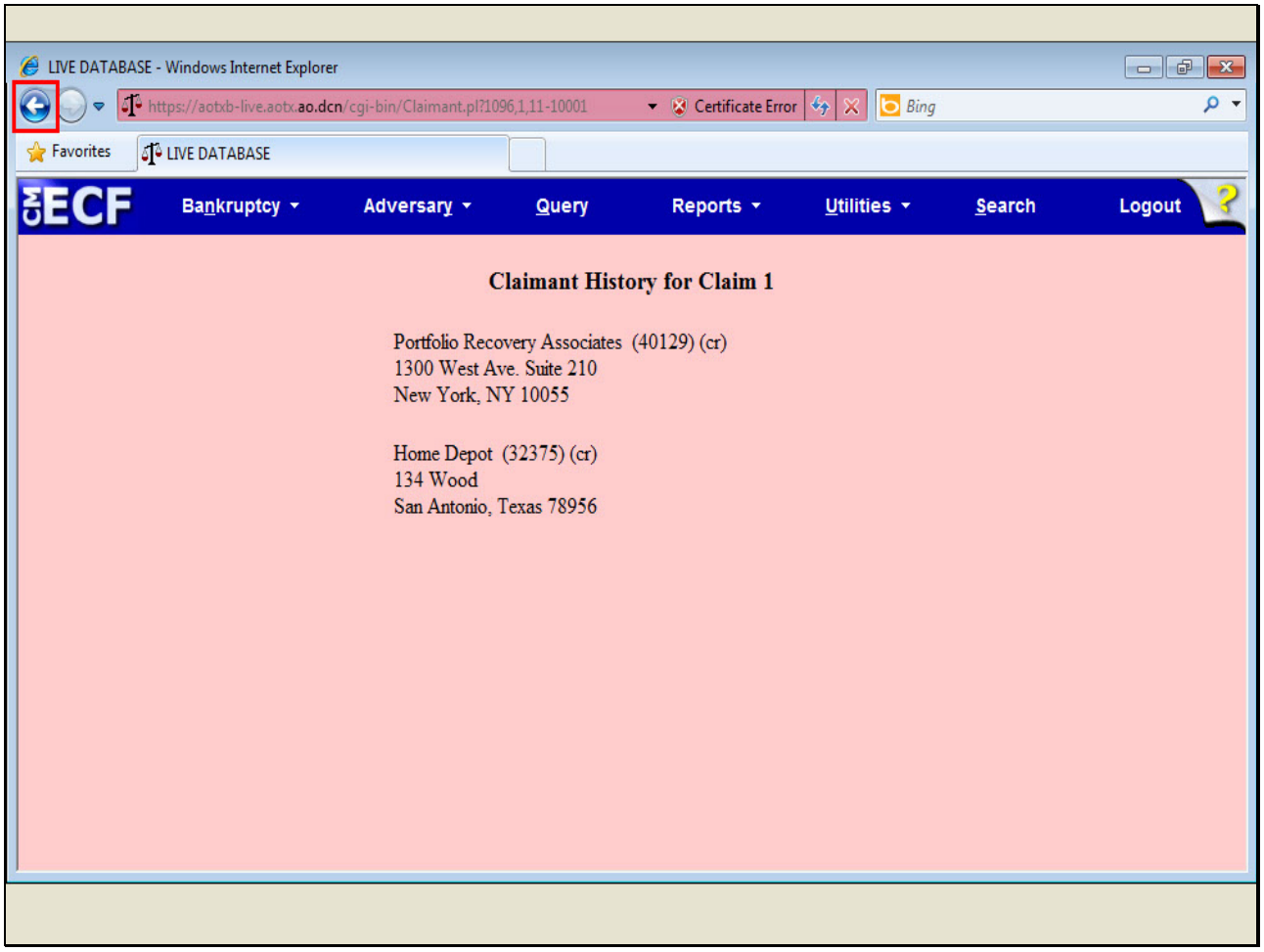
Slide 66 - Slide 66



Slide notes

We can also view creditor or claimant information by clicking the creditor name.

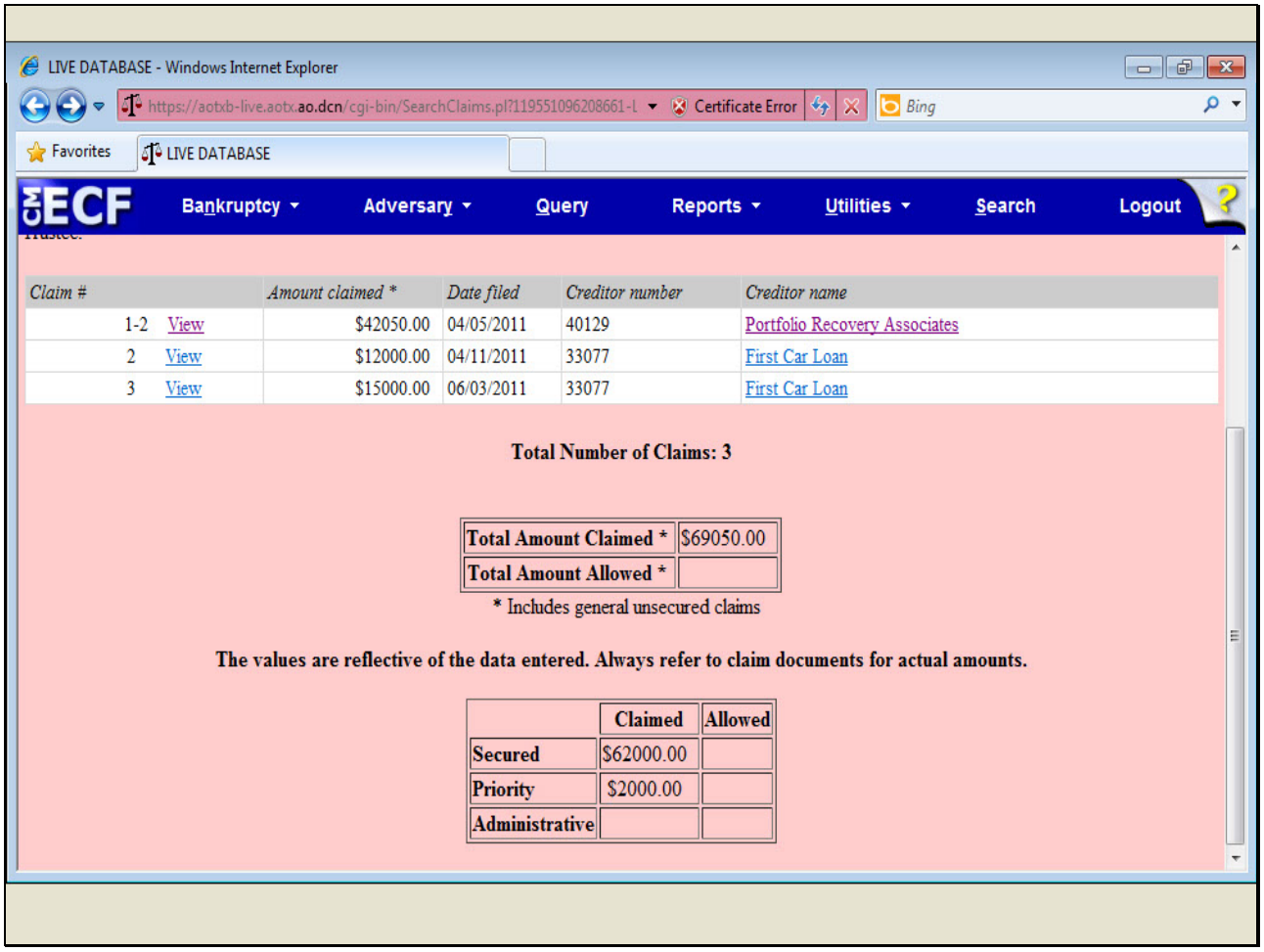
Slide 67 - Slide 67



Slide notes

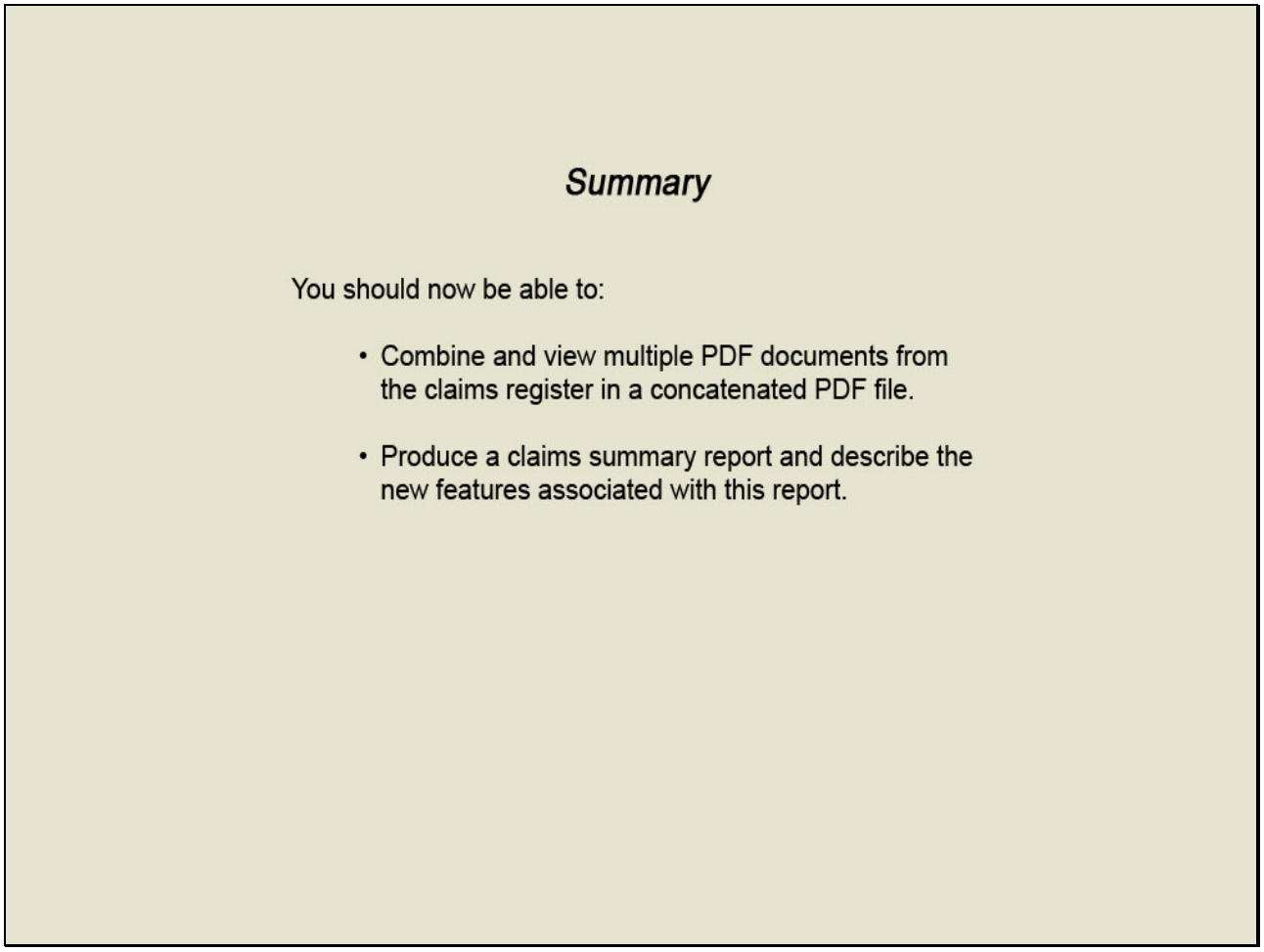
In this example, Home Depot is the original creditor, but since they transferred the claim to Portfolio Recovery Associates, both creditors are listed in the Claimant History for Claim 1. Once again, to return to the Claims Register, click the back arrow.

Slide 68 - Slide 68



Slide notes

Slide 69 - Summary



Slide notes

You should now be able to combine and view multiple documents from the claims register in one larger PDF file and produce a claims summary report and describe the new features associated with this report.