



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

FILING A PROOF OF CLAIM

Administrative Order 03-02, Exhibit B (II),(A), to the Electronic Case Filing Procedures states that each proof of claim PDF file must conform to Official Form 10 with respect to the information requested by that form and must include the following statement: “Penalty for presenting fraudulent claim: ‘fine of up to \$500,000 or imprisonment up to 5 years or both.’ 18 U.S.C. § 152 and 3571.” Exhibit B, Section II C also provides guidelines for attachments to claim, which should be excerpted so as to include only the portion minimally necessary to support the claim. Only those portions of documents should be attached as exhibits to the claim that evidence the amount of the claim and demonstrate the claimant’s interest.

FILING STEPS:

1. Click ‘Bankruptcy’ on the Blue Menu Bar:
 - Select Claims: File a Proof of Claim
2. The Creditor Search screen displays:
 - Enter the case number
 - Select the appropriate type of creditor from the drop-down list
 - Click ‘Next’
3. Select a Creditor for Claim screen displays:
 - Click the drop-down arrow to display a list of creditors. Highlight the appropriate creditor.
 - If the Creditor is not listed, click ‘Add Creditor’, proceed to Step 9, or
 - If the Creditor is listed but needs a correction – click ‘Edit Creditor’, Proceed to Step 7
 - Click ‘Next’
4. Proof of Claim Information screen displays:
 - Enter the Proof of Claim information
 - Complete the ‘Amount Claimed’ fields. Do not use dollar signs or commas, etc.
 - You may enter a brief description in the description filed or remarks in the remarks field
 - Click ‘Next’



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5. The PDF Selection screen displays:
 - Click 'Browse' (Refer to Navigating through Directories for complete instructions)
 - Click 'Next'
 - **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted? Click 'Next'
6. The Notice of Electronic Filing screen displays:
(Refer to Notice of Electronic Filing for complete instructions)
7. The Edit Creditor(s) screen displays:
 - Enter the creditor's last name or business, or
 - Click 'Next' to select the name from the entire list of creditors
 - The radio button defaults to Edit Creditor
 - Enter the correct information
 - Select the appropriate creditor type from the drop-down menu
 - Creditor committee radio defaults to 'N', do not change
 - Click 'Submit'
8. Modification is Completed message screen displays:
 - Click 'File a Proof of Claim'
 - Return to Step 2
9. The Add Creditor(s) Screen displays
 - **NOTE:** More than one creditor may be added by separating each creditor with a blank line
 - Enter the creditor's name and address
 - Select the appropriate Type from the drop-down menu
 - Creditor committee radio button defaults to 'N', do not change
 - Click 'Next'
 - Total Creditors Entered with the number will appear



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- Click 'Submit'
10. Click "File a Proof of Claim"
- Return to Step 2