

ASSIGNMENT OF CLAIM

Last Updated: April, 2009

This module will demonstrate the step by step instructions for filing an assignment of a claim.

STEP 1 Click Bankruptcy on the CM/ECF Main Menu bar.

- Select the Claims: Other Actions hyperlink.

STEP 2 The Case Number screen display:

- Type the case number in yy-nnnnn format.
- Click Next to continue.

STEP 3 The Available Events screen displays:

- Scroll down to 'Assignment of Claim' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
- Select 'Assignment of Claim'. The event name will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it).
- Click Next to continue.

STEP 4 The Party Selection screen displays.

- Scroll through the list of parties, if they exist, highlight the party filer(s).
- Click the Select Name from List button. If the party is not listed,
- Click Add/Create New Party. (Refer to the *Add/Create New Party* Module for complete instructions.)
- Click Next to continue.

STEP 5 The PDF Document Selection screen displays:

- Click Browse, (Refer to the *Navigating through Directories Module* for complete instruction).
- Click Next to continue.

STEP 6 The Transfer type screen displays:

IMPORTANT: The following party information must be entered correctly. The assignor or transferor (seller) is the creditor making the transfer. The assignee or transferee (purchaser) is the creditor to whom the assignment is being made.

- Enter Name of Seller.
- Enter Name of Purchaser.

- Click Next to continue.

STEP 7 The Modify Docket Text screen displays:

- Modify Docket Text.
- Click Next to continue.

STEP 8 The Final Approval screen displays:

- Verify Final Docket Text.
- Click Next to continue.

STEP 9 The Notice of Electronic Filing screen displays. (Refer to the *Notice of Electronic Filing Module* for complete instructions.)