

Assignment of Claim

Last Updated: June 2012

This module explains how to file an assignment of a claim.

- 1. Click 'Bankruptcy' on the Blue Menu Bar**
 - Select the 'Claims: Other Actions' hyper link
- 2. The Case Number screen display:**
 - Type the case number in yy-nnnnn format
 - Click 'Next'
- 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'
- 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'.
 - Click 'Next'
- 5. The PDF Document Selection screen displays:**
 - Click 'Browse'
 - Click 'Next'

6. The Transfer type screen displays:

IMPORTANT: The following party & claim 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.

- Select the appropriate radio button for the transfer type.
- Click 'Search Creditors' and then select the Name of the Purchaser (Transferee, Assignee)
- If the Purchaser is not found, Click 'Add New Creditor'. Type the name and address of the creditor in the box and click 'Submit'.
- Click 'Search Creditors' and select the name of the Seller (Transferor, Assignor)
- Click 'Next' to continue or (continue adding additional claims by clicking 'Search Creditors').
- Click 'Transfer More Claims' if you have more than the additional 2 (3 total) provided.

NOTE: The creditor name may be 50 characters (including blank spaces). The address may be 5 lines, 40 characters each (including blank spaces).

- Verify case information. Click 'Next'.

7. The Modify Docket Text screen displays:

- Modify Docket Text from drop down arrow. (i.e. Amended etc.)
- Click 'Next'

8. The Final Approval screen displays: **Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**

- Verify Final Docket Text
- Click 'Next'

9. The Notice of Electronic Filing screen displays.