

# OBJECTION TO CLAIM

*Last Updated: April, 2009*

This module explains how to docket an Objection to a Claim.

**STEP 1** Click the Bankruptcy hyperlink on the Main Menu.

**STEP 2** The Bankruptcy Events screen displays:

- Click the 'Claims: Other Actions' hyperlink.

**STEP 3** The Case Number screen displays:

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

**STEP 4** The Available Events screen displays:

- Scroll down to 'Objection to Claim' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
- Select 'Objection to 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 5** The Select Party screen displays:

- Scroll through the list of parties and if the party exists, select the name and
- Click Next to continue, or if the party is not found click Add/Create New Party (Refer to the Add/Create New Party module for complete instructions.)

**STEP 6** The Attorney Party Association screen appears: (This screen will only appear if it is the first time you are filing a pleading on behalf of this party.)

- Check the box to associate yourself with your client.
- Click Next to continue.

**STEP 7** The PDF Document Selection screen displays:

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

**STEP 8** The Service Date screen appears:

- Enter in the service date.

**STEP 9** The deadlines screen appears:

- DO NOT change any dates. Review.
- Click Next to continue.

**STEP 10** The Select a Claim screen appears:

- Click the drop down arrow to reveal a list of claims.
- Select the claim by clicking on it. The claim number will appear in the Claims Selected window
- Click Next to continue.

**STEP 11** Request for Data Screen displays:

- Enter the Creditor Name
- Enter the Amount of Claim to which you are objecting.
- Click Next to continue.

**STEP 12** The Modify Docket Text screen displays:

- Modify Docket Text as appropriate.
- Click Next to continue.

**STEP 12** The Final Docket Text screen displays:

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

**STEP 14** The Notice of Electronic Filing screen displays. (Refer to the *Notice of Electronic Filing* Module for complete instructions.)