



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

ASSIGNMENT OF CLAIM

Claims can be assigned electronically using the following steps:

FILING STEPS:

1. Under Bankruptcy, select 'Claims: Other Actions.'
2. Enter or verify the bankruptcy case number.
3. Select 'Assignment of Claim' as the event type.
4. Select the party filer. If the correct party is not listed, select 'Add/Create Party' and follow the instructions to add the new party to the case.
5. Browse and attach your PDF.
6. The transfer type screen will display.
IMPORTANT: 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.
 - a. Select the appropriate radio button for the transfer type.
 - b. Select the Name of the Purchaser (Transferee, Assignee).
 - c. If the Purchaser is not found, Click 'Add New Creditor'. Type the name and address of the creditor in the box and click 'Submit'.
 - d. Click 'Search Creditors' and select the name of the Seller (Transferor, Assignor).
 - e. Click 'Next' to continue (or continue adding additional claims by clicking 'Search Creditors').
 - f. Click 'Transfer More Claims' if you have more than the additional 2 (3 total) provided.
7. The filing fee message displays, Click 'Next'
8. Modify the docket text if needed using the drop-down menu.
9. The final approval screen displays. Verify the docket text before submitting.