CLAIMS REGISTER

A claims register refers to a list maintained for each case that contains at-a-glance information of all the proofs of claim that have been filed with the court. Note that it may not include all claims listed by the debtor on their schedules.

To access the Claims Register:

1.   **Select "Reports" on the blue menu**

2.   **The PACER screen displays**
     •   Enter your PACER login, password, client code (if desired) and login.

3.   **Select the "Claims Register" hyperlink**

* The 'Claims Register' report may be generated from the 'Reports' hyperlink on the CM/ECF Blue Menu Bar.

REPORT GENERATION STEPS

2.   **Click 'Query' or 'Reports' on the Blue Menu**

3.   **The Pacer Login screen displays:**
     •   Enter your PACER login and password, and a client code, if desired
     •   Click Login

4.   **The Reports or Query screen displays:**
     •   Select the 'Claims Register' hyper link

5.   **The Claims Register information screen displays:**
     •   Claim Register information can be requested by and limited by:
        a.   Case Number (a required field)
        b.   Creditor Type
        c.   Creditor Number
        d.   Creditor Name
        e.   Claim Number or Number Range
        f.   Filed or Entered Date or Date Range
     •   To view all claims activity for a case, enter only the case number then click 'Run Report'

6.   **The Claim Register screen displays:**
  - The Case number and Case Title, provides a hyper link to the docket sheet
  - Case information such as the Office, Trustee, Judge and Flags is displayed
  - Last Date to File Claims (other than government)
  - Last Date to File (Gov't) Governmental claims

7.   **Each Claim listed will contain:**
  - Name of the creditor with a hyperlink for creditor history
  - Claim No.
  - Filed Date
  - Date Entered
  - Amended Claim No. if amended
  - Status: Expunged, Disallowed, Withdrawn, etc. (with hyper link to document)
  - Filed by: Creditor, Debtor, Trustee, etc.
  - Entered by: (person who entered the claim on the record)
  - Modified: (date modified)
  - Types of Claims: (Secured, Priority, etc. and Amount)
  - Total amount claimed
  - History: History of the creditor
  - Claimant History: History of creditor changes
  - The Claim Number is a hyper link to the claim and any supporting attachments
  - Hyper link to Document numbers to any Motions/Objections concerning the claim
  - A Claims Register Summary displaying the total amount claimed in each category and the total amount of all the claims

8.   **The PACER Service Center Transaction Receipt will show your PACER Login,** description, case number, billable pages, and cost