



# UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

## CM/ECF Attorney Training Module

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### OBJECTION TO CLAIM

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**The Objection to Claim must include the required 30-day language allowing time for responses and must also include a Certificate of Service.**

#### FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events screen displays:
  - Click 'Claims: Other Actions'
3. The Case Number screen displays:
  - Enter the case number in the yy-nnnnn format
  - Click 'Next'
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'
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 Add/Create New Party for complete instructions)
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'
7. The PDF Document Selection screen displays:



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- Click 'Browse', (Refer to Navigating through Directories for complete instructions.)
  - Click 'Next'
  - Is this amended a previously filed Objection to Claim?; select 'No/Yes/' from the drop-down menu
8. The Service Date screen appears:
- Enter the date of service
  - The deadlines screen appears
  - DO NOT change any dates. Review.
  - Click 'Next'
9. 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'
10. Request for Data Screen displays:
- Enter the Creditor Name
  - Enter the Amount of Claim to which you are objecting
  - Click 'Next'
11. The Modify Docket Text screen displays:
- Modify docket text as appropriate
  - Click 'Next'
12. The Final Docket Text screen displays:
- **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to correct this submission if you continue. Have you redacted?**
  - Verify the Final Docket Text



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- Click 'Next'
13. The Notice of Electronic Filing screen displays. (Refer to Notice of Electronic Filing for complete instructions.)