

## Additional Creditor Filing Information

- Official forms are available on the Bankruptcy Forms page of the U.S. Courts [Website](#).
- Rule 5005(a)(2) permits a court by local rule to permit the filing, signing, and verifying of documents electronically. The Filing electronically deems the document signed.
- *Penalty for fraudulent filing: Fine of up to \$500,000 imprisonment for up to 5 years, or both.* 18 U.S.C. §§ 152 and 3571.

### Proof of Claims

- Creditors are required to file Proof of Claim forms for all chapters electronically.
- Official Form 410 is required. Supplemental documentation to the claim may be attached.
- **The address of the creditor** is automatically added to the mailing matrix of a case when a proof of claim is filed to ensure service of case-wide documents.
- The full name and title of a creditor or other person authorized to file a proof of claim must appear on the form. If a party other than the creditor is filing the proof of claim, the address of that party must be included. Filing a proof of claim electronically deems the claim signed by the creditor or authorized person.
- **Amended Claims** - Check the box indicating that the claim amends a previously filed claim. Select the court claim number.
- An attorney may file the proof of claim through the website, indicating, "filed by: attorney" or may obtain a live ECF login and password.
- For more information, [click here to be re-directed to the Court's webpage on Proofs of Claim](#).

### Claim Supplements

- Applicable Law and Rules - 11 U.S.C. § 501; Rules 3001, 3002.1
- Official claim supplement forms are available on the Bankruptcy Forms page of the U.S. Courts [Website](#).
- An official form must be attached. Supplemental documentation may be attached.

### Reaffirmation Agreement

- Creditors are required to file a Reaffirmation Agreement Cover Sheet ([Bankruptcy Official Form 427](#)) and a Reaffirmation Agreement ([Bankruptcy Official Form 2400A](#)) electronically.
- Official [Form 2400A/B ALT](#).
- The Official Form 2400A must be attached. Supplemental documentation to the reaffirmation agreement may be attached.
- **Amended Reaffirmation Agreements** - Check the box indicating the Reaffirmation Agreement is amended.

- [Administrative Order](#) Adopting Procedures for Ch. 7 Reaffirmation Agreements (3/15/07)

#### **Notice of Address Change**

- Attorney filers are required to access ECF and docket a notice of address change electronically under Notice.
- The entry of creditor information will complete the Court's Local Form 12, Notice of Case Specific Address. Select the correct purpose for the new address.

#### **Request for Notice**

- If the creditor has a staff attorney, the attorney should file the Request for Notice and if needed Notice of appearance through ECF under the Notice category.
- Applicable Law and Rules - **Fed. R. Bankr. P. 2002(g) and 9007 and 11 U.S.C. § 342**
- Administrative Order: [Directing Electronic Filing of Requests for Notice](#) (09/03/08)

#### **Transfer of Claim Limited Filer Procedure**

- **Effective May 1, 2013**, all Claim Transfers will be required to be filed using a CM/ECF Limited Login. A new fee of \$26 will be charged for each claim transferred.
- Creditors are required to file Transfers of Claim ([Bankruptcy Official Form 2100A](#)) electronically.
- The Official Form 2100A must be attached. Supplemental documentation to the Transfer of Claim may be attached.
- Transfer of Claim Instructions for Limited Filers: