

NOTICE OF TRANSFER OF CLAIM LIMITED FILER PROCEDURE

- **Effective May 1, 2013, all Claims Transfers will be required to be filed using a CM/ECF Limited Login. A \$26.00 fee will be charged for each claim transferred.**

- **Bankruptcy Official Form 2100A is required to be filed.**

The following outline will guide you through the Transfer of Claim program.

1. Creditor/Limited Filer accesses ECF with a limited login/password. Click on bankruptcy/Claims events.
2. Select Claim Actions; Creditor inserts case number. The verification of case name displays. The screen will reflect a warning message if the case is closed or consolidated. If you choose to continue, select available event – Transfer of Claim.
3. Browse and attach the PDF image of the transfer of claim Form 2100A. Supporting documentation may be attached.
4. The Transfer type defaults to 3001(e) 2. The filer should change the type if necessary.
5. The creditor/transferee may type in their name and search creditors, if not found, Add New Creditor and Address.
6. The filer will then search for Transferor. Choose Search Creditors to see a list of all creditors in the case. Look to the right of the creditor name and address to see claim numbers displayed that coincide with that creditor. Choose the applicable creditor/claim number.
7. Multiple transfers may be filed in the same case by choosing the correct creditor and claim number. The PDF image previously attached should include all transfers for the case. The \$26.00 Fee will be charged for each transfer at the end of the transaction.
8. Once complete, the filer will submit the Claim Transfer.
9. The final screen will display and verify that the transfer of claim was filed on the present date.
10. Pay the designated fee.

The results of this transaction include the following:

- The entry is docketed in the case and will appear on the docket report with a document number assignment.
- The entry will appear on the Claims Register and also reflect the document number assignment.
- The entry will change the creditor(s) name on the related proof of claim to the transferee.