

United States Bankruptcy Court for the Western District of Pennsylvania ePOC Filing Guide (screen shots and explanations)

United States Bankruptcy Court WESTERN DISTRICT OF PENNSYLVANIA

File Claim

Case Number

18-10002

Find This Case

← Case Number Format: yy-nnnnn

Example: 14-00002

Name of Creditor

Unicorns Unlimited

← Search for a creditors: Enter a creditor's name or leave black to see all creditors or to create a creditor.

Filed by Creditor

← Select filer type.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

IMPORTANT WARNING: A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Next

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Only enter your name for the signature, /s/ is automatically input into the form.

Installed Version: 5.0

Select Creditor

- Unicorns Unlimited**
100 Rainbow Lane
Fairyland, FL 12345

Select if this is
the correct
creditor.

- Creditor not listed

NOTE: The creditor's
name and address must
be an exact match. If it is
not, please create a new
creditor record.

You selected "FILED BY" as CREDITOR. If this is incorrect, [START OVER!!](#)

ALL "Yes/No" Questions MUST be ANSWERED

CONFIRM this is the CORRECT Case

Debtor 1 **Jane Doe**
Debtor 2
(Spouse, if filing)
Case number: **18-10002**

Please, verify case name and number.

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

Part 1: Identify the Claim

1. Who is the current creditor?

Name of the current creditor (the person or entity to be paid for this claim)

If you selected "Creditor not listed" on the prior page, then the name and address fields will be blank and must be populated.

Address where notices should be sent (Do not add the creditor's name in the address)

If you selected a creditor on the prior page, the name and address will appear. **NOTE:** The creditor's name and address must be exact. Example: PNC Bank is not PNC Home Finance. If the creditor name is not exact, go back and click "Creditor not listed" and create a new creditor record.

Check for a Foreign Address

(City, State, Zip) , -

Telephone Number:

Email:

Other names the creditor used with the debtor

2. Has this claim been acquired from someone else? Yes No

3. Where should notices and payments to the creditor be sent?

(Notice Address Completed in Section 1)

Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)

CHECK if Payment Address differs from Notice Address

If payment should go to an address different from the creditor's address, click here and enter the payment address.

Uniform claim identifier for electronic payments in chapter 13 (if you use one):

[\(See instructions\)](#)

4. You must select the creditor who filed the claim to amend a claim

Does this claim amend one already filed? Yes No

If you had selected a creditor on the prior screen you could choose this option if amending a prior filed claim.

5. Do you know if anyone else has filed a proof of claim for this claim? Yes No

Part 2: Give Information About the Claim as of the Date the Case Was Filed

6. Do you have any number you use to identify the debtor? Yes No

7. How much is the claim? (required)

Does this amount include interest or other charges?

No

Yes. Attach statement itemizing interest, fees, expenses, or other charges required by Bankruptcy Rule 3001(c)(2)(A).

If you have entered a claim amount of \$0, the claim amount is unknown, or the claim is unliquidated, please enter a brief explanation.

Comment:

← Comments entered here will appear on the Claims Register.

8. What is the basis of the claim? (required)

Examples: Goods sold, money loaned, lease, services performed, personal injury or wrongful death, or credit card.

Attach redacted copies of any documents supporting the claim required by Bankruptcy Rule 3001(c).

Limit disclosing information that is entitled to privacy, such as healthcare information.

[\(See instructions\)](#)

← Clicking on any link will open the Instruction page for Official Form B410.

9. Is all or part of the claim secured?

No

Yes. The claim is secured by a lien on property.

← If you select Yes, additional fields will appear for you to provide more detail regarding the secured claim.

10. Is this claim based on a lease?

No

Yes. Amount necessary to cure any default as of the date of the petition. \$

11. Is this claim subject to a right of setoff?

No

Yes. Identify the property:

12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)?

No

Yes Check all that apply:

Amount entitled to priority

Documents: Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both.

Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called "Bankruptcy Rule") 3001(c) and (d). [\(See instructions, and the definition of "redacted".\)](#)

Attachments:

- Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.
- Attachments to the Proof of Claim are required to be PDF files.
- Attachments to the Proof of Claim are NOT to exceed 200 Mb in size.
- Multiple attachments to the Proof of Claim are permitted.
- **Do not upload a completed Proof of Claim form as an attachment to this filing.** Attaching a completed Proof of Claim will result in multiple versions of the form being filed (the electronically created proof of claim form plus the proof of claim attached). If filing an Amended Proof of Claim, the attachment of the previously filed claim is allowed.

DO NOT attach Proof of Claim form B410. This fillable form will create the B410 form when you hit "Submit Claim" below.

Note: You will have the option to select files to upload for this claim once you click on the "Submit Claim" button below

Do you wish to attach supporting documentation? Yes No

Part 3: Sign Below

The person completing this proof of claim must sign and date it. FRBP 9011(b).

If you file this claim electronically, FRBP 5005(a)(2) authorizes courts to establish local rules specifying what a signature is.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157 and 3571.

Check the appropriate box: **(required)**

I am the creditor.

I am the creditor's attorney or authorized agent.

I am the trustee, or the debtor, or their authorized agent. Bankruptcy Rule 3004.

I am a guarantor, surety, endorser, or other codebtor. Bankruptcy Rule 3005.

← Select one of the four filer types.

I understand that an authorized signature on this Proof of Claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.

I have examined the information in this Proof of Claim and have a reasonable belief that the information is true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Print the name of the person who is completing and signing this claim:

Signature*

Title

Company

*Type Full Name **(required)**

Identify the corporate servicer as the company if the authorized agent is a servicer

Address

Number and Street

(City, State, Zip) -

Contact Phone:

Email:

9816

Enter Verification Code (required)

** Verify debtor name(s) prior to submitting claim to be filed.

Again, verify the case name before submitting.

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both.

18 U.S.C. §§ 152, 157, and 3571.

SUPPORTING DOCUMENTATION (files should be limited to 200 Mb in size.)

Choose File No file chosen

You have reached this screen because you selected YES to attach supporting document(s). Browse and attach your supporting document(s). **DO NOT ATTACH FORM B410 - PROOF OF CLAIM.** After you add the first attachment, you will be given the opportunity to add additional attachment or remove an attachment.

Add Attachment File Proof of Claim

When you are done adding attachments, click File Proof of Claim.

Successful verification ...  **Congratulations!** You have successfully filed a Proof of Claim.

Your claim was successfully filed in case number 18-10002.

Your claim number is 7.

 [Click this link to view and/or print your claim.](#)

Open in new window: Click [7](#) to view/print your filed claim.

*Note: Any attachment(s) added will **NOT** be available to view/print unless you have a Pacer account.*

[File additional claims](#)  [Click this link if you have more claims to file.](#)