

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF LOUISIANA**

**ELECTRONIC CASE FILING
STEP BY STEP GUIDE
FOR CREDITORS**

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SECTION 1:
FILING A PROOF OF CLAIM

Filing a Proof of Claim

- Go to our website www.lamb.uscourts.gov
 - Click on **ECF Live Database**
 - Type in your login and password
 - Click on **“bankruptcy”** (a list of bankruptcy events will be displayed)
 - Click on **“File Claims”**
- On the first screen, you will be asked for the case number and name of creditor. You must enter a case number, but you do not have to enter the creditor name if you want all of the creditors in a case to appear. For type of creditor, choose the default of creditor. (If you choose another type of creditor, nothing will appear) Click **“next”**.

- On the next screen, you will see a box that contains all of the creditors that have been added to that case. (Click on the down arrow to view all creditors) Click on the creditor for which you are filing this claim and click **“next”**. **NOTE: If you are not listed on this screen, click “add creditor”**. You will then see the case number displayed. Click **“next”** and type the name and address of the creditor. Then click **“last entry”** and **“next”**. Then click **“submit”**. **“last**
Once
click
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the creditor has been added, you may on **“file proof of claim”** and proceed with filing of the claim.

- The next screen will ask you to enter information that is found on the claim. finished, click **“next”**. **the**
Once you are

- You will then be asked to choose the pdf associated with this claim. Attach the appropriate document pdf file and click “next”.



document pdf file and click

- The next screen gives you the “**Notice of Electronic Claims Filing**”, which gives you the claim number. You can print this page for This will be the only proof of filing You will notice that the case number are underlined. Those are case. You may click on those and view the claim or docket sheets.



your records. that you will have. and claim number hyperlinks to that login into Pacer to

SECTION 2:

**FILING A NOTICE OF
APPEARANCE AND
REQUEST FOR NOTICE**

Filing a Notice of Appearance and Request for Notice

- Go to our website www.lamb.uscourts.gov
- Click on **ECF Live Database**
- Type in your login and password
- Click on **“bankruptcy”**
- Click on **“Creditor Claim Actions”**
- The first screen will ask for the case number. Enter the case number and click **“next”**.
- You will then be asked to choose the document you are filing. Be sure to check the case number and case name to ensure you are filing in the correct case. Click on the appropriate action and click **“next”**.



- On the next screen, simply click **“next”**.
- The computer will then ask for the pdf document associated with this filing. Select the appropriate pdf and click **“next”**.
- The next screen is your preliminary docket text. It allows you the opportunity to enhance the docket text. You will enter the name of the creditor whose behalf you are filing the notice of appearance. Once you have done this, click **“next”**.

- The next screen is very important. You will see a warning that says: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue”**. Read the text (this is how it will appear on the docket sheet) and if it is **“next”**.



completely correct, click

- The last screen gives you the **“Notice of Electronic Filing”**, which gives you the document number. You can print this page for your records. This will be the only proof of filing that you will have. You will notice that the case number and document number are underlined. Those are hyperlinks to that case. You may click on either of those and login to Pacer to view the document or docket sheet.



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SECTION 3:

FILING A

REAFFIRMATION AGREEMENT

Filing a Reaffirmation Agreement

- Go to our website, www.lamb.uscourts.gov
- Click on **ECF Live Database**
- Type in your login and password
- Click on **“bankruptcy”** (a list of bankruptcy will be displayed)



events

- Click on **“Creditor Claim Actions”**. Enter the number and click **“next”**
- The next screen will ask you for the type of document you are filing. Click **“reaffirmation agreement”** and click **“next”**.

case



- Click **“next”** on the following screen.
- The next screen will ask you for the pdf document associated with this reaffirmation agreement. Choose the appropriate pdf document and click **“next”**.
- On the next screen, you will see the preliminary docket text. You will need to enhance the text in the box to include the creditor that is filing the reaffirmation agreement with the debtor. Click **“next”**.
- The following screen gives you the final docket text. You will see a warning that states: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** Please ensure that this is the correct reaffirmation agreement that you wish to file. Click **“next”**.

- The final screen gives you the **Filing**, which gives you the may print this page for your records. You number and document number are hyperlinks. You may click on either of those hyperlinks and login into Pacer to view the document or the docket sheet.



“**Notice of Electronic** document number. You This will be the only will notice the case underlined; those are



SECTION 4:

FILING A RESPONSE TO AN OBJECTION TO PROOF OF CLAIM

Filing a Response to Objection to Proof of Claim

- Go to our website, www.lamb.uscourts.gov
- Click on **ECF Live Database**
- Type in your login and password
- Click on **“bankruptcy”** (a list of bankruptcy events will be displayed)
- Click on **“Creditor Claim Actions”**, enter the case number, and click **“next”**.
- You will then be asked to select the type of document you are filing. Click on **“Response to Objection to Proof of Claim”** and click **“next”**.
- Just click **“next”** on the following screen.
- The computer will then ask you for the pdf document associated with this filing. Choose the appropriate pdf and click **“next”**.

A screenshot of the ECF Live Database interface. The page has a blue header with the ECF logo and navigation links. Below the header, there is a form with several input fields and a 'Next' button. The form appears to be for entering case details.

- On the next screen, you will be asked for the date and time of the hearing on the response. You will enter the date and time of the hearing to the objection to claim. You are also asked if this document refers to an existing document in this case. You need to check the box to link the response to the objection to claim. Once you have checked the box, click **“next”**.

A screenshot of the ECF Live Database interface. The page has a blue header with the ECF logo and navigation links. Below the header, there is a form with several input fields and a 'Next' button. The form appears to be for entering hearing information.

- On the next screen you will be prompted to category of documents that your response refers to. **“claims”** and click **“next”**.

A screenshot of the ECF Live Database interface. The page has a blue header with the ECF logo and navigation links. Below the header, there is a list of document categories. The 'claims' category is highlighted.

select the
Select

- The next screen will show you the claim that was filed. Put a check in the box next to objection, and click “next”.



objection to the

- You will then see a screen that allows you to w the date, time, and location of the hearing. You will need to place a check in the box next to the objection remove the check from the box next to “Create dule record for current docket entry”. Then click “next”.



review then and Schedule “next”

- The next screen is the preliminary docket text screen. You should enhance the text to say who the response is being filed by (i.e. the creditor’s name). Then click “next”.



- The following screen will give you the final docket text screen. You will see a warning that states: “Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.” Please ensure that the information is correct and click “next”.



docket text

- The final screen gives you the “**Notice of Electronic Filing**”, which gives you the document number. You may print this screen for your records. This will be the only proof of filing that you receive. You will notice that the case number and document numbers are underlined; those are hyperlinks. You may click on either of those hyperlinks and login to PACER to view the document or docket sheet.

SECTION 5:

FILING A TRANSFER OF CLAIM

Filing A Transfer Of Claim

- Go to our website www.lamb.uscourts.gov
- Click on **ECF Live Database**
- Type in your login and password.
- Click on **“bankruptcy”** (a list of bankruptcy events will be displayed)
- Click on **“Creditor Claim Actions”**, enter the case number, and click **“next”**.
- You will then be asked to select the type of document you are filing. Click on **“Transfer of Claim”** and click **“next”**.
- Just click **“next”** on the following screen.
- The computer will then ask you for the pdf document that is associated with this filing. Choose the appropriate pdf that contains your transfer of claim and click **“next”**.



- On the next screen, you will enter the creditor that the claim is being transferred to (transferee) and the creditor who is transferring the claim (transferor). Then you will enter the claim number and the amount of the claim transferred. Click **“next”**.



- The next screen will be your preliminary docket text may enhance here, if necessary. Click **“next”**.



- The final docket text screen will appear. You will see a warning that states: **“Attention! Submitting this screen this transaction. You will have no further opportunity to submission if you continue.”** Please ensure that all of the information is correct and if so, click **“next”**.



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information

- The final screen gives you the “**Notice of Electronic Filing**”, which gives you the document number. You may print this screen for your records. This will be the only proof of filing that you receive. You will notice that the case number and document number are underlined; these are hyperlinks. You may click on either of those hyperlinks and login to PACER to view the docket sheet or the document.



SECTION 6:

FILING A WITHDRAWAL OF UNCLAIMED FUNDS (APPLICATION)

Filing a Withdrawal of Unclaimed Funds

- Go to our website www.lamb.uscourts.gov
- Click on **ECF Live Database**
- Type in your login and password
- Click on **“bankruptcy”** (a list of bankruptcy events will be displayed)
- Click on **“Creditor Claim Actions”**, enter the case number, and click **“next”**.
- You will then be asked to select the type of document you are filing. Click on **“Withdraw Unclaimed Funds (Application)”** and click **“next”**.

- Just click **“next”** on the following screen.
- The computer will then ask you for the pdf document that is associated with this filing. Choose the appropriate pdf that contains your application for unclaimed funds and click **“next”**.



- The next screen will be your preliminary docket text screen. You can enhance your text here to include the creditor’s name as the filer.



- The final docket text screen will appear. You will see a warning that states **“Attention! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** Please ensure that all of the information is correct and if so, click **“next”**.



- The final screen gives you the **“Notice of Electronic Filing”**, which gives you the document number. You may print this screen for your records. This will be the only proof of filing that you receive. You will notice that the case number and document number are underlined; these are hyperlinks. You may click on either of those hyperlinks and login to PACER to view the docket sheet or the document.



