

**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”**. Once the creditor has been added, you may click on **“file proof of claim”** and proceed with the filing of the claim.

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

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

- The next screen gives you the “**Notice of Electronic Claims Filing**”, which gives you the claim 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 claim number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the claim or docket sheets.

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 completely (this is how it will appear on the docket sheet) and if it is correct, click **“next”**.



- The last screen gives you the **“Notice of Filing”**, which gives you the document number. **Electronic Filing** 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.



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



- 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!! 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”**. **Submitting have no**



- The final screen gives you the **“Notice of Electronic Filing”**, which gives you the document number. You may print this page for your records. This will be the only proof of filing that you receive. You will notice the case number and document

number are underlined; those are hyperlinks. You may click on either of those hyperlinks and login into PACER to view the document or the docket sheet.

ECF Bankruptcy Adversary Query Reports Utilities Logout

Notice of Electronic Filing

The following transaction was received from Hager, Beth on 1/24/2001 at 9:05 AM CST

Case Name: Linda Browning Mayer
Case Number: [01-10029](#)
Document Number: [16](#)

Docket Text:
Reaffirmation Agreement Between Debtor and Filed by Sears. (Hager, Beth)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\My Documents\dyproceeding.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=973335398 [Date=1/24/2001] [FileNumber=2993-0] [4
d698cab01444a22c068d7d13c62c6a99c71448f64725c1ca4158333881497dbakdE

SECTION 4:

FILING A RESPONSE TO AN OBJECTION TO PROOF OF CLAIM

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

ECF Bankruptcy Adversary Query Reports Utilities Logout

File a Claim action:
01-10880 T. Monk and Joan Monk

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	05/09/2001	26	Objection to Claim Filed by Samera L. Abide. (Menzar, Monica)

Next Clear

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

ECF Bankruptcy Adversary Query Reports Utilities Logout

File a Claim action:
01-10880 T. Monk and Joan Monk

The following schedule records will be associated with the docket entries specified below.

Type	hrg.
Date	6/8/2001
Time	09:00
Location	707 Florida St., Rm. 222
Prompt	

Select from the following docket entries those which the above schedule records should be associated with.

Create Schedule record for current docket entry.

Objection to Claim Filed by Samera L. Abide. (Menzar, Monica)

Next Clear

- 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”.

ECF Bankruptcy Adversary Query Reports Utilities Logout

File a Claim action:
01-10880 T. Monk and Joan Monk

Docket Text: Modify as Appropriate.

Response to Objection to Proof of Claim Filed by Seare (related document(s)26). Hearing scheduled for 6/8/2001 at 09:00 AM at 707 Florida St., Rm. 222. (Hager, Beth)

Next Clear

- 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”.

ECF Bankruptcy Adversary Query Reports Utilities Logout

File a Claim action:
01-10880 T. Monk and Joan Monk

Docket Text: Final Text

Response to Objection to Proof of Claim filed by Seare (related document(s)26). Hearing scheduled for 6/8/2001 at 09:00 AM at 707 Florida St., Rm. 222. (Hager, Beth)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- 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 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 being transferred. Click **“next”**.



- The next screen will be your preliminary docket text screen. You 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 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 you 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.

The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the main content area is titled "File a Claim action:" and shows a transaction for "01-10080 T. Monk and Joan Monk". The text indicates that the transaction was received from Hager, Beth on 5/25/2001 at 11:26 AM CET. Key details include: Case Name: T. Monk and Joan Monk; Case Number: 01-10080; Document Number: 34. The docket text describes the transaction as a "Transfer of Claim, Transfer Agreement 3001 (e) 1 Transferors: Sears(Claim No.2, Amount 551.24) To Max Recovery, 1 (Hager, Beth)". Finally, it lists the document description as "Man Document" and the original filename as "C:\Documents and Settings\hlabeth\My Documents\sbproceeding.pdf".

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.



