

United States Bankruptcy Court - Western District of Virginia

Reference Guide

File an Objection to Claim. Effective 12/01/2017 a prompt has been added to the objection to claim docket event asking filer if a request to determine the amount of a secured claim is included. A notice of hearing must be included with the objection. Effective 6/1/2018 all Objections to Claims will be filed with a notice of objection that substantially conforms to Official Form 420B using this procedure. Do **not** submit an Objection to Claim Order and Notice to CMOrders.

Step	Action
1	Select Bankruptcy>Claim Actions. Enter case number. Next.
2	Verify case number and name of debtor(s). Highlight Objection to Claim. Next. Bypass joint filing with other attorney(s). Next. Highlight the attorney if applicable. Next. Highlight the Party or Add/Create New Party. Next. Next.
3	Select Browse and Upload the correct PDF Document. Next. Is a request to determine the amount of a secured claim included in this objection to claim? Select Yes or No radio button. Next. Select Claim. Next.
4	Enter the Name of Claimant and the hearing date, time, and location. Make sure the correct court location is chosen. Next. Next.
5	Verify final docket text. Next. Have you redacted? If not, start docketing process over after you have redacted and saved your pdf document. If yes, Next. The Notice of Electronic Filing appears and your docketing transaction is complete.