

United States Bankruptcy Court - Western District of Virginia

**Reference Guide**

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Proof of Claim - The claim form is not to 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.

Step	Action
1	Select <b>Bankruptcy &gt; File Claims.</b>
2	The <b>Search for Creditor</b> screen will display. <ul style="list-style-type: none"><li>• Enter <b>Case Number - Next.</b></li><li>• Select the creditor by highlighting with your mouse. Choose yes or no as may be appropriate at verification pop-up screen. Proceed with Step 4.</li></ul> If creditor not listed or listed at a different address, choose <b>Add Creditor</b> and proceed with Step 3.
3	<ul style="list-style-type: none"><li>• Verify case information - <b>Next.</b> Enter name and address of the creditor - <b>Next.</b></li><li>• Screen displays stating number of creditors entered - <b>Submit.</b></li><li>• Select <b>File a Proof of Claim.</b></li><li>• Refer to Step 2.</li></ul>
4	The <b>Proof of Claim Information</b> screen displays. <ul style="list-style-type: none"><li>• Enter the claim data in the appropriate fields. <b>Do Not</b> enter “\$” in the dollar amount fields. Tab to display total.</li></ul> Note: Any text included in the <b>Description</b> and <b>Remarks</b> fields will appear on the <b>Claims Register.</b> Both are 60 characters long - <b>Next.</b>
5	Select <b>Browse</b> to <b>Select the PDF Document.</b> Locate and verify the PDF document you wish to file. Select <b>Open</b> to attach the PDF - <b>Next.</b>
6	The Notice of Electronic Filing screen appears and your transaction is complete.