

United States Bankruptcy Court - Western District of Virginia
Reference Guide

Amended Proof of Claim - Use Official Form B410 (Proof of Claim). Do not file an amended claim if transferring or assigning a claim to another creditor. File a Transfer/Assignment of Claim from the Claims Actions menu.

Step	Action
1	Select Bankruptcy > File Claims .
2	<p>Search for Creditor screen will display.</p> <ul style="list-style-type: none">• Enter Case Number. Next.• Select the creditor by highlighting with your mouse. Next. Proceed with Step 4. <p>If creditor not listed or listed at a different address, choose Add Creditor and proceed with Step 3.</p>
3	<ul style="list-style-type: none">• Verify case number. Next. Enter name and address of the creditor. Next.• Screen displays stating number of creditors entered. Submit.• Select File a Proof of Claim. Refer to Step 2.
4	<p>The Proof of Claim Information screen displays.</p> <ul style="list-style-type: none">• Since you are amending a previously filed claim, select FIND to locate the claim. A list of claims filed will appear. Click on the appropriate claim to be amended.• Make any necessary changes. Do Not enter "\$" in the dollar amount fields. Tab to Amount Claims and enter total. Tab to secured and/or priority field(s), if applicable, and enter appropriate amount. <p>Include additional information in the Description or Remarks section to better explain why the claim is being amended. Any text included in the Description and Remarks fields will appear on the Claims Register. Both text fields are 60 characters long. Next.</p>
5	Select Browse to Select the PDF Document . Locate and verify the PDF document you wish to file. Select Open to attach the PDF. Next . The question "Have you redacted?" appears on this screen for the purpose of giving you an opportunity to double check your document for personal information. Next .
6	The Notice of Electronic Filing screen appears and your transaction is complete.