

**Reference Guide**

**Transfer of Claim** - The process of transferring a claim interacts with the claims register.

Step	Action
1	Select Bankruptcy>Claims Actions. Enter the Case Number. Next.
2	Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select Transfer of Claim. Next
3	Bypass Joint Filing with other Attorney(s). Next.
4	<p>At Select the Party screen highlight party or Add/Create New Party.</p> <ul style="list-style-type: none"> <li>• Search by SSN/ITIN or type last name in Last/Business name field. <b>Search.</b> Highlight and Select name from list or if no match found Create New Party.</li> <li>• Type information in appropriate fields and select party role. Submit.</li> <li>• The party should be highlighted. Next.</li> <li>• Verify the information beside the check box and check or uncheck as appropriate.</li> </ul>
5	Select Browse to locate and verify the PDF document you wish to file. Select Open to attach the PDF. Next.
6	Select claim. Next.
7	Select transfer from drop down box. Next
8	Select Type of Transfer
9	<p>Select Transferee.</p> <ul style="list-style-type: none"> <li>• If there is a match, highlight the creditor. Select.</li> <li>• If the creditor is not listed, close and select Add New Creditor. Enter name and address. Submit.</li> </ul>
10	<p>The transferor, who originally filed the claim, should be located in the creditor database.</p> <ul style="list-style-type: none"> <li>• Choose Search Creditors.</li> <li>• If there is more than one match, select the correct one.</li> <li>• Once this creditor claimant is selected, the name and claim number will appear in the transferor section of the screen.</li> <li>• If more than one claim is being transferred, repeat 6 - Next, Next, Next.</li> </ul>
11	Verify docket text. Next.

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12	Select Pay Now to process payment of \$25 transfer fee.
13	The Notice of Electronic Filing screen appears and your transaction is complete.