

EVENTS FOR LIMITED USERS

**CREDITOR
CLAIMANT
EVENTS**

Revised: 02/12/2016

FILE CLAIMS

Search for Creditor

The creditor must be associated with the case before you add a proof of claim.

- Enter the case number.
- Enter the creditor name or part of the name for a name search. This search is case insensitive and will find all matches that contain the letters entered. Leave the name field blank to view a drop-down list of all creditors.
- Leave the type of creditor at creditor.

Select a Creditor for Claim

Select the creditor for whom the proof of claim is being filed and click *Next*.

If the creditor is not displayed on the list, click on the “Add Creditor” link, which will allow you to add an unlimited number of creditors.

Proof of Claim Information

- Fill in the amount(s) claimed.
- Do NOT fill in the amount(s) allowed.
- If necessary, enter a short description of the claim in the Description field.
- If necessary, enter any remarks in the Remarks field.

CREDITOR MAINTENANCE

Enter individual creditors

- Enter the case number, click *Next*.
- Enter the creditors within the Name and Address box, separating each creditor with a blank line or return.
- When finished adding creditors, click *Next*.

CREDITOR CLAIMANT EVENTS

Certificate of Service

Creditor Request for Notice

Motion for Approval of Reaffirmation Agreement

Motion to Pay Unclaimed Dividends

Motion to Restrict Public Access

Notice of Creditor Address Change

Notice of Mortgage Payment Change

Notice of Postpetition Mortgage Fees, Expenses and Charges

Notice of Withdrawal

Ombudsman Report

Reaffirmation Agreement and Cover Sheet for Debtor without an Attorney

Reaffirmation Agreement w/ Declaration and Cover Sheet

Response Agreeing with Notice of Final Cure Payment

Response Disagreeing with Notice of Final Cure Payment

Satisfaction of Claim

Stipulation To Restrict Public Access

Transcript Request

Withdrawal of Claim