

# FILE SPEED CLAIM

This procedure explains and demonstrates how to successfully file a proof of claim using the ECF Filing System File Speed Claim option. During this process you will search the individual case list of creditors for the name of the creditor and enter the creditor with address if they are not found during the search. This process is simple and routine once familiar with the screens. There are key fields to be aware of however. This document will lead you through this procedure.

## Step 1:

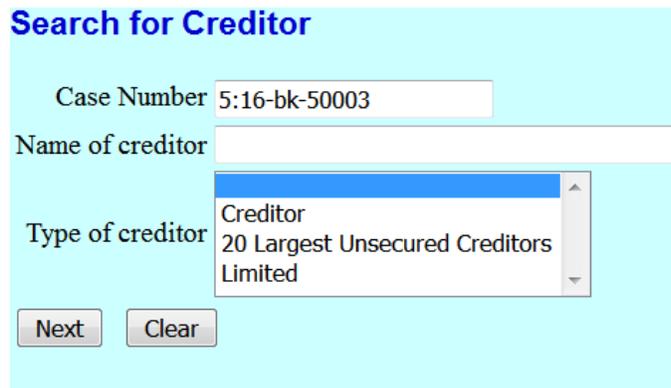
Click the Bankruptcy option on the blue CM/ECF Main Menu Bar.

## Step 2:

Click "File Speed Claim"

## Step 3:

The Search for Creditor Screen appears. Enter the correct case number and enter the name of the creditor filing the claim. Remember, searches in the CM/ECF System are upper/lower case sensitive.



**Search for Creditor**

Case Number

Name of creditor

Type of creditor

Enter the first few letters of the name of the creditor and leave the "Type of Creditor" box at the default of "creditor". Click Next. – **ECF defaults to blank as illustrated above not to "creditor"**.



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**Search for Creditor**

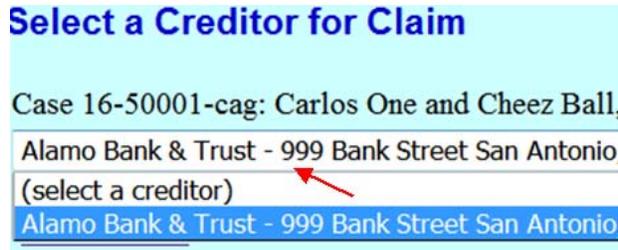
Case Number

Name of creditor

Type of creditor

**Step 4:**

If the search finds a name, review the address to be certain it is correct for your proof of claim filing. Select the creditor name by clicking on it to highlight it.



**Note:** If the drop down box is empty meaning the search result is that no creditor was found with that name, select "Add Creditor" option. Skip Step #5 and move to Step #6.



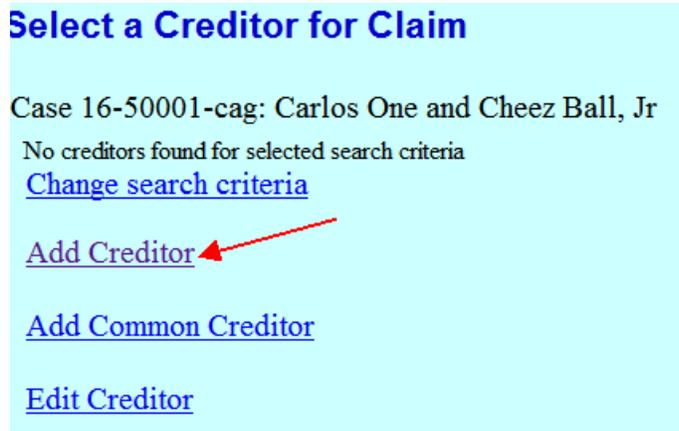
**Step 5:**

You've now entered Creditor Processing. Review case number and proceed on to Step 10.

**Step 6:**

If creditor name not found:

If the creditor name is not found, click on the Add Creditor hyperlink.



The Add Creditor(s) Screen appears. The creditor's name and correct address should be added here in a deliverable format as shown below. Leave the type drop down box at default "creditor". If the creditor is a member of the creditor's committee select "yes". If not, leave the default as is. If this is the only creditor being added to the case at this time, leave the default at "Last Entry". Click Next.

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### Add Creditor(s)

Case 06-10067-fm: already contains creditors!

Case number 06-10067-fm Lawrence Welk  
*Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address  
Bank of America, N.A.  
1234 Money Street  
Dallas, TX 75201

Creditor type Creditor

Creditor committee  No  Yes

Next Clear

#### Step 7:

If you added a new creditor, the next screen tells how many creditors were added during the transaction. Usually, that number will be "1". Click Submit.

**Total Creditors Entered 1**

**Attention!! Submitting this screen commits this transaction. You will have to continue.**

**Have you redacted?**

Submit

#### Step 8:

Click "File Speed-Claim" on the receipt screen to file a claim using Speed Claim Program.

### Creditors Receipt

Case Number	5:16-bk-50003
Total Creditors Added to Database	1

[File A Proof Of Claim](#)  
[File Speed-Claim](#)  
[Return To Creditor Maintenance Menu](#)

**Step 9:**

The Search for a Creditor Screen reappears. Enter the name of the creditor that you just added during Creditor Processing. Click Next.

Case Number 5:16-bk-50003

Name of creditor Creditor Name Here

Type of creditor

- Creditor
- 20 Largest Unsecured Creditors
- Limited

Next Clear

**Step 10:**

The creditor search finds the name of the creditor who was added and appears highlighted in the drop down box. Click Next.

If you see a pop-up window, it may say “No claims have been filed on behalf of creditor”, review the information on screen. If correct, click Yes.

**No claims have been filed on behalf of creditor**

Creditor John Doe  
333 Spring Valley  
Austin, TX 78721

**Is this the correct creditor?**

Yes No

**Note:** If you see a pop-up window, it may say “Claims filed on behalf of creditor” with the already filed claim number or numbers for the selected creditor. If there is already a claim filed and you intend to amend the claim, be sure to enter the appropriate information on the form in regards to amending the claim.

**Claims filed on behalf of creditor**

Creditor New  
333 Long Dr.  
San Antonio, TX 78222

3

**Is this the correct creditor?**

**Step 11:**

The Proof of Claim form is presented (Official Form 410). Be sure to check mark the appropriate boxes on the form and enter data that is appropriate for your claim.

**Note the mandatory check boxes in the following sections: 2, 4, 5, 6, 7, 9, 10, 11, 12**

**Fill in this information to identify the case:**

Debtor 1 John Thomas Smith

Debtor 2  
(Spouse, if filing)

United States Bankruptcy Court for the Western District of Texas

Case number 16-50003-cag Chapter 11

Official Form 410

**Proof of Claim**

Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request in accordance with J.S.C. § 503.

Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Do not send redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.

**Note:** Section 7 of the proof of claim form “How much is the claim” is automatically filled in based on information entered in Section 9 of the claim form.

Value of property: \$

Amount of the claim that is secured: \$

Amount of the claim that is unsecured: \$  (The sum of the secured and unsecured amounts should match the amount in line 7.)

**Step 12:**

At the bottom of the page, select "Yes" if you want to attach documents (i.e. supporting documentation) and click Next. Upload the correct PDF. **Note: we do not accept any other format other than PDF.**

Contact phone  Email

Attachments to Document:  No  Yes

**Step 13:**

The Notification of Electronic Filing Screen appears. The claim has been assigned a "number" which is a hyperlink to the actual document. The filing of the proof of claim has now been completed. Return to the CM/ECF Blue Menu Bar to continue filing other documents or choose Logout.

Notice of Electronic Claims Filing

The following transaction was received from Ruiz, Cathy on 5/19/2016 at 9:51 AM CDT

[File another speed-claim](#)  
[File another claim](#)

**Case Name:** John Thomas Smith  
**Case Number:** [16-50003-cag](#)  
 Creditor New  
**Creditor Name:** 333 Long Dr.  
 San Antonio, TX 78222

**Claim Number:** [3](#) [Claims Register](#)  
**Amount Claimed:** \$5000.00  
**Amount Secured:**  
**Amount Priority:**

The following document(s) are associated with this transaction: