

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

Transfers of Claim can be filed in bankruptcy cases. The following instructions guide you through the process of:

- Filing a Transfer of Claim using ECF.
- Paying the \$25.00 filing fee (per transfer) using our internet payment program, pay.gov.

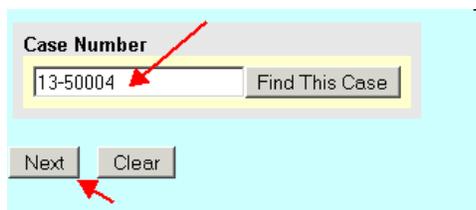
STEP 1 From the ECF main menu bar, click on **Bankruptcy**.



STEP 2 Click on the menu item (or category) "Other."



STEP 3 Enter the case number. Click "**Next**."



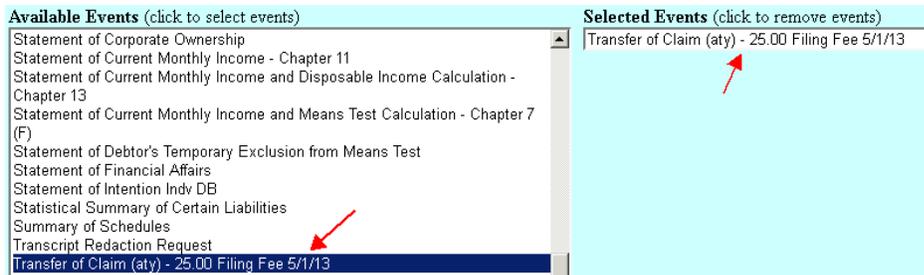
STEP 4 To narrow down the docket event list, type the letters "tra" in search box. Select and click on the docket event "**Transfer of Claim (aty) – 25.00 Filing Fee 5/1/13.**" Press the "**Next**" button.



U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

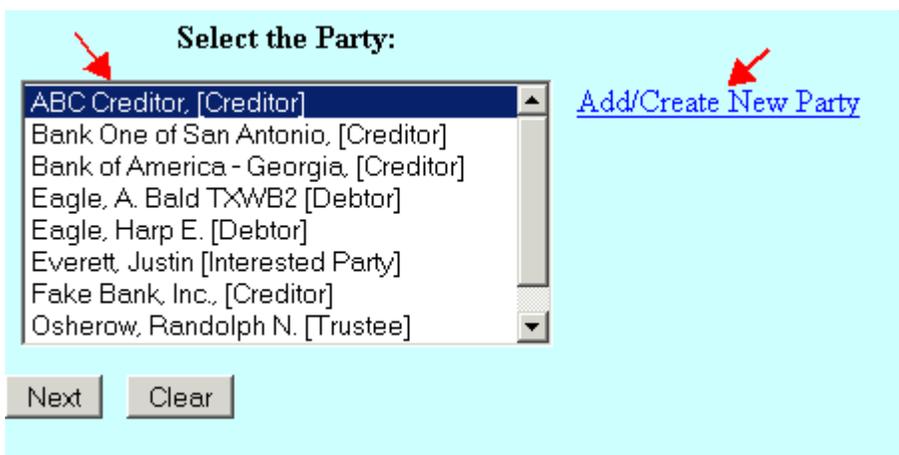
TRANSFER OF CLAIM

Tip: Always check that the correct docket event is highlighted on the left and that the correct docket event appears in the "Selected Events" box to the right. The docket event that appears in the "Selected Events" box is what you are currently filing.



STEP 5 You must select the party filing the Transfer of Claim. The names listed are the parties who have already filed documents on the case docket. If your party name is available for selection, click on the name to highlight the name. Click the "Next" button.

If you do not see your party's name on the list, you must then add the party to the case docket. Click on "[Add/Create New Party](#)" link to add your party filer name to the case docket. (If you need instructions on searching for a name or adding a new name, see instructions below.)



U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

Searching For An Existing Name in ECF:

When adding a party, we prefer that you search our existing name data for a possible match. To search, type the party name or a portion of the party name and press the “**Search**” button.

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

If your search produces results that match your criteria, a results list is displayed. If you find a match, you can select the name from the list by clicking on the name to highlight the name. You must then click on the “**Select name from list**” button.

Party search results

ABC, Houston, TX

ABC

ABC (CWW), tx

ABC (CWW), tx

ABC - Defendant

ABC - Defendant

Creating A New Party in ECF:

If you do not find the exact name match that you desire, click on the “**Create new party**” button to add a new name.

Middle Name

Party search results

No person found.

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

Add the **full name** of the party you represent. The address and phone number are not required but can be added, if you wish. You must select the **“Role”** for the party. Click on the **“Submit”** button when you have entered the party information and role.

Party Information

Last name First name

Middle name Generation

SSN/ITIN 999-99-9999 Tax Id/EIN

Office Address 1

Address 2 Address 3

City State

County Country

Phone Fax

E-mail

Role blank (blank:)

Party text

Submit

Once you have click on the **“Submit”** button, your party is highlighted and selected as the filer. Press the **“Next”** button.

Select the Party:

ABC Creditor of SA. [Creditor]

ABC Bank / Ellis SA. [Creditor]

Bank Creditor, [Creditor]

Bank of America-Atlanta, [Interested Party]

Debtor, San Antonio [Debtor]

Debtor, San Antonio Joint [Debtor]

Martinez, Yolanda [Creditor]

Olson, Marion A [Trustee]

Next Clear

STEP 6 Click the **“Browse”** button to upload your Transfer of Claim PDF document. You can also add supporting documentation to your filing by using the **“Attachments to Document”** button.

Tip: *It a good practice to check every PDF document for accuracy. Avoid errors in your PDF which may invalidate your filing. These are some of the items you can check by previewing your PDF before you upload it to the court.*

- Document has the correct case information (case number and names).
- Check the title of the document.

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

- *If this document requires a signature, check that the document is signed.*
- *Does your PDF document comply with Fed. R. Bankr. P. 9037 regarding redacted filings?*

Select one or more attachments.

Filename
C:\Documents and Settings\ruiz\Desktop [Browse...]

Attachments to Document: No Yes

Next Clear

STEP 7 Click on the appropriate radio button indicating **“With Waiver”** or **“Without Waiver.”** Click **“Next”** button.

Select the Appropriate Radio Button Below:

With Waiver ←

Without Waiver ←

Next Clear

STEP 8 Click the **“Next”** button.

Next Clear

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

STEP 9 You must indicate the transfer type by selecting one of the radio buttons.

A screenshot of a web form for selecting a transfer type. The form has a light blue background. At the top, there is a label "Transfer type" followed by four radio buttons: "3001 (e) 1", "3001 (e) 2", "3001 (e) 3", and "3001 (e) 4". Below this is a text input field labeled "Search for transferee" with a "Search Creditors" button to its right and an "Add New Creditor" button further right. Below the search field is another text input field labeled "Transferee selected".

STEP 10 Search for the name of the transferee. Click on the “**Search Creditor**” button to begin a search of the creditor list for a match of your criteria.

A screenshot of the search interface. The "Search for transferee" text input field contains the letters "AB". A red arrow points from the "Search Creditors" button to the search field. Another red arrow points from the search field to the "Transferee selected" text input field below it. The "Add New Creditor" button is also visible to the right of the "Search Creditors" button.

If your search produced no results, you will get this message similar to the message below.

A screenshot of a message box with a light blue background. The title bar reads "Select creditor". The main text says "No creditors found matching '21'". At the bottom right, there is a "Close" button.

You can also see the entire list of creditors by leaving the search criteria box blank and clicking on the “**Search**” button.

A screenshot of the search interface. The "Search for transferee" text input field is empty. A red arrow points to the "Search Creditors" button, which is highlighted with a red rectangular box. The "Transferee selected" text input field is empty and located below the search field.

From the list of creditors presented, select the transferee’s name by clicking and highlighting the name. Click the “**Select**” button.

A screenshot of a message box with a light blue background. The title bar reads "Select creditor". Below the title bar is a list of creditor names and addresses. The first entry, "A. Bald, TXWB2 Eagle, 1234 Aerie Way, San Antonio, TX 78201", is highlighted in blue. A red arrow points to this entry. At the bottom of the list, there are "Select" and "Close" buttons. A red arrow points to the "Select" button.

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4
Search for transferee
Transferee selected

If your party does not exist on the creditor list, you can also add the creditor at this time by clicking on the “**Add New Creditor**” button. Add the creditor name and mailing address or creditor name and creditor address in care of attorney name and address (see example below).

Note: The information is also placed on the Debtor’s list of creditors.

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4
Search for transferee
Transferee selected

Add new creditor name and address
Name may be 50 characters. Address may be 5 lines, 40 characters each.

STEP 11 Enter the name of the transferor. Once again, you can add search criteria to search the creditor list or you can click on the “**Search Creditors**” button to see the entire list of creditor and make your selection.

Search for transferor
Transferor selected
Claim number
Search for transferor
Transferor selected
Claim number
Search for transferor
Transferor selected
Claim number

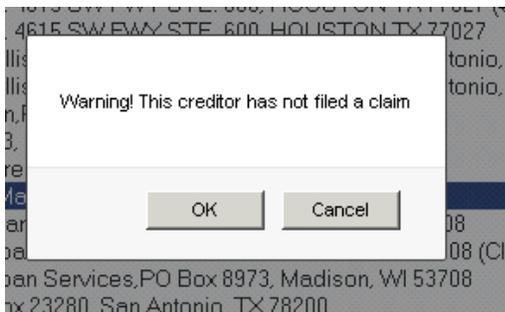
U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

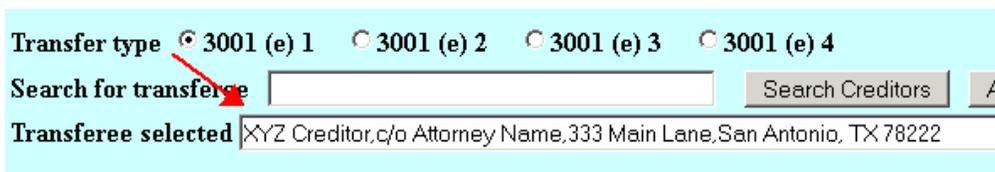
When viewing the list of creditors, the claim number is displayed for creditors who have filed claims.



When you select a creditor who has not filed a claim, you will receive a warning message. Click the "OK" button to proceed or click "Cancel" button to redo your selection.



Once you have selected the transferor name, the name and claim number (if one exists), is displayed.



U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

Once you have selected your transferor, click the “**Next**” button. You may also continue to transfer additional claims by clicking on “**Transfer More Claims**” button.

Search for transferor Search Creditors
Transferor selected ABC Creditor
Claim number
Search for transferor Search Creditors
Transferor selected
Claim number
Search for transferor Search Creditors
Transferor selected
Claim number
Transfer More Claims
Next Clear

STEP 12 You must pay the \$25 (per transfer) fee for filing a transfer of claim. Read the message on the screen regarding filing fees, and press the “**Next**” button.

CREDCOUNT1, DEBDEW1
-- ATTORNEY FILERS -- AFTER YOU ACCEPT YOUR FINAL DOCKET TEXT, AN INTERNET CREDIT CARD PAYMENT SCREEN DISPLAYS
YOU WILL HAVE THE ABILITY TO PAY THE FILING FEE NOW VIA THE INTERNET.
IF YOU ARE FILING AN APPLICATION TO DEFER FILING FEE, APPLICATION FOR WAIVER OF A FILING FEE OR, YOU ARE EXEMPT
FROM PAYING THIS FEE, CALL THE INTAKE DEPUTY AT THE CLERK'S OFFICE IMMEDIATELY.
For instructions on how to make Internet Credit Card payments, click on the yellow question mark above.
Fee: \$25
Next Clear

Note: Payment is recommended as you complete each transaction, or you can make payments for multiple filings after you have completed that day's filings.

*****WARNING:** Fees that remain unpaid will cause your CM/ECF account to be locked and further filing access will be denied.

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

STEP 13 STOP! Please check your final docket text before you click on the “Next” button. Ensure that all the information you have provided is correct. Use your browser back button if you need to navigate to a prior screen to make changes. Note the reminder about complying with the redaction rule (Fed. R. Bankr. P. 9037). When you have completed the checks, press “Next” to file the entry on the case docket.

Docket Text: Final Text

Transfer of Claim (Without Waiver) Transfer Agreement 3001 (e) 1 Transferor: ABC Creditor (Claim No. 3) To XYZ Creditor (Filing Fee \$25) filed by Cathy Ruiz for Creditor ABC Creditor. (Ruiz, Cathy)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted? ←

STEP 14 At the “Summary of current charges” screen click on “Continue Filing” in order to view your notice of electronic filing. (Note: If you pay right away, you lose the ability to view your NEF.)

CWB2 Eagl

Summary of current charges

Date Incurred	Description	Amount
2013-04-12 08:41:54	Transfer of Claim (aty)(13-50004-rbk) [misc,trclm] (25.00)	\$ 25.00
		Total: \$ 25.00

was receive-
ald TXWE
50004-rbk

: Waiver) Th
Ruiz, Cathy,
are associ
fain Docurr
order.pdf

ag Fe

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

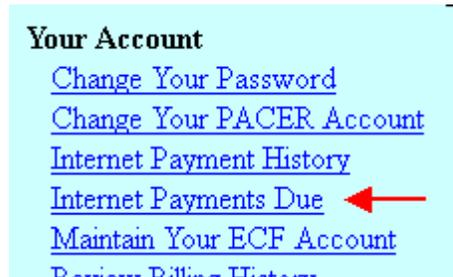
STEP 15 Review your “**Notice of Electronic Filing**” along with the e-mail lists provided. This is your receipt that the document has been filed and given a document number on the case docket. You may print this screen for your records. You will be automatically be emailed a copy of the Notice of Electronic Filing. You may also print this screen for your records.



STEP 16 To pay the filing fee(s) after you have reviewed your NEF, press “**Utilities**” from ECF blue menu bar.



Click on the menu item, “[Internet Payments Due.](#)”



You have the ability to pay your filing fee(s) with a check or credit card via our internet payment program (pay.gov). Proceed as you wish to make payment.

Note: *Filing fees are due the day that you file the document. Delinquent accounts are subject to being locked out of ECF document filing because of delinquent filing fees.*

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

STEP 17 Choose "Select All" or "Check Fees to Pay." Click on the "Next" button.

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2013-04-23 08:28:13	Transfer of Claim (creditor)(13-50003-rbk) [crbatch,transfer] (25.00)	\$ 25.00

Payment with a Check Via ACH

(The required pieces of information are indicated by a red asterisk *.)

Enter the required information, then press "Continue with ACH Payment" button.

Online Payment [Return to your originating applicat](#)

Step 1: Enter Payment Information 1

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$205.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

Payment Date: 04/22/2013

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Place a check mark on the authorization box. You may also request a copy of your bill via e-mail but it is not required. Click on the "Submit Payment" button to process payment.

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

Account Holder Name: Cathy Ruizaty
Payment Amount: \$30.00
Account Type: Business Checking Pa
Routing Number: 042000424
Account Number: *****0012

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address.

Email Address:
Confirm Email Address:
CC:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I agree to the authorization and disclosure language. *

Payment With A Credit Card (plastic card payment)

(The required pieces of information are indicated by a red asterisk *.)

Enter the required information, then press “Continue with Plastic Card Payment” button.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *
Payment Amount: \$175.00
Billing Address: *
Billing Address 2:
City:
State / Province:
Zip / Postal Code:
Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the “Continue with Plastic Card Payment” button to continue to the next step in the Plastic Card Payment process.

Place a check mark in the authorization box. You may also request a copy of your bill via e-mail but it is not required. Click on the “Submit Payment” button to process payment.

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

TRANSFER OF CLAIM

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 |

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Cathy Ruizaty Billing Address: 111 Main St. Billing Address 2: City: State / Province: Zip / Postal Code: 78222 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$175.00 Transaction Date 04/19/2013 1: and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with commas

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transaction

Once you have completed paying the fee, you may print your transaction receipt directly to your printer by clicking on the blue hypertext link "[print a copy of.](#)"

Thank you. Your transaction in the amount of **\$ 25.00** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **220903**.

Detail description:
Transfer of Claim (creditor)(13-50003-rbk) [crbatch,trclmcr] (25.00)

Call the Clerk's Office immediately if you experience problems making an online payment. You may also click our LIVE SUPPORT online help button located on the blue ECF menu bar.

