



File, Amend or Withdraw Proof of Claim Now Program

The File, Amend or Withdraw a Proof of Claim Now program is designed to streamline claims processing by allowing Creditors/Parties to file a claim, amend a claim, withdraw a claim, and file claim supplements, such as notices of mortgage payment change, over the internet from a link on the Court's web site (www.txwb.uscourts.gov). A CM/ECF login is not required. The File, Amend or Withdraw Proof Claim Now program will automatically prepare the Official Bankruptcy Proof of Claim (B410) form (for both filing a claim and amending a claim) based on the information entered into the program. When the filing is complete, a confirmation message is received that the claim, withdrawal or supplement was officially filed with the Court.

This document contains detailed instructions on how to file, amend, withdraw a claim, or file a claim supplement using the File, Amend or Withdraw Proof of Claim Now program. A brief synopsis of each is below:

Filing a Proof of Claim

A proof of claim is a written statement by a party asserting a right to payment from the bankruptcy estate.

Adding an Attachment for a Proof of Claim

An attachment to a claim supports the Creditors right to payment and is typically filed as an Exhibit. The Exhibit is filed as a PDF document when the Support Document screen appears.

Filing an Amended Proof of Claim

An amended proof of claim is filed when a Creditor needs to change information for a Proof of Claim that is already on file with the Court.

Withdrawing a Claim

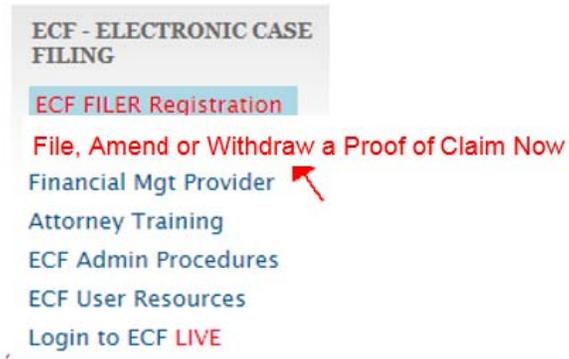
A withdrawal of claim is typically filed when the Proof of Claim was filed in the wrong case or when the Creditor no longer wants the claim on file. The Withdrawal of Claim requires a PDF document be filed.

Supplements to a Claim

This link includes the filing of: Notice of Mortgage Payment Change (Supplement 1); Notice of Post-Petition Mortgage Fees, Expenses, and Charges (Supplement 2). These all require a PDF document be filed.

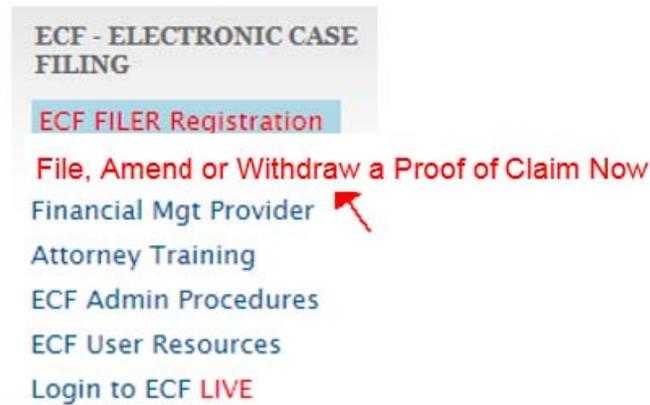
**** Note:** Supplements to a Claim cannot be withdrawn using **File, Amend or Withdraw Proof of Claim Now**. They must be filed using the ECF electronic filing program.

To access **File, Amend or Withdraw Proof of Claim Now**, go to the Bankruptcy Court home page on the Court’s web site (www.txwb.uscourts.gov) and click on the “**File, Amend or Withdraw Proof of Claim Now**” link in the menu located to the right of the page, shown below.



Filing A Proof of Claim

To file a claim, click on the “**File, Amend or Withdraw a Proof of Claim Now**” link as shown below.



On the initial screen (shown below) enter the case number.

For “Name of Creditor” we suggest you not enter anything, it is easier to select the claimant from the list on the subsequent screen. If the claimant is not listed, select “Creditor not listed” at the bottom of the list.

In the “Filed by” field, identify the party filing the claim (*i.e., creditor, creditor attorney, debtor, debtor attorney, or trustee*)

Read the Redaction Notice and ensure the information/exhibit being filed is in compliance. Check the redaction box, then click “Next.”

United States Bankruptcy Court Western District of Texas

File Claim

Case Number
Example: 14-00002

Name of Creditor

Filed by

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

IMPORTANT WARNING: A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Installed Version: 5.0

When the list of creditors appears, click the radio button for the correct Creditor or “Creditor not listed.”

United States Bankruptcy Court Western District of Texas

Select Creditor

21st Creditor
333 Main St.
San Antonio, TX 78222

Conn's
333 Main St.
San Antonio, TX 78222

Grabberbanc, NA
1234 N. Main St.
San Antonio, TX 78200

INTERNAL REVENUE SERVICE
87 W. STREET
PHILADELPHIA PA 19101-7346

On the following screen, verify the case and creditor information before completing the data fields. At a minimum, complete the following fields to ensure the official Proof of Claim (form B10) is created properly:

- Telephone Number
- Email address
- 1. Amount of Claim as of Date Case Filed
- 2. Basis for Claim
- 3. Last four digits of the Debtor’s account number with the Creditor (if any)
- 4. Secured portion of Claim (if any)
- 5. Priority portion of Claim (if any)
- 7. Documents/Attachments (Exhibits) (if necessary)
- 8. Signature

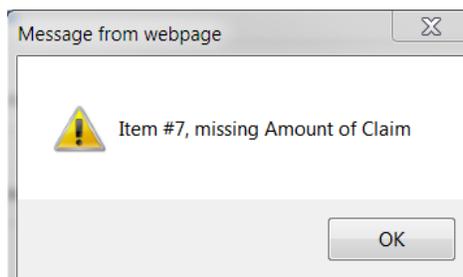
When done, enter the Verification Code as shown below, then click the “Submit Claim” button.

3119 Enter Verification Code (required)

** Verify debtor name(s) prior to submitting claim to be filed.

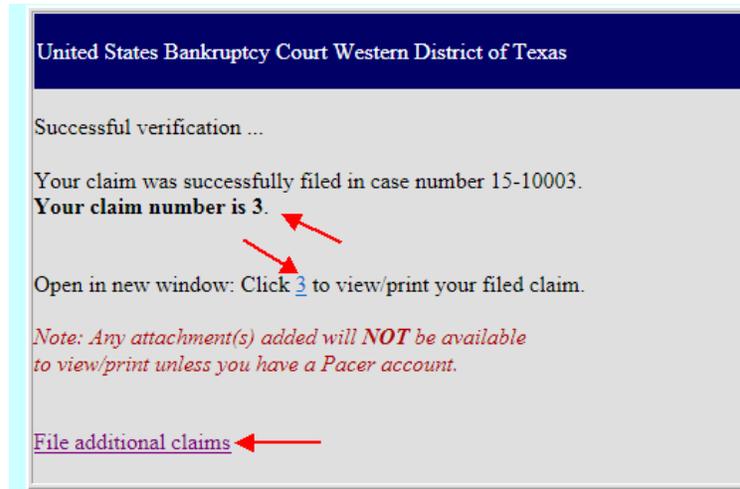
*Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both.
18 U.S.C. §§ 152, 157, and 3571.*

If a required field is not completed, a message is displayed:



Click the “OK” button and the cursor will appear in the box that is missing information. Fill in the information, scroll back down and click on “Submit Claim” again.

If you do not have any supporting documentation to attach, the next screen will be the confirmation screen.



This page shows the form processed for the above example claim that was filed using the File, Amend or Withdraw a Proof of Claim Now program.

15-10003-tmd Claim#3 Filed 08/15/16 Main Document Page 1 of 3

Fill in this information to identify the case:	
Debtor 1	Joe's Fence Company, Inc.
Debtor 2 (Spouse, if filing)	
United States Bankruptcy Court Western District of Texas	
Case number: 15-10003	

FILED
 U.S. Bankruptcy Court
 Western District of Texas
 8/15/2016
 Yvette M. Taylor, Clerk

Official Form 410
Proof of Claim

04/16

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 according to 11 U.S.C. § 503.

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

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

Part 1: Identify the Claim

1. Who is the current creditor?	21st Creditor Name of the current creditor (the person or entity to be paid for this claim) Other names the creditor used with the debtor	
2. Has this claim been acquired from someone else?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. From whom? _____	
3. Where should notices and payments to the creditor be sent?	Where should notices to the creditor be sent? 21st Creditor Name 333 Main St. San Antonio, TX 78222 Contact phone _____ Contact email _____ Uniform claim identifier for electronic payments in chapter 13 (if you use one): _____	Where should payments to the creditor be sent? (if different) Name Contact phone _____ Contact email _____
4. Does this claim amend one already filed?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Claim number on court claims registry (if known) _____ Filed on _____ MM/DD/YYYY	
5. Do you know if anyone else has filed a proof of claim for this claim?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Who made the earlier filing? _____	

Adding Support Documentation / Attachment / Exhibit for a Proof of Claim

Filers that have exhibits in support of a Proof of Claim must first convert those exhibits to a PDF. If there are multiple Exhibits, you may convert them into one PDF to make it easier to file them. Our Court currently has a 25 megabyte limit for a single PDF.

If filing supporting documentation, leave the default setting of “Yes” under section 7 of the data entry screen as seen below. If you do not have supporting documentation, click on the radio button for “No.”

Documents: Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both.

Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called "Bankruptcy Rule") 3001(c) and (d). ([See instructions](#), and the definition of "redacted".)

Attachments:

- Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.
- Attachments to the Proof of Claim are required to be PDF files.
- Attachments to the Proof of Claim are NOT to exceed 25 Mb in size.
- Multiple attachments to the Proof of Claim are permitted.
- **Do not upload a completed Proof of Claim form as an attachment to this filing.** Attaching a completed Proof of Claim will result in multiple versions of the form being filed (the electronically created proof of claim form plus the proof of claim attached). If filing an Amended Proof of Claim, the attachment of the previously filed claim is allowed.

Note: You will have the option to select files to upload for this claim once you click on the "Submit Claim" button below

→ Do you wish to attach supporting documentation? Yes No

After you have completed the data entry screen and click the “Submit Claim” button, you will see this screen:

SUPPORTING DOCUMENTATION (files should be limited to 5.0 Mb in size.)

All attachments must be redacted: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037.

Browse...

Add Attachment File Proof of Claim

Click on the “Browse” button to select the location of the PDF document for the Claim being filed. If you have multiple PDF documents to be filed, click the “Add Attachment” button. When all PDFs have been added, click the “File Proof of Claim” button. The confirmation screen will appear and you are done with filing that claim.



Filing an Amended Proof of Claim

The steps to file an Amended Claim are the same as the original claim, EXCEPT:

Located above section 1 of the data entry screen, you must check the box for Amended Claim. From the drop down list, select the number of the Claim to be amended. The “Filed on” date will automatically populate based on the claim selected.

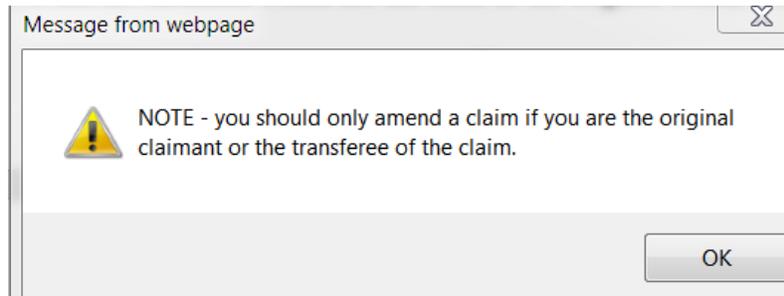
4. Does this claim amend one already filed? Yes No

Court Claim Number: Filed on:

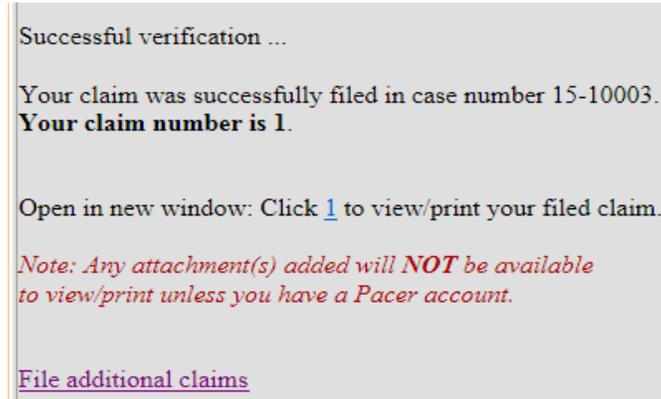
4. Does this claim amend one already filed? Yes No

Court Claim Number: Filed on:

The following warning message appears: Click the “OK” button.



You will need to complete the rest of the data entry fields with the amended information or repeat what was entered for the original claim. Submit the amended claim when you are finished. The confirmation screen will appear.



Withdrawing a Claim

To withdraw a claim, you must first create a document which includes the case caption; a statement regarding the desire to withdraw the claim, including the claim number; and, a signature block. (see Local Rule 9011 for additional information) Then convert the document to PDF prior to filing in the File, Amend or Withdraw a Proof of Claim Now program. Do not include the proof of claim that is being withdrawn as part of the document.

Select **File, Amend or Withdraw a Proof of Claim Now**, from the Home page of the Court’s web site and select the “**Withdraw Claim**” link as shown below.

United States Bankruptcy Court Western District of Texas

DO YOU WANT TO FILE A WITHDRAWAL OF CLAIM OR AN AMENDED CLAIM?

A **withdrawal of claim** is typically filed when the claim was filed in error and there are no funds due the creditor. If you file a withdrawal of claim in a case where you have received distributions from the Trustee, the Trustee will contact you regarding a refund of those funds.

An **amendment of a claim** is filed when there is a change in the amount due, the classification of the claim or if there is documentation that needs to be added or changed. If you wish to file an amended claim, click on “Proof of Claims” check the box to indicate the claim is amending a previously filed claim; and enter the pertinent information on the claim form.

On this screen, all you need to enter is the case number. Read the *Redaction Notice* and ensure the information/exhibit being filed is in compliance. Check the redaction box, then click “Next.”

United States Bankruptcy Court Western District of Texas

File Notice of Withdrawal of Claim

Case Number

Name of Creditor

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Verify the case information and check the box next to the claim number you want to withdraw. Browse and attach the proper file with your Withdrawal PDF. After entering the verification code, submit the withdrawal.

United States Bankruptcy Court Western District of Texas

Case Number 15-10003
 Debtor ** Austin DebtorV5.1
 Joint Debtor Austin DebtorV5.1

Select Claim(s) to be Withdrawn

<u>Claim</u>	<u>Creditor</u>	<u>Total Claimed</u>	<u>Filed</u>
<input checked="" type="checkbox"/> 1	Conn's	\$400.0	08/15/2016

Documents:

- Documents are required to be PDF files.
- Documents are NOT to exceed 25 Mb in size.
- The Proof of Claim being withdrawn should NOT be attached to represent the withdrawal of claim document.

Select the Notice of Withdrawal of Claim (required)

Penalty for making a false statement: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.

POMP Enter Verification Code

** Verify debtor name(s) prior to submitting withdrawal.

Here is the confirmation screen you will receive.

United States Bankruptcy Court Western District of Texas

Successful verification ...

Processing

The following Withdrawal of Claim has been filed

Case Name: Austin DebtorV5.1 and Austin Joint DebtorV5.1
Case Number: 15-10003
Docket Text: Withdrawal of Claim Nos. 1 (Conn's).

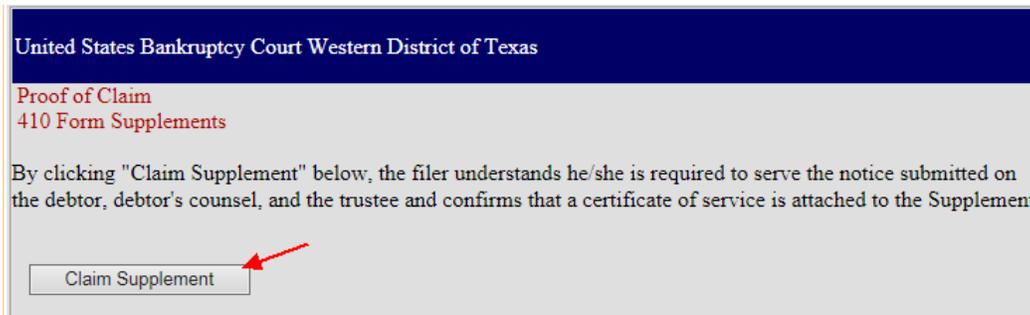
Notice of this filing will be electronically mailed to all attorney and trustee parties associated in this case.

[File additional Withdrawals](#)

Filing a Claim Supplement

There are two documents you may file under this part of the File, Amend or Withdraw a Proof of Claim Now program. They are: Notice of Mortgage Payment Change and Notice of Post-Petition Mortgage Fees, Expenses, and Charges. You must first create PDF document prior to filing. Do not include the proof of claim for which the new document is related. The filer is required to serve the Notice/response submitted on the debtor, debtor's counsel, and the trustee. There should be a proper certificate of service with the supplement.

Select **File, Amend or Withdraw a Proof of Claim Now** link from the Home page of the Court's web site then select the "**Supplement a Claim**" link.



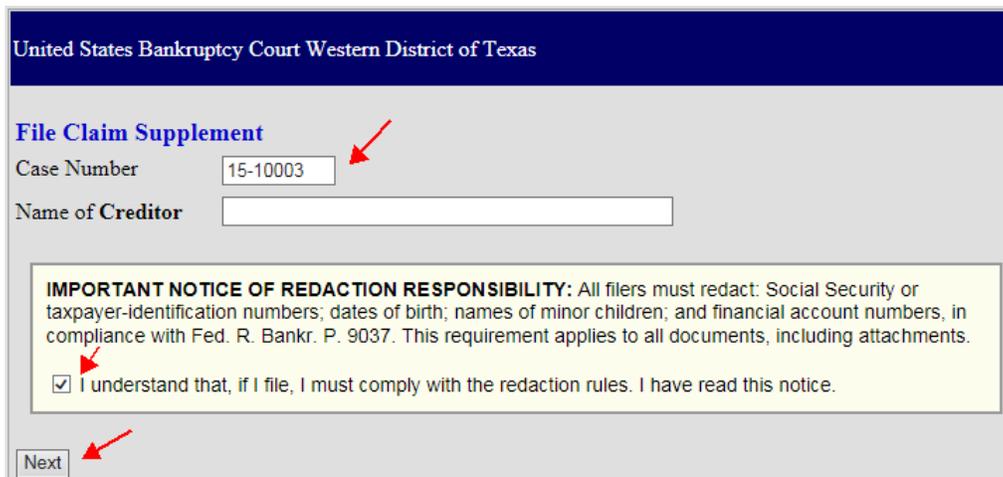
United States Bankruptcy Court Western District of Texas

Proof of Claim
410 Form Supplements

By clicking "Claim Supplement" below, the filer understands he/she is required to serve the notice submitted on the debtor, debtor's counsel, and the trustee and confirms that a certificate of service is attached to the Supplement.

A red arrow points to the "Claim Supplement" button.

Enter the case number, then read the Redaction Notice and ensure the information/exhibit being filed is in compliance. Check the redaction box, then click "Next."



United States Bankruptcy Court Western District of Texas

File Claim Supplement

Case Number

Name of Creditor

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Red arrows point to the Case Number field, the redaction notice, and the Next button.

Verify the case information is correct and select the claim number that relates to the supplemental filing.

United States Bankruptcy Court Western District of Texas

Case Number	15-50001
Debtor	San Antonio DebtorV5.1
Joint Debtor	San Antonio DebtorV5.1

Select Claim to be Supplemented

Claim	Creditor	Total Claimed	Filed
<input checked="" type="radio"/> 1	21st Creditor	\$10000.0	05/07/2015
<input type="radio"/> 2	21st Creditor	\$50000.0	11/19/2015
<input type="radio"/> 3	21st Creditor	\$500.0	11/24/2015

If no claim has been filed with the court, check mark the appropriate box indicating claim filed with a different agency and type the name of the creditor.

Check this box if your claim was filed with the a different agency INSTEAD of the Court AND your claim is NOT listed above. Otherwise, select the claim from the above list.

Creditor Name:

Select the type of supplement you are filing:

Type of Supplement to be Filed (select one):

Supplement 1 - Notice of Mortgage Payment Changes

Supplement 2 - Notice of Postpetition Fees, Expenses, and Charges Response to Notice of Final Cure Payment

Browse and attach the proper PDF file. Enter the verification code, submit the supplement.

Documents:

- Documents are required to be PDF files.
- Documents are NOT to exceed 25 Mb in size.
- The Proof of Claim being supplemented should NOT be attached. The Supplement and the Certificate of Service need be attached as a single PDF.

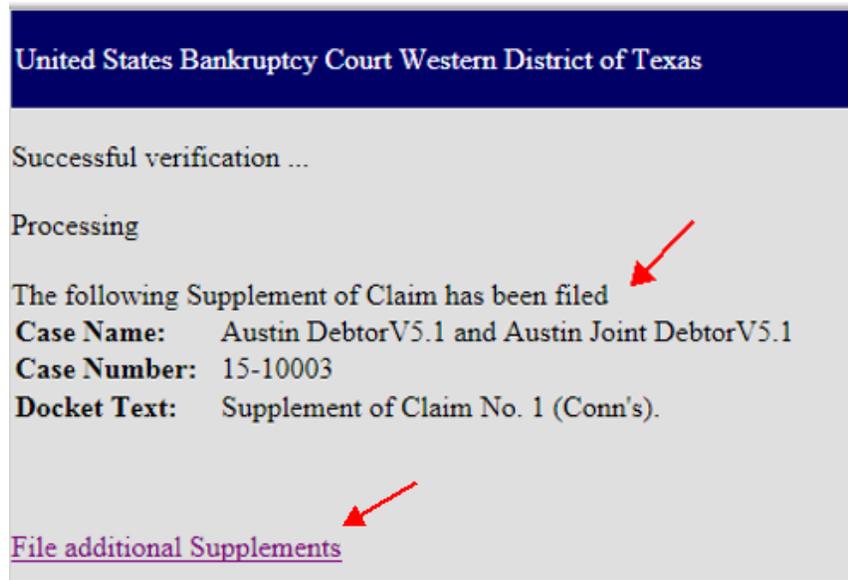
Select the Supplemental PDF (required)

Penalty for making a false statement: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.

Enter Verification Code

** Verify debtor name(s) prior to submitting supplement.

You will receive confirmation of the filing. Click on the **File additional Supplements** link to file another claim supplement.



United States Bankruptcy Court Western District of Texas

Successful verification ...

Processing

The following Supplement of Claim has been filed

Case Name: Austin DebtorV5.1 and Austin Joint DebtorV5.1

Case Number: 15-10003

Docket Text: Supplement of Claim No. 1 (Conn's).

[File additional Supplements](#)