

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

TRANSFER OF CLAIM

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

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

STEP 1 Click on the “Bankruptcy” option off the Blue Main Menu Bar. Select Creditor Filings. (see figure 1)



Figure1

STEP 2 Click on Transfer of Claims, Rule 3002.1 Claim Supplement Filings and Reaffirmations option. (see figure 2)



Figure 2

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TRANSFER OF CLAIM

STEP 3 Enter Case Number

STEP 4 Select "Transfer of Claim (creditor)" under Available Events. Click Next (see figure 3)

File a Single Case Creditor document
[13-10014-tmd Clark Gable](#)

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

Start typing to find another event. Hold down Ctrl to add additional events.

Available Events (click to select events)

- Notice of Mortgage Payment Change
- Notice of Payment Change (No Proof of Claim Filed)
- Notice of Postpetition Mortgage Fees, Expenses, and Charges
- Reaffirmation Agreement NOT Signed by Debtor's Attorney
- Reaffirmation Agreement Signed by Debtor's Attorney
- Response to Notice of Final Cure Payment Rule 3002.1
- Transfer of Claim (creditor) - 25.00 Filing Fee 5/1/13**

Next Clear

Figure 3

STEP 5 Browse to upload your PDF document. Make sure your document complies with Redaction Responsibility of Federal Rules of Bankruptcy Procedure 9037. Click Next (see figure 4)

File a Single Case Creditor document:
[13-10014-tmd Clark Gable](#)

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

Select one or more attachments.

Filename

H:\blank document.pdf Browse...

Attachments to Document: No Yes

Next Clear

Figure 4

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STEP 6 Select “With Waiver” or “Without Waiver.” Click Next. (see figure 5)

File a Single Case Creditor document:
13-10014-tmd Clark Gable
Type: bk Chapter: 7 v Office: 1 (Austin)
Assets: n Judge: tmd Case Flag: DEBTED, CREDCOUN

Select the Appropriate Radio Button Below:

With Waiver
 Without Waiver

Next Clear

Figure 5

STEP 7 Select Transfer Type. You may specifically search the name of the transferee, or just click “Search Creditors” to see all creditor options in this case. If the Transferee is not found, click “Add New Creditor” and add the new creditor’s name and address in accordance with the Style Guide. Once the transferee has been selected/added, click “Search Creditors” in order to find the transferor. Select from the list. You should note that if a Proof of Claim has been filed by the transferor, the claim number will appear and be inserted into the Claim Number box. Click Next. (see figure 6)

File a Single Case Creditor document:
13-10014-tmd Clark Gable
Type: bk Chapter: 7 v Office: 1 (Austin)
Assets: n Judge: tmd Case Flag: DEBTED, CREDCOUN

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Search for transferee [] Search Creditors Add New Creditor

Transferee selected Military Credit Union

Search for transferor [] Search Creditors

Transferor selected CenturyLink Wholesale

Claim number 5

Search for transferor [] Search Creditors

Transferor selected []

Claim number []

Search for transferor [] Search Creditors

Transferor selected []

Claim number []

Transfer More Claims

Next Clear

Figure 6

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STEP 8 A Notice of Fee Screen appears. You will not pay on this screen. The system is just informing you that this document has a filing fee. Click Next. (see figure 7)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

-- **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.

For instructions on how to make Internet Credit Card payments, click on the yellow question mark above.

Fee: \$25

Figure 7

STEP 9 The yellow Docket Text: Final Text box appears. You should review this text as this is your docket sheet entry. It needs to read accurately. When finding errors in the text, you will need to hit the BACK button to make corrections. When text is correct, Click Next (see figure 8)

File a Single Case Creditor document:

13-10014-tmd Clark Gable

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

Docket Text: Final Text

Transfer of Claim (Without Waiver) Transfer Agreement 3001 (e) 1 Transferor: CenturyLink Wholesale (Claim No. 5) To Military Credit Union (Filing Fee \$25) (Franklin, John)

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

Have you redacted?

Figure 8

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STEP 10 The Summary of Current Charges Screen appears “over” your Notice of Electronic Filing Screen. To review the Notice of Electronic Filing Screen, you will need to click “Continue Filing” on the payment screen box. All payments are due by midnight of the date incurred. You can hit “pay now” or “Continue Filing” but payment must be received no later than midnight of the date incurred. Click Continue Filing. (see figure 9)

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

File a Single Case Creditor document:

[13-10014-tmd Clark Gable](#)

Type: bk Chapter: 7 v Office: 1 (Austin)
Assets: n Judge: tmd Case Flag: DELETED

Date Incurred	Description	Amount
2013-04-18 16:26:17	Transfer of Claim (creditor)(13-10014-tmd) [crbatch, trclmcr] (25.00)	\$ 25.00
		Total: \$ 25.00

Notice of Electronic Filing

The following transaction was received from:

Case Name: Clark Gable
Case Number: [13-10014-tmd](#)
Document Number: [21](#)

Docket Text:
Transfer of Claim (Without Waiver) Tran:

The following document(s) are associated:

Document description: Main Document
Original filename: blank document.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988230274 [D
[23d38bfd3a26ead04352c8c63497f7530bd
f8ed41c77dbfa408f4689f50165dbb9143b3

13-10014-tmd Notice will be electronically mailed to:

Randolph N. Osherow
david_h_williams@txwb.uscourts.gov

Loretta A. Sugarplum on behalf of Creditor Horizon Bank SSB
tina_warren@txwb.uscourts.gov

Buttons:

Figure 9

U. S. Bankruptcy Court, Western District of Texas
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STEP 11 **Review the Notice of Electronic Filing. This verifies that the document has been filed and given a document number. You may print this screen or save electronically for your records. (see figure 10)**

File a Single Case Creditor document:

[13-10014-tmd Clark Gable](#)

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Assets: n	Judge: tmd	Case Flag: DEBTED, CREDCOUN

U.S. Bankruptcy Court
Western District of Texas

Notice of Electronic Filing

The following transaction was received from Franklin, John entered on 4/18/2013 at 4:26 PM CDT and filed on 4/18/2013

Case Name: Clark Gable
Case Number: [13-10014-tmd](#)
Document Number: [21](#) ←

Docket Text:
Transfer of Claim (Without Waiver) Transferor: Grabberbac, NA (Claim No. 4) To Military Credit Union (Filing Fee \$25) (Franklin, John)

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

Document description:Main Document
Original filename:blank document.pdf
Electronic document Stamp:
STAMP bkcecfStamp_ID=988230274 [Date=4/18/2013] [FileNumber=197747-0]
23d38bfd3a26ead04352c8c63497f7530bd06e4d05d3e7635146a0021c6595456ef
8ed41c77dbfa408f4689f50165dbb9143b3d16788cd597731bdd26267c]

13-10014-tmd Notice will be electronically mailed to:

Randolph N. Osherow
lavid_h_williams@txwb.uscourts.gov

Loretta A. Sugarplum on behalf of Creditor Horizon Bank SSB
ina_warren@txwb.uscourts.gov

Figure 10

STEP 12 **Once reviewed, the filing fee needs to be paid if you have not already. Click the Utilities option off the Blue Main Menu Bar. Select "Internet Payments Due" in order to pay your filing fee of \$25.00. (see figure 11)**

Utilities

Your Account	Miscellaneous
Change Your Password	Court Information
Change Your Client Code	Mailings...
Change Your PACER Account	
Internet Payment History	
Internet Payments Due ←	
Maintain Your ECF Account	
Review Billing History	
Clear Default PACER Login	
View PACER Account Information	
View Your Transaction Log	

Figure 11

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STEP 13 Choose "Select All" or "Check Fees to Pay." (see figure 12)

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2013-04-18 16:26:17	Transfer of Claim (creditor)(13-10014-tmd) [crbatch,trclmcr] (25.00)	\$ 25.00

Next Clear

Figure 12

STEP 14 There is a 2 step payment screen process. The first screen allows you to choose to either use a Debit Card, Check Routing Number or a Credit Card. Enter the data (after you've chosen payment choice) and complete all fields with red asterisks. Click "Continue with ACH Payment" or "Continue with Plastic Card Payment." (see figure 13)

System Message

- The system has populated the Payment Date with the next available payment date.

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

Step 1: Enter Payment Information 1 | 2

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

Required fields are indicated with a red asterisk *

Account Holder Name: John Franklin *

Payment Amount: \$25.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number: *

Routing Number Account Number Check Number

⑆026946763⑆ 9243767390 1234

Payment Date: 04/22/2013

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

Continue with ACH Payment Cancel

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

Required fields are indicated with a red asterisk *

Account Holder Name: John Franklin *

Payment Amount: \$25.00

Billing Address: 1100 S. Congress Ave. *

Billing Address 2:

City:

State / Province: -----

Zip / Postal Code: 78701 *

Figure 13

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STEP 15 Step 2 of payment process is “Authorize Payment.” Click the (red asterisk) box that you authorize a charge to your card, etc. and then click “Submit Payment.” (see figure 14)

Figure 14

STEP 16 If all your payment information is correct and your form of payment is accepted, you will receive the payment transaction completed screen. There is a link to “print a copy,” if you so desire. You transaction is complete. (see figure 15)

Figure 15

Contact the Court immediately if you experience problems making an online payment. You may call the divisional office number or click on the online Live Support Chat Button on your screen.

