

# **Filing a Proof of Claim Online with ePOC**

## **Features and Benefits of Filing a Proof of Claim using ePOC**

- Anyone can use this web based application- no registration required
- Perfect for pro se individuals, trade creditors, service and health providers, retailers, collection agencies, and attorneys
- Easy to use, fill-in-the-blank form with spaces to add additional information
- Can attach exhibits in PDF format
- Includes hyperlinks to instructions and explanations
- Can amend the claim at a later date, if necessary
- Can print a copy of the filed proof of claim with the clerk's filed stamp
- Saves paper, printer supplies, and postage
- No waiting for filing confirmation from the clerk's office
- No chambers copies or trustee copies required

## **Requirements**

- Use the latest version of Internet Explorer
- May need a multi-function printer or scanner and certain software to add PDFs as attachments to a proof of claim

## Filing a Proof of Claim

- Go to our website, <http://www.almb.uscourts.gov/electronic-proof-claim>
- Select **Submit a Proof of Claim**.

The screenshot shows the 'Electronic Proof of Claim' page. At the top is a navigation bar with links: Home, Quick Links, Chambers Information, Clerk's Office, ECF/PACER, Filing Information, Attorney Resources, Forms, and Related Links. Below the navigation bar is a breadcrumb trail: Home » Filing Information. The main heading is 'Electronic Proof of Claim'. Underneath, there are three links: 'Submit a Proof of Claim', 'Withdraw a Proof of Claim', and 'Submit a Proof of Claim Supplement'.

### File Claim Screen

- Enter the case number.
- Put the name of the creditor in the **Name of Creditor** box.
- Select your title from the **Filed by** drop down box (creditor, debtor, attorney, or trustee).
- Read the redaction responsibility and fraudulent claim warnings.
  - Check the box to acknowledge that you understand and comply with the redaction rules.
- Click **Next**.

The screenshot shows the 'File Claim' screen. At the top is a dark blue header with the text 'United States Bankruptcy Court Middle District of Alabama'. Below the header is a section titled 'File Claim'. It contains the following fields and options:

- Case Number**: A text box with the value '14-00002'. Below it is an example: 'Example: 14-00002'.
- Name of Creditor**: A text box with the value 'Joe's Mart'.
- Filed by**: A dropdown menu with 'Creditor' selected.

Below these fields is a yellow box containing two important notices:

**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.

Below the notices is a checkbox that is checked, with the text: 'I understand that, if I file, I must comply with the redaction rules. I have read this notice.'

At the bottom left is a 'Next' button.

At the very bottom is a note: '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.'

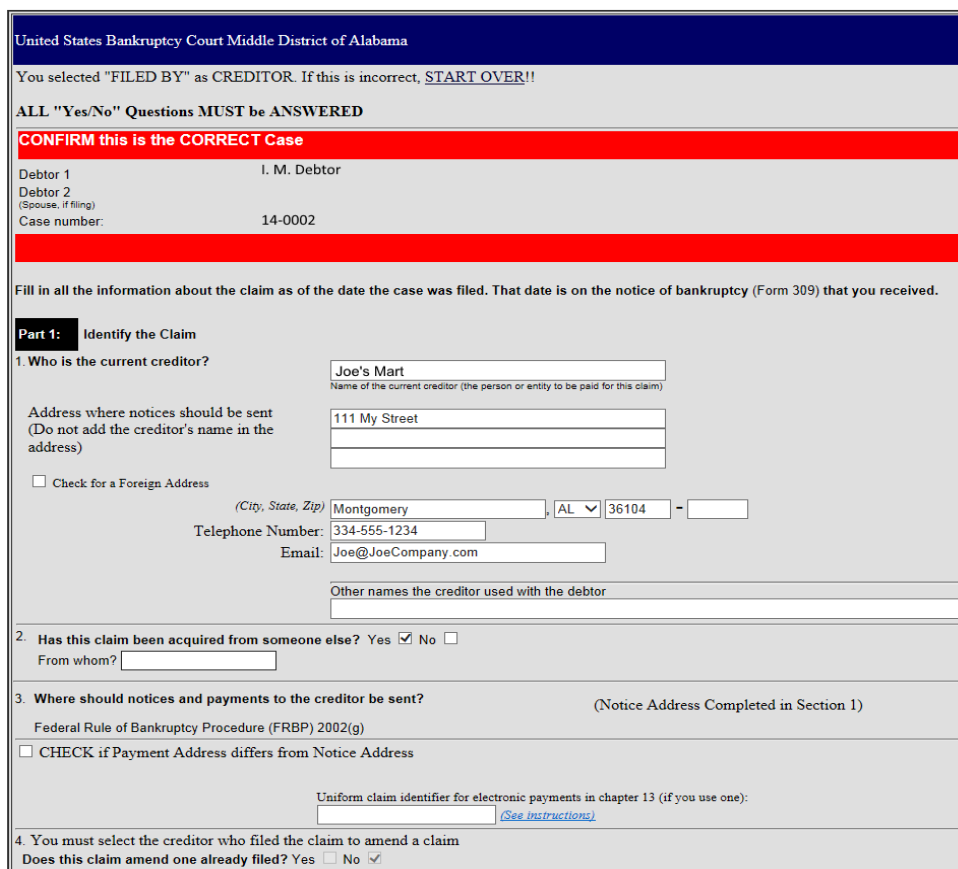
## Select Creditor Screen

- Select the creditor.
  - If the creditor is not listed, or if the creditor's information is not correct, select **Creditor not listed** and create a new record with the creditor's name and address.



## Part 1: Identify the Claim

- Confirm that the debtor's name and case number are correct.
- Fill in the creditor's name and the address where notices should be sent.
  - You may add a second address in line 3 if the addresses for payments and notices are different.
- If the claim has been acquired by someone else, select **Yes** in line 2. If not, select **No**.
- Add a second address for payments, if necessary.
  - **NOTE:** Your claim will appear on the claims register and in the mailing matrix with the noticing address, not the payments address.
- If you previously filed a claim and need to amend it, select **Yes** in line 4. If not, select **No**.
  - **NOTE:** The creditor's name on the new proof of claim must match the name on the old proof of claim. The system will not detect a previously filed proof of claim if the names are different; for example, Chase Bank is not Chase Auto Leasing.



3. Where should notices and payments to the creditor be sent? (Notice Address Completed in Section 1)

Federal Rule of Bankruptcy Procedure (FRBP)  
2002(g)

☒ CHECK if Payment Address differs from Notice Address

Address where payments should be sent

Joe's Mart  
P.O. Box 111111

(City, State, Zip) Montgomery AL 36104 -

Telephone Number: 334-555-1234

Email: accounts@JoeCompany.com

Uniform claim identifier for electronic payments in chapter 13 (if you use one):  
(See instructions)

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

5. Do you know if anyone else has filed a proof of claim for this claim? Yes ☐ No ☒

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

Court Claim Number: Filed on: ,

Part 2: Give Information about the Claim as of the Date the Bankruptcy Case was Filed

**NOTE:** Any box checked Yes must also include the required information. If this information is not included, the claim cannot be filed.

- If you use a number to identify the debtor, select **Yes** in line 6. If not, select **No**.
- Enter the amount of the claim.
  - If the claim amount includes interest or other charges, select **Yes** in line 7 and follow the instructions. If not, select **No**.
- Type the basis of the claim in line 8; for example, goods sold, money loaned, lease, etc.
- If all or part of the claim is secured, select **Yes** in line 9. If not, select **No**.
  - If you selected yes, the screen will expand, asking you, among other things, to enter the nature of the property, the value of the property, and the amount of the claim that is secured.
- If the claim is based on a lease, select **Yes** in line 10 and enter the amount necessary to cure any default as of the date of the bankruptcy petition. If not, select **No**.
- If the claim is subject to a right of setoff, select **Yes** in line 11 and identify the property. If not, select **No**.
- If all or part of the claim is entitled to priority under 11 U.S.C. § 507(a), select **Yes** in line 12. If not, select **No**.
  - If you selected yes, the screen will expand, asking you to check all of the applicable claim descriptions.

6. Do you have any number you use to identify the debtor? Yes ☐ No ☒

Last 4 digits of the debtor's account or any number you use to identify the debtor:

7. How much is the claim?  Does this amount include interest or other charges?  
☐ No  
☐ Yes. Attach statement itemizing interest, fees, expenses, or other charges required by Bankruptcy Rule 3001(c)(2)(A).

If you have entered a claim amount of \$0, the claim amount is unknown, or the claim is unliquidated, please enter a brief explanation.  
 Comment:

8. What is the basis of the claim? **(required)** Examples: Goods sold, money loaned, lease, services performed, personal injury or wrongful death, or credit card.  
 Attach redacted copies of any documents supporting the claim required by Bankruptcy Rule 3001(c).  
 Limit disclosing information that is entitled to privacy, such as healthcare information.  
 Goods Sold  [\(See instructions\)](#)

9. Is all or part of the claim secured? ☒ No  
☐ Yes. The claim is secured by a lien on property.

10. Is this claim based on a lease? ☒ No  
☐ Yes. Amount necessary to cure any default as of the date of the petition. \$

11. Is this claim subject to a right of setoff? ☒ No  
☐ Yes. Identify the property:

12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)? ☒ No  
☐ Yes Check all that apply: **Amount entitled to priority**

**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 30 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

9. Is all or part of the claim secured? ☐ No  
☒ Yes. The claim is secured by a lien on property.

**Nature of property:**

☐ Real estate. If the claim is secured by the debtor's principal residence, file a *Mortgage Proof of Claim Attachment* (Official Form 410-A) with this *Proof of Claim*.

☐ Motor vehicle

☐ Other. Describe:

**Basis for perfection:**

Attach redacted copies of documents, if any, that show evidence of perfection of a security interest (for example, a mortgage, lien, certificate of title, financing statement, or other document that shows the lien has been filed or recorded.)

**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.)

**Amount necessary to cure any default as of the date of the petition:**

☐ Fixed **Annual interest rate** (when case was filed)  %  
☐ Variable

12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)? ☐ No  
☒ Yes Check all that apply: **Amount entitled to priority**

A claim may be partly priority and partly nonpriority. For example, in some categories, the law limits the amount entitled to priority.

☐ Domestic support obligations (including alimony and child support) under 11 U.S.C. § 507(a)

☐ Up to \$2,775\* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use. 11 U.S.C. § 507(a)(7).

☐ Wages, salaries, or commissions (up to \$12,475\*) earned within 180 days before the bankruptcy petition is filed or the debtor's business ends, whichever is earlier. 11 U.S.C. § 507(a)(4).

☐ Taxes or penalties owed to governmental units. 11 U.S.C. § 507(a)(8).

☐ Contributions to an employee benefit plan. 11 U.S.C. § 507(a)(5).

☐ Other. Specify subsection of 11 U.S.C. § 507(a)(  ) that applies

\* Amounts are subject to adjustment on 4/1/16 and every 3 years after that for cases begun on or after the date of adjustment.

## Documents

- If you want to attach a document to the proof of claim, it must be in PDF format.
- Read the attachments requirements before attaching PDFs.

**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 30 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

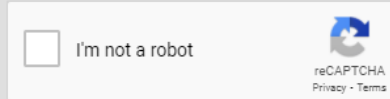
## Part 3: Sign Below

- Select your title (creditor, creditor's attorney, trustee, debtor, etc.).
- Understand that your signature acknowledges that you have filled out the proof of claim truthfully.
- Type your name in the **Signature box**. Add your title, the company you represent, a mailing address, phone number, and email address.

Part 3: Sign Below										
<p>The person completing this proof of claim must sign and date it. FRBP 9011(b).</p> <p>If you file this claim electronically, FRBP 5005(a)(2) authorizes courts to establish local rules specifying what a signature is.</p> <p>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.</p>	<p>Check the appropriate box: <b>(required)</b></p> <p><input checked="" type="checkbox"/> I am the creditor.</p> <p><input type="checkbox"/> I am the creditor's attorney or authorized agent.</p> <p><input type="checkbox"/> I am the trustee, or the debtor, or their authorized agent. Bankruptcy Rule 3004.</p> <p><input type="checkbox"/> I am a guarantor, surety, endorser, or other codebtor. Bankruptcy Rule 3005.</p> <p>I understand that an authorized signature on this Proof of Claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.</p> <p>I have examined the information in this Proof of Claim and have a reasonable belief that the information is true and correct.</p> <p>I declare under penalty of perjury that the foregoing is true and correct.</p> <p>Print the name of the person who is completing and signing this claim:</p> <table><tr><td>Signature*</td><td><input type="text" value="Joe E. Mart"/></td><td>*Type Full Name <b>(required)</b></td></tr><tr><td>Title</td><td><input type="text" value="President"/></td><td></td></tr><tr><td>Company</td><td><input type="text" value="Joe's Mart"/></td><td></td></tr></table> <p>Identify the corporate servicer as the company if the authorized agent is a servicer</p> <p>Address <input type="text" value="111 My Street"/></p> <p>Number and Street</p> <p>(City, State, Zip) <input type="text" value="Montgomery"/> <input type="text" value="AL"/> <input type="text" value="36104"/> - <input type="text" value=""/></p> <p>Contact Phone: <input type="text" value="334-555-1234"/></p> <p>Email: <input type="text" value="Joe@JoeCompany.com"/></p>	Signature*	<input type="text" value="Joe E. Mart"/>	*Type Full Name <b>(required)</b>	Title	<input type="text" value="President"/>		Company	<input type="text" value="Joe's Mart"/>	
Signature*	<input type="text" value="Joe E. Mart"/>	*Type Full Name <b>(required)</b>								
Title	<input type="text" value="President"/>									
Company	<input type="text" value="Joe's Mart"/>									

- Check the reCAPTCHA box and select the appropriate blocks to identify the requested item(s).
- Click **Submit Claim**.

*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.



[Submit Claim](#)

[Clear Form](#)

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



## Supporting Documentation

- Click Browse to attach PDFs to your proof of claim.
- Once the document is attached, click **File Proof of Claim**.

United States Bankruptcy Court Middle District of Alabama	
<b>SUPPORTING DOCUMENTATION</b> (files should be limited to 30 Mb in size.)	
<input type="button" value="Browse..."/>	
<input type="button" value="Add Attachment"/>	<input type="button" value="File Proof of Claim"/>

## Successful Verification

- Click on the blue number to see and print your claim.
- For amended claims: If you checked Yes in line 4, Part 1, the amendment will be noted on the claims register and the official proof of claim form.

Fill in this information to identify the case:		FILED U.S. Bankruptcy Court Middle District of Alabama (TRAINING DATABASE) 5/16/2016 Juan-Carlos Guerrero, Clerk	
Debtor 1	I. M. Debtor		
Debtor 2	(Spouse, if filing)		
United States Bankruptcy Court		Middle District of Alabama	
Case number	14-0002		

**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?	Joe's Mart	
	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?	Where should payments to the creditor be sent? (if different)
	Joe's Mart	
Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)	Name	Name
	111 My Street Montgomery, AL 36104	
Contact phone	334-555-1234	Contact phone
Contact email	Joe@JoeCompany.com	Contact email
Uniform claim identifier for electronic payments in chapter 13 (if you use one):		
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? _____	

Official Form 410 Proof of Claim page 1

Case 14-0002 Claim 6 Filed 05/16/16 Desc Main Document Page 1 of 3



## Withdrawing a Proof of Claim

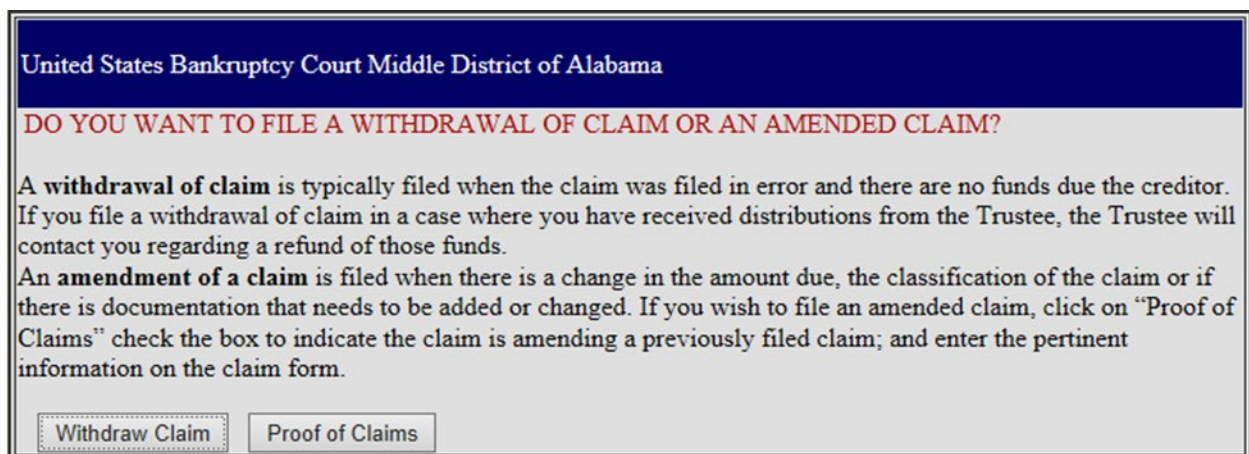
- Go to our website, <http://www.almb.uscourts.gov/electronic-proof-claim>
- Select **Withdraw a Proof of Claim**.



The screenshot shows the 'Electronic Proof of Claim' page. At the top is a navigation bar with links: Home, Quick Links, Chambers Information, Clerk's Office, ECF/PACER, Filing Information, Attorney Resources, Forms, and Related Links. Below the navigation bar is a breadcrumb trail: Home » Filing Information. The main heading is 'Electronic Proof of Claim'. Underneath, there are three links: 'Submit a Proof of Claim', 'Withdraw a Proof of Claim', and 'Submit a Proof of Claim Supplement'.

### Withdrawal Box

- Read about the difference between a withdrawal of a claim and an amendment of a claim.
- If you would like to withdraw a claim, click **Withdraw Claim**.



The screenshot shows a box titled 'United States Bankruptcy Court Middle District of Alabama'. Inside the box, the heading is 'DO YOU WANT TO FILE A WITHDRAWAL OF CLAIM OR AN AMENDED CLAIM?'. Below the heading, there is a paragraph explaining the difference between a withdrawal and an amendment. At the bottom of the box, there are two buttons: 'Withdraw Claim' and 'Proof of Claims'.

United States Bankruptcy Court Middle District of Alabama

**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.

### File Notice of Withdrawal of Claim

- Enter the case number.
- Put the name of the creditor in the **Name of Creditor** box.
- Read the notice of redaction responsibility.
  - Check the box saying that you understand that you must comply with the redaction rules.

- Click **Next**.

United States Bankruptcy Court Middle District of Alabama

**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.

### Select Claim to be Withdrawn

- Verify the case number and debtor's name.
- Check the box beside the claim you wish to withdraw.
- Attach your notice of withdrawal of the claim.
  - This must be a letter that includes the case number, debtor's name, and claim number. It must be in PDF format.
- Enter the verification code, and click **Submit Withdrawal of Claim**.
- On the verification screen, you will see that your withdrawal has been entered.

United States Bankruptcy Court Middle District of Alabama

Case Number 14-0002  
Debtor \*\* I. M. Debtor

**Select Claim(s) to be Withdrawn**

Claim	Creditor	Total Claimed	Filed
<input type="checkbox"/> 1	Trustmark National Bank (bud)	\$1912.15	05/18/2015
<input type="checkbox"/> 2	Trustmark National Bank (bud)	\$19996.86	05/18/2015
<input type="checkbox"/> 3	CHARTER COMMUNICATIONS	\$223.52	05/21/2015
<input type="checkbox"/> 4	Haynes Ambulance	\$816.0	06/01/2015
<input type="checkbox"/> 5	TRUSTMARK NATIONAL BANK	\$5000.0	05/11/2016
<input checked="" type="checkbox"/> 6	Joe's Mart	\$1500.0	05/16/2016
<input type="checkbox"/> 7	CHARTER COMMUNICATIONS	\$500.0	06/01/2016

**Documents:**

- Documents are required to be PDF files.
- Documents are NOT to exceed 30 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) C:\Users\

*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 withdrawal.

United States Bankruptcy Court Middle District of Alabama

Successful verification ...

Processing

The following Withdrawal of Claim has been filed

**Case Name:** I. M. Debtor  
**Case Number:** 14-0002  
**Docket Text:** Withdrawal of Claim Nos. 6 (Joe's Mart).

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

[File additional Withdrawals](#)

## Amending a Proof of Claim

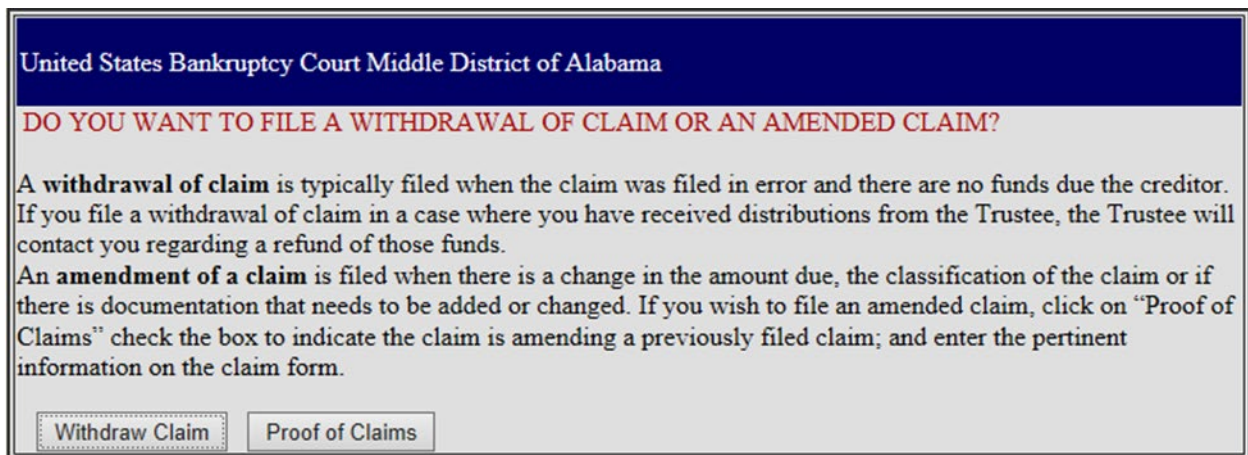
- Go to our website, <http://www.almb.uscourts.gov/electronic-proof-claim>
- Select **Withdraw a Proof of Claim**.



The screenshot shows the 'Electronic Proof of Claim' page. At the top is a navigation bar with links: Home, Quick Links, Chambers Information, Clerk's Office, ECF/PACER, Filing Information, Attorney Resources, Forms, and Related Links. Below the navigation bar, the page title is 'Electronic Proof of Claim'. Underneath the title, there are three links: 'Submit a Proof of Claim', 'Withdraw a Proof of Claim', and 'Submit a Proof of Claim Supplement'.

### Amendment Box

- Read about the difference between a withdrawal of a claim and an amendment of a claim.
- If you would like to amend a claim, click **Proof of Claims**.



The screenshot shows a box titled 'United States Bankruptcy Court Middle District of Alabama'. Inside the box, the text reads: 'DO YOU WANT TO FILE A WITHDRAWAL OF CLAIM OR AN AMENDED CLAIM?'. Below this, there is a paragraph explaining the difference between a withdrawal and an amendment. At the bottom of the box, there are two buttons: 'Withdraw Claim' and 'Proof of Claims'.

United States Bankruptcy Court Middle District of Alabama

**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.

**NOTE:** The next screens to appear are the same as those for filing a new proof of claim. Once you reach Part 1, line 4, select Yes to the question that asks if the proof of claim you are filing amends one previously filed. Refer to the above instructions for more information on filling out the proof of claim form.

## 3002.1 Claim Supplements

This entry is for parties filing on behalf of mortgage creditors. Do not use this entry to file an amended claim or to attach additional documents. Please call our office at 334-954-3800 if you experience problems or need assistance with modifying your claim.

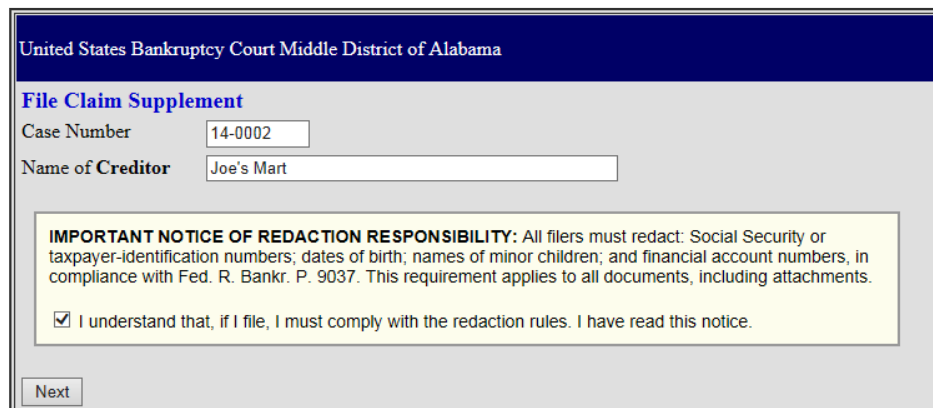
- Go to our website, <http://www.almb.uscourts.gov/electronic-proof-claim>
- Select **Submit at Proof of Claim Supplement**.



The screenshot shows the 'Electronic Proof of Claim' page. At the top is a navigation bar with links: Home, Quick Links, Chambers Information, Clerk's Office, ECF/PACER, Filing Information, Attorney Resources, Forms, and Related Links. Below the navigation bar is a breadcrumb trail: Home » Filing Information. The main heading is 'Electronic Proof of Claim'. Underneath, there are three links: 'Submit a Proof of Claim', 'Withdraw a Proof of Claim', and 'Submit a Proof of Claim Supplement'.

### File Claim Supplement

- Enter the case number.
- Put the name of the creditor in the **Name of Creditor** box.
- Read the notice of redaction responsibility.
  - Check the box saying that you understand that you must comply with the redaction rules.
- Click **Next**.



The screenshot shows the 'File Claim Supplement' form. At the top, it says 'United States Bankruptcy Court Middle District of Alabama'. Below that is the title 'File Claim Supplement'. There are two input fields: 'Case Number' with the value '14-0002' and 'Name of Creditor' with the value 'Joe's Mart'. Below these fields is a yellow box containing the following text: '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.' Below this text is a checkbox that is checked, with the text 'I understand that, if I file, I must comply with the redaction rules. I have read this notice.' At the bottom left of the form is a 'Next' button.

## Select Claim to be Supplemented

- Verify the case number and debtor's name.
- Check the box beside the claim you wish to supplement.
- Check the box if your claim was filed with a different agency instead of the court and your claim is not listed.
- Select the type of supplement to be filed.
- Attach the notice of supplement in PDF format.
- Enter the verification code and click **Submit Supplement**.
- On the verification screen, you will see that your supplement has been filed.

United States Bankruptcy Court Middle District of Alabama

Case Number14-0002

Debtor\*\*I. M. Debtor

Select Claim to be Supplemented

Claim	Creditor	Total Claimed	Filed
<input type="radio"/> 1	Trustmark National Bank (bud)	\$1912.15	05/18/2015
<input type="radio"/> 2	Trustmark National Bank (bud)	\$19996.86	05/18/2015
<input type="radio"/> 3	CHARTER COMMUNICATIONS	\$223.52	05/21/2015
<input checked="" type="radio"/> 4	Haynes Ambulance	\$816.0	06/01/2015
<input type="radio"/> 5	TRUSTMARK NATIONAL BANK	\$5000.0	05/11/2016
<input checked="" type="radio"/> 6	Joe's Mart	\$1500.0	05/16/2016
<input type="radio"/> 7	CHARTER COMMUNICATIONS	\$500.0	06/01/2016

☐ 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.

Type of Supplement to be Filed (select one):

☐ Notice of Mortgage Payment Change

☒ Response to Notice of Final Cure Payment

Documents:

• Documents are required to be PDF files.

• Documents are NOT to exceed 30 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) C:\Users\ Browse...

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.

19881988Enter Verification Code

Submit SupplementClear Form\*\* Verify debtor name(s) prior to submitting supplement.

United States Bankruptcy Court Middle District of Alabama

Successful verification ...

Processing

The following Supplement of Claim has been filed

Case Name: I. M. Debtor

Case Number: 14-0002

Docket Text: Supplement of Claim No. 6 (Joe's Mart).

[File additional Supplements](#)