

# File a Claim Online Program

January 9, 2014

The U.S. Bankruptcy Court, Eastern District of Wisconsin has an application that allows a filer to submit a Proof of Claim (B10 form) online without having a CM/ECF login and password. The application is located on our court's main web page and is called **File a Claim On-line**. (If you use this program, you do **not** have to attach a separate Proof of Claim (B10) form . . . the application creates the form for you).

The United States Bankruptcy Court  
Eastern District of Wisconsin

HOME RULES & PROCEDURES BANKRUPTCY FORMS JUDGES ECF/PACER COURT INFO LINKS

**Information For ATTORNEYS**

- Log In to CM/ECF
- Filing & Other Fees
- Rules & Procedures
- Training
- Lou Jones Breakfast Club
- Mediation-Mortgage/General
- Search Decisions
- Bar Liaison Committee

**Information For DEBTORS**

- Frequently Asked Questions
- Filing without a Lawyer
- Bankruptcy Forms
- File Your Creditor Matrix
- Bankruptcy Basics Video
- Do I Need an Attorney?
- 341 Meeting Locations

**Information For CREDITORS**

- Creditor Forms
- File a Claim On-line**
- Nat'l Creditor Registration
- Transfer of Claims
- Unclaimed Funds
- 341 Meeting Locations

Click the link to get to the next page. Please read the instructions before you begin to file your Proof of Claim. Once you're ready, click the **Submit a Proof of Claim** icon.

HOME RULES & PROCEDURES BANKRUPTCY FORMS JUDGES ECF/PACER COURT INFO LINKS

Home Search... SEARCH

**FILE A CLAIM ELECTRONICALLY**

- Creditors are now able to file Proof of Claim forms for all chapters electronically. A CM/ECF login/password is not required.
- The Submit a Proof of Claim form program contains a fillable Form B10 Proof of Claim form. Supplemental documentation to the claim may be attached. The attorney may file the proof of claim through the website, indicating, "filed by: attorney" or may obtain a live ECF login and password.
- **The address of the creditor** is automatically added to the mailing matrix of a case when a proof of claim is filed to insure service of case-wide documents.
- **Amended Claims** - Check the box indicating that the claim amends a previously filed claim. Select the court claim number.
- The full name and title of a creditor or other person authorized to file a proof of claim must appear on the form. If a party other than the creditor is filing the proof of claim, the address of that party must be included. Filing a proof of claim electronically deems the claim signed by the creditor or authorized person.

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

Form B10 Instructions

Frequently Asked Questions (updated 6/3/2010)

**Submit a Proof of Claim**

Complete the following fields (they are all mandatory, except the "Title" field).

United States Bankruptcy Court Eastern District of Wisconsin (TRAIN)

**File Claim**

Case Number: 13-24000

Name of Creditor: Kleenex Box

**Filer Information**

Filed by: Creditor

Filer name: Marcy Jones

Title: Claims Representative

Company: Kleenex Box

Address:  
123 Main Street  
Milwaukee, WI 53210

Telephone number: 414-555-1212

Email: Marcy@mail.com

**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.

Please enter the text from this image: 9HJM

9HJM

I declare under penalty of perjury that the information provided in this claim is true and correct to the best of my knowledge, information, and reasonable belief.

Next

Read and check the box to indicate you must comply with the redaction rules.

Enter the text from the image into the empty text box and click **Next**.

Please enter the text from this image: 9HJM

9HJM

I declare under penalty of perjury that the information provided in this claim is true and correct to the best of my knowledge, information, and reasonable belief.

Next

The application will conduct a search to determine if the name of the creditor you listed on the previous screen is listed in the case. If the creditor's name in the case is not listed exactly as you typed it on the previous screen, don't worry. Just select the **Creditor not listed** radio button.

United States Bankruptcy Court Eastern District of Wisconsin(TRAIN)

Select Creditor

Creditor not listed

Alternatively, your search may reveal a creditor that matches. You may select a creditor from the search results, but before you do, **be sure the name and address of the creditor are exactly how you want them to appear on the Proof of Claim Form.** Also, be sure to use the address where **NOTICES** should be sent (may differ from the creditor's payment address).

United States Bankruptcy Court Eastern District of Wisconsin(TRAIN)

Select Creditor

Kleenex Box  
123 Main Street  
Milwaukee, WI 53210

Creditor not listed

If the search result is not exactly the way you want it to appear on the Proof of Claim form, select **Creditor not listed.**

Populate the following fields:

United States Bankruptcy Court Eastern District of Wisconsin (TRAIN)

Debtor **	Michelle Wilder
Case Number	13-24000
Filed By	Marcy Jones
Name of Creditor	Kleenex Box
Address where notices should be sent	123 Main Street
(City, State, Zip)	Milwaukee, WI 53210
Telephone Number:	414-555-1212
Email Address:	marcy@mail.com
<input type="checkbox"/> Payment Address differs from Notice Address	
<input type="checkbox"/> Check this box if this claim amends a previously filed claim.	<input type="checkbox"/> Check this box if you are aware that anyone else has filed a proof of claim relating to this claim. Attach copy of statement giving particulars.
Court Claim Number: <input type="text"/>	
Filed on: <input type="text"/> <input type="text"/> <input type="text"/>	

Be sure to check the box if you are **AMENDING** a previously filed claim. Then use the **Court Claim Number** drop down to link this amended claim to the original claim. (If you forgot to attach supporting documentation to your original claim, you may also use this check box. It will associate your documentation to the original claim, instead of erroneously creating another claim).



The balance of the form directly correlates with a Proof of Claim (B10) form. Please complete accordingly. If you are uncertain how to complete a Proof of Claim (B10) form, see the instructions located on our court's website. (Hint: there are links to the instructions on this page of the application).

**1. Amount of Claim as of Date Case Filed:** \$ [redacted]

If all or part of your claim is secured, complete item 4.  
If all or part of your claim is entitled to priority, complete item 5.

Check this box if the claim includes interest or other charges in addition to the principal amount of the claim. Attach a statement that itemizes interest or charges.

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**2. Basis for Claim:** [redacted] ([See instruction #2](#))

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**3. Last four digits of any number by which creditor identifies debtor:** [redacted]

3a. Debtor may have scheduled account as: [redacted] ([See instruction #3a](#))

3b. Uniform Claim Identifier (optional): [redacted] ([See instruction #3b](#))

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**4. Secured Claim** ([See instruction #4](#))

Check the appropriate box if your claim is secured by a lien on property or a right of setoff, attach required redacted documents, and provide therequested information.

Nature of property or right of setoff:  Real Estate  Motor Vehicle  Other

Describe: [redacted]

Value of Property: \$ [redacted]

Annual Interest Rate: [redacted] %  Fixed or  Variable  
(when case was filed)

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Amount of arrearage and other charges as of time case filed included in secured claim, if any: \$ [redacted]

Basis for perfection: [redacted]

Amount of Secured Claim: \$ [redacted]

Amount Unsecured: \$ [redacted]

**5. Amount of Claim Entitled to Priority under 11 U.S.C. §507(a):** \$ [redacted]

If any part of the claim falls into one of the following categories, check the box specifying the priority and state the amount.

Specify the priority of the claim:

- Domestic support obligations under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B).
- Wages, salaries, or commissions (up to \$12,475),\* earned within 180 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(4).
- Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(5).
- 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).
- Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8).
- Other - Specify applicable paragraph of 11 U.S.C. § 507(a)( [redacted] ).

\* Amounts are subject to adjustment on 4/1/2013 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.

**6. Credits:** The amount of all payments on this claim has been credited for the purpose of making this proof of claim.  
([See instruction #6](#))

7. **Documents:** Attached are **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. If the claim is secured, box 4 has been completed, and **redacted** copies of documents providing evidence of perfection of a security interest are attached. (See [instruction #7](#), and the definition of "redacted")

DO NOT SEND ORIGINAL DOCUMENTS. ATTACHED DOCUMENTS MAY BE DESTROYED AFTER SCANNING.

If the documents are not available, please explain:

**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 91 Mb in size.
- Multiple attachments to the Proof of Claim are permitted.

**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 and 3571.

Do you wish to attach supporting documentation?  Yes  No

Submit Claim

Clear Form

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

After completing the necessary fields, click **Submit Claim** (if you do NOT have supporting documentation to attach).

To include supporting documentation, click the **YES** radio button when prompted with the question about attaching supporting documentation. Then, click **Submit Claim**.

United States Bankruptcy Court Eastern District of Wisconsin(TRAIN)

**SUPPORTING DOCUMENTATION** (files should be limited to 91 Mb in size.)

C:\Users\hawleym\Desktop | Browse...

Add Attachment

File Proof of Claim

Click the **Browse** button to search the directory on your computer for the **PDF** document you wish to attach. Once you have attached your file, click **Add Attachment**. You will have another opportunity to attach additional documents. Once you are done attaching the supporting documentation, click **File Proof of Claim**.

You will receive a confirmation screen containing the claim number and an opportunity to print a copy of the Proof of Claim form for your records.

United States Bankruptcy Court Eastern District of Wisconsin(TRAIN)

Processing

Your claim was successfully filed in case number 13-24000.  
**Your claim number is 11.**

*Please keep a copy of your claim form!*  
Click [HERE](#) to view/print your filed claim.

[File additional claims](#)

Should you have any questions, concerns, or problems using this application, please contact the CM/ECF Help Desk at 414-290-2700.