

## Transfer of Claim and Notice of Transfer of Claim

Procedure Date: 1/23/2013	Official/Local Form: <a href="#">Official Form B 210A</a>	Rules/Code Sections: <a href="#">BLR 5005-9</a> , <a href="#">BLR 3001-1</a> <a href="#">FRBP 3001(e)(2)&amp;(4)</a>
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### How to Process

<a href="#">Filing Requirements</a>	<a href="#">Intake</a>	<a href="#">Electronic</a>	<a href="#">Docket</a>
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#### Overview

A Transfer of Claim is filed by a creditor at any time during the case to provide notice that the rights to a proof of claim have been transferred from the original creditor (transferor) to a new creditor (transferee). The transferee is the creditor receiving the claim.

Pursuant to Fed. R. Bankr. P. 3001(e)(2) and (4), when a transferee files a Transfer of Claim for a proof of claim originally filed by the transferor, the Clerk is responsible for giving the transferor notice of the filed Transfer of Claim via a Notice of Transfer of Claim.

#### [Critical Errors vs. Important Errors - Transfer of Claim](#)

#### Filing Requirements

- \$25 filing fee  Claim Form

#### Intake

- Ensure [Filing Requirements](#) are met
- [Quality control](#) the document(s)
- File stamp the document(s)
- ~~Route the original (and copies, if any) to the assigned case administrator~~
- Process payment and generate receipt
- Route the original, receipt (and copies, if any) to the assigned case administrator

## Electronic

- In the QC Editor, click the document number to open the document
  - Ensure [Filing Requirements](#) are met
  - [Quality control](#) the document(s)
  - If the case is closed, do not process the notice -
    - Enhance the docket text to include "Transfer not processed, case closed"
    - Change the Transferee that now appears on the claims register for the applicable proof of claim back to the original creditor by using:
      - **Creditors - edit** (while in QC Editor) or
- ← • If the case is **< Creditor Maintenance < Edit Creditors**
- Verified but not correct claim
  - Verified, process the text and make corrections, if necessary
  - If the case is dismissed but not correct claim
  - If the case is closed, process the text and make corrections, if necessary
  - If the case is closed, process the notice of transfer

## To Process the Notice of Transfer Claim

- Select **Bankruptcy**
- Select **Multi-Case Docketing**
- Enter case number (xx-xxxxx)
  - **IF** there is more than one Notice of Transfer of Claim with the same transferor and transferee, you may enter multiple notices at once
- Click **Next**
- Select **Notice of Transfer of Claim**
- Click **Next**
- **Note: Do not change the date filed**
- Enter the full **Transferee Name** and **Transferor Name**
- Click **Next**
  - **IF** there are multiple transfers from the same transferor to the same transferee, send one notice of transfer and enhance the docket text (at the end of the docket entry) with the document numbers to which the transfer relates
- Verify the docket text and make corrections, if necessary
- Click **Next**
- Click **Next**
- Select all transferee/transferor addresses listed on the Transfer of Claim
  - **IF** the transfer does not list specific addresses for service of the notice, select all addresses contained in the case for each transferee/transferor for service
- Click **Next**

- Click the “Mark as Checked” box in the QC editor before moving on to the next event
- If applicable, generate a [Notice of Deficiency](#)

## Docket

- Ensure [Filing Requirements](#) are met
- [Quality Control](#) the document(s)
- Select **Bankruptcy**
- Select **Claims Action**
- Enter case number (xx-xxxxx)
- Click **Next**
- Select the **filing attorney**
- Click **Next**
  - **IF** an attorney is not listed
    - Use [Add/Create New Attorney](#)
    - Click **Next**
  - **IF** the document is not being filed by an attorney
    - Click **Next**
    - Click **OK**
- Select the **party filer**
- Click **Next**
  - **IF** the party is not listed
    - Use [Add/Create New Party](#)
    - Click **Next**
- If you see the message: **IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorneys are selected.**
  - Remove the check mark from any party not represented by the filing attorney
  - Click **Next**
- Select **Transfer of Claim**
- Click **Next**
- Enter the **date filed** from the file stamp
- **Browse** to select the document to be filed (.pdf)
- Click **Next**
  - Do not refer to existing events
- Click **Next**
- Select the **Transfer Type**, if stated on form

- Enter name of the transferee as it appears on the Transfer of Claim in the **Search for transferee** box
- Click **Search Creditors**
  - **IF** the creditor is not found, click **Search Creditors** with no name of transferee in the box. A drop-down list of all creditors will appear.
- Select creditor
- Click **Select**
- Enter name of the transferor as it appears on the Transfer of Claim in the **Search for transferor** box
- Click **Search Creditors**
  - **IF** the creditor is not found, click **Search Creditors** with no name of transferor in box. A drop-down list of all creditors will appear.
- Select creditor (There may be multiple creditors with the same name. Choose the creditor with the applicable claim number at the end of the address)
- Click **Select**
- The **Claim number** will auto fill
- Verify **Claim number** make corrections, if necessary
- Click **Next**
- Enter the Receipt # (internal only)

### To Process the Notice of Transfer Claim

- Select **Bankruptcy**
  - Select **Multi-Case Docketing**
  - Enter case number (xx-xxxxx)
    - **IF** there is more than one Notice of Transfer of Claim with the same transferor and transferee, you may enter multiple notices at once
  - Click **Next**
  - Select **Notice of Transfer of Claim**
  - Click **Next**
- Note: Do not change the date filed**
- Enter the full **Transferee Name** and **Transferor Name**
  - Click **Next**
    - **IF** there are multiple transfers from the same transferor to the same transferee, send one notice of transfer and enhance the docket text (at the end of the docket entry) with the document numbers to which the transfer relates
  - Verify the docket text and make corrections, if necessary
  - Click **Next**
  - Click **Next**
  - Select all transferee/transferor addresses listed on the Transfer of

#### Claim

- **IF** the transfer does not list specific addresses for service of the notice, select all addresses contained in the case for each transferee/transferor for service
  - Click **Next**
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- In the lower right corner of the document, write the document number and your initials
  - If necessary, generate a [Notice of Deficiency](#)