

Insuring Correct Creditors Name and Address on Claims

Go to Bankruptcy Events

Select "File Claims"

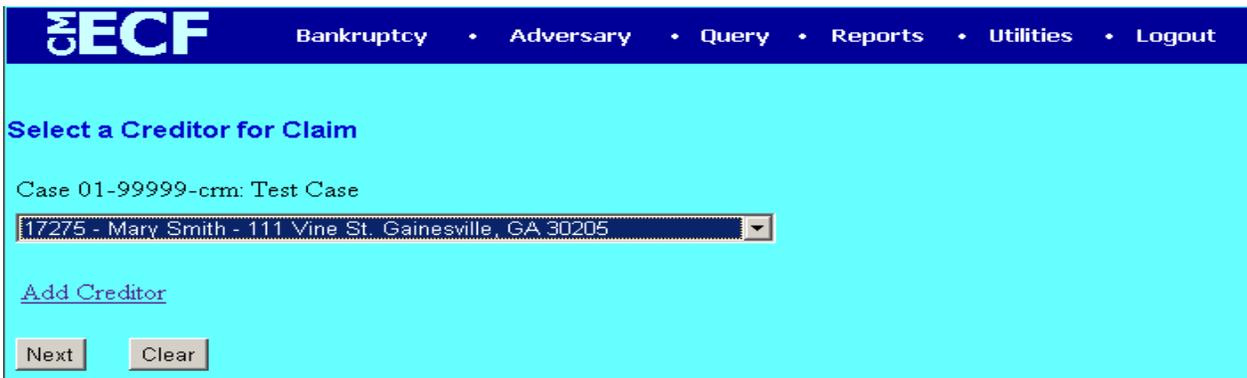
Enter Case #

Select "Next"

Choose the correct creditor name and address. If there is not an **existing name** or an **incorrect name and address**, Select on the hyperlink **"Add Creditor"**



The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light blue header with the text "Search for Creditor". The main content area is white and contains a search form. It has a "Case Number" field with "01-99999" entered, a "Name of creditor" text input field, and a "Type of creditor" dropdown menu set to "Creditor". At the bottom of the form are "Next" and "Clear" buttons.



The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light blue header with the text "Select a Creditor for Claim". The main content area is white and shows "Case 01-99999-crm: Test Case". A dropdown menu is open, displaying "17275 - Mary Smith - 111 Vine St. Gainesville, GA 30205". Below the dropdown is a blue hyperlink labeled "Add Creditor". At the bottom of the form are "Next" and "Clear" buttons.

Enter Case # and Select "Next"



The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light blue header with the text "Creditor Processing". The main content area is white and features a grey box with a "Case Number" label. Inside this box is a text input field containing "01-99999" and a list of suggested case numbers: "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the grey box are "Next" and "Clear" buttons.

Type correct name and address of creditor.
(Do not enter information on the 5th address line)

Select the radio button “Last Entry” and then select “Next”

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Add Creditor(s)

Case 01-99999-crm already contains creditors!

Case number 01-99999-crm Test Case

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee No Yes

Continue To Enter Last Entry

Verify Total of Creditors Entered
Select “Submit”

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Add Creditor(s)

Total Creditors Entered 1

Now select the hyperlink **“File a Proof of Claim”**
Continue to file your claim. Make sure you select the correct name and address you just entered.

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Creditors Receipt

Case Number	01-99999
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)