

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF GEORGIA
Electronic Proof of Claim (ePOC)**

Helpful Hints

- Verify the debtor(s) name and case number prior to submitting the proof of claim. The top of the fillable form will display the case number and debtor(s) name. If you have entered the incorrect case number, use the 'START OVER' button to return to the first screen to enter the correct case number.
- If you are amending a claim for any reason, be sure to check 'Yes' in box 4 on the claim form.
- The total amount claimed is required in box 7. Do not use commas when entering an amount in any of the boxes.
- If you have supporting documentation to attach to your claim, select 'Yes' at the bottom of the form (before the signature line). After clicking on 'Submit Claim', you will be able to attach your documentation.
- Print or save the completed proof of claim. The option to view/print is displayed on screen after the submission of claim. This screen also displays the claim number assigned to your claim.
- ePOC is not supported with the Google Chrome browser.

Frequently Asked Questions (FAQs)

1	Q:	Do I need to become an ECF registered user to file an electronic proof of claim?
	A:	No. A claimant or a claimant's agent may utilize the electronic filing feature available on the Court's website without becoming a registered ECF user; no login or password is required.
2	Q:	Do I need to attach the official claim form as an attachment?
	A:	No. The fillable form will create the Official Form 410. Any attachments should consist of supporting documentation to the Proof of Claim (optional).
3	Q:	How do I sign the proof of claim?
	A:	The filing of the claim electronically deems the claim signed by the creditor or authorized person who has indicated their name and title when filing the claim.

4	Q:	Can I get a file-stamped acknowledgment of the proof of claim?
	A:	Yes. Upon submitting the proof of claim, the Court's claim number will display with a link to the electronically file-stamped proof of claim. The claim will be file stamped as of the entry date. It is recommended that the claim be printed or saved at that time.
5	Q:	When will the claim appear on the claims register?
	A:	The claim will immediately appear on the claims register upon submitting the proof of claim.
6	Q:	Will the Trustee be served with the proof of claim?
	A:	Yes. The Trustee will receive notification of the claim through the Court's Notice of Electronic Filing. You do not need to send a separate paper claim to the Trustee's office or Clerk's office.
7	Q:	I need to amend a claim. How do I do this?
	A:	When completing the fillable claim form, check 'yes' in box 4 to indicate that the claim amends a previously filed claim.
8	Q:	At the time of filing my claim, I do not know the amount that is due. How do I enter "unknown" in the amount for the claim?
	A:	In the Amount of Claim box, enter: 0.00. Attach documentation to the claim explaining the reason that the 0.00 was entered. The amount of the claim on the official form that is produced will state "See attachments". Once you know the amount of the claim, file an amended claim.
9	Q:	I filed a claim and my attachments did not properly attach to the claim filed. How do I get the supporting documentation filed?
	A:	First, ensure that the attachment(s) is in PDF format and is being submitted in black and white (no color documents). Next, confirm that each PDF document being attached is less than 7 MB in size. Then, file an amended claim and attach the correct PDF images.
10	Q:	Can I include a separate address for payments?
	A:	Yes. Check the box (under box 3) indicating that the Payment Address is different from the Notice Address. An additional address field will appear for this alternate address for payments.