

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Proof of Claim
	Section Assignment/Transfer of Claim

Review the claims register to verify a claim has been filed previously and make a note of the claim number.

The claim MUST be Stipulated and Notice Waived

**Asset Case/
Claim on File**

Make sure you know the claim # before beginning to enter the Assignment of Claim.

- Enter the assignment/transfer as though it is a new claim.
- See Chapter: Proof of Claim for instructions on entering claim.
- Exception: In the Remarks box enter: **Transfer of Claim # ___**.
- Do not docket any entry in the main case.

**Asset Case/
Claim not on File**

- Enter the assignment/transfer as though it is a new claim.
- See Chapter: Proof of Claim for instructions on entering claim.
- Exception: In the Remarks box enter: **No previous claim on file.**
- Do not docket any entry in the main case.

**No Asset Case
With or Without
Claim on File**

Make sure you know the claim # before beginning to enter the Transfer of Claim.

- Enter the assignment/transfer as though it is a new claim.
 - See Chapter: Proof of Claim for instructions on entering claim.
 - Exception: In the Remarks box enter: **Transfer of Claim # ___ or No previous claim on file.**
 - Do not docket any entry in the main case.
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The Claim is NOT Stipulated or Notice NOT Waived.

File this type of assignment/transfer on paper or disc. The court will docket and enter the assignment/transfer.

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