

# E-Filing Proof of Claim Overview

The U. S. Bankruptcy Court for the Southern District of Iowa is pleased to announce the implementation of a new application to enable creditors without a CM/ECF login/password to electronically submit proofs of claims. This eliminates the need to complete the paper copy of the Proof of Claim form and mailing it to the Court. The application is available from the Court website at: <http://www.iasb.uscourts.gov/>

Once you access the website, click on the **Debtors/Creditors** tab at the top of the Welcome page and select **Electronic Filing of Proof of Claim** from the drop-down menu.

The Electronic Filing (E-Filing) of Proof of Claim page provides the following links:

- **Proof of Claim Instructions**—This link provides the instructions for the B10 Proof of Claim form as seen on the reverse side of the paper form.
- **Frequently Asked Questions**—This link provides answers to the questions frequently asked by creditors regarding the filing of a proof of claim.
- **E-File a Proof of Claim**—This link opens an electronic version of the form B10 Proof of Claim form for data entry.

For those filers familiar with the B10 Proof of Claim form and the instructions for filing, you can quickly open the form from the Court’s Welcome page by clicking on the E-Filing Proof of Claim button:

**UNITED STATES BANKRUPTCY COURT**  
**SOUTHERN DISTRICT OF IOWA**  
Honorable Lee M. Jackwig, Chief Judge · Mary M. Weibel, Clerk

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Case Locator (PACER) »  
E-Filing (CM/ECF) »  
E-Filing Proof of Claim »

*Welcome*  
Welcome to the official website for the United States Bankruptcy Court for the Southern District of Iowa.

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# E-Filing Proof of Claim Overview

Once you click the **E-Filing Proof of Claim** button from the Welcome page or the **E-File a Proof of Claim** link from the Electronic Filing (E-Filing) of Proof of Claim page, the form is presented to you in sections for completion.

To access instructions for a field in the form, simply click on the “See instruction #” link to view the form instructions for the field:

**1. Amount of Claim as of Date Case Filed:**

If all or part of your claim is secured, complete item 4 below; however, if all of your claim is unsecured, do not complete item 4.  
If all or part of your claim is entitled to priority, complete item 5.

Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.

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

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

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

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

You may attach supporting documents to your claim form, if necessary. To do so, click the Yes bullet in answer to the question “Do you wish to attach supporting documentation?”

**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, security agreements, or, in the case of a claim based on an open-end or revolving consumer credit agreement, a statement providing the information required by FRBP 3001(c) (3)(A). 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. If the claim is secured by the debtor's principal residence, the Mortgage Proof of Claim Attachment is being filed with this claim. [\(See instruction #7, and the definition of "redacted".\)](#)

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

If the documents are not available, please explain:

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

Do you wish to attach supporting documentation?  Yes  No 

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Once you have entered your signature, the verification code, and clicked the submit button, you are presented a screen on which to browse and attach supporting documents. Please note; however, any attached document must be a PDF.

When you have completed filing the claim, the Court's claim number appears with a link to the electronically file-stamped proof of claim. The claim is file stamped as of the entry date. It is recommended that you print or save the claim at this time.