

# E-Filing Proof of Claim Instructions

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 (in the Filing Without and Attorney drop down menu), the Electronic Filing Proof of Claim page appears.

- **Enter** the Case Number.
- **Enter** the Name of the Creditor.
- **Select** the party in the Filed by box to identify your role.
- **Click** the checkbox to indicate you have read and understand the redaction responsibility.
- **Click Next**.

United States Bankruptcy Court Southern District of Iowa

Electronic Filing of Proof of Claim: [E-Filing Proof of Claim Instructions](#), [Frequently Asked Questions](#)

**File Claim**

Case Number   
**Example:** 14-00002

Name of Creditor

Filed by Creditor

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

**IMPORTANT WARNING:** A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Next

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.

Installed Version: 5.0

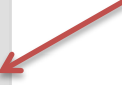
The proof of claim form is presented to you for completion.

# E-Filing Proof of Claim Instructions

## Accessing Instructions

Certain fields have instructions available. To access and view the instructions, simply click on the “[See instruction](#)” link shown next to the field:

8. What is the basis of the claim? (required)	Examples: Goods sold, money loaned, lease, services performed, personal injury or wrongful death, or credit card. Attach redacted copies of any documents supporting the claim required by Bankruptcy Rule 3001(c). Limit disclosing information that is entitled to privacy, such as healthcare information. <input type="text"/> <a href="#">(See instructions)</a>
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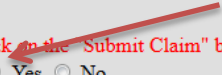
## Attaching Supporting Documents

You may attach supporting documents to your claim form, if necessary.

- **Click** the Yes bullet in answer to the question “Do you wish to attach supporting documentation?” A browse screen appears.
- **Browse** and attach supporting documents.

Please note that any attached document must be a PDF.

<p><b>Documents:</b> Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both.</p> <p>Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called "Bankruptcy Rule") 3001(c) and (d). (<a href="#">See instructions</a>, and the definition of "redacted".)</p> <p><b>Attachments:</b></p> <ul style="list-style-type: none"><li>• Necessary documentation can be attached to the Proof of Claim after the information for the form is submitted.</li><li>• Attachments to the Proof of Claim are required to be PDF files.</li><li>• Attachments to the Proof of Claim are NOT to exceed 32 Mb in size.</li><li>• Multiple attachments to the Proof of Claim are permitted.</li><li>• <b>Do not upload a completed Proof of Claim form as an attachment to this filing.</b> Attaching a completed Proof of Claim will result in multiple versions of the form being filed (the electronically created proof of claim form plus the proof of claim attached). If filing an Amended Proof of Claim, the attachment of the previously filed claim is allowed.</li></ul> <p><b>Note:</b> You will have the option to select files to upload for this claim once you click on the "Submit Claim" button below</p> <p><b>Do you wish to attach supporting documentation?</b> <input type="radio"/> Yes <input type="radio"/> No</p>
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# E-Filing Proof of Claim Instructions

## Signing and Submitting the Claim

To sign and submit the claim:

- **Enter** Your signature, title, company, and contact information requested.
- **Enter** the verification code,
- **Click** the Submit button,

**Part 3:** Sign Below

The person completing this proof of claim must sign and date it. FRBP 9011(b).

If you file this claim electronically, FRBP 5005(a)(2) authorizes courts to establish local rules specifying what a signature is.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157 and 3571.

Check the appropriate box: (required)

I am the creditor.

I am the creditor's attorney or authorized agent.

I am the trustee, or the debtor, or their authorized agent. Bankruptcy Rule 3004.

I am a guarantor, surety, endorser, or other codebtor. Bankruptcy Rule 3005.

I understand that an authorized signature on this Proof of Claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.

I have examined the information in this Proof of Claim and have a reasonable belief that the information is true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Print the name of the person who is completing and signing this claim:

Signature\*  \*Type Full Name (required)

Title

Company

Identify the corporate servicer as the company if the authorized agent is a servicer

Address

Number and Street

(City, State, Zip)   -

Contact Phone:

Email:

Enter Verification Code (required)

\*\* Verify debtor name(s) prior to submitting claim to be filed.

*Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.*

When you have submitted 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.
- Print or save the claim at this time.

# E-Filing Proof of Claim Instructions

## Amending a Claim

To amend an existing claim, check the box (Item 4. on the form) to indicate that the claim amends a previously filed claim.

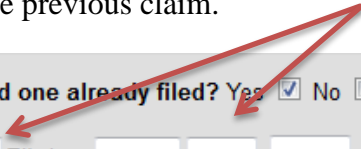
4. Does this claim amend one already filed? Yes  No



You can then enter the:

- Court claim number and/or
- Date of the previous claim.

4. Does this claim amend one already filed? Yes  No



Court Claim Number:  Filed on:  ,