

Claims Register (for Attorneys/Trustees)

The Claims Register report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

- STEP 1** Click on the Reports hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **REPORTS** screen displays with a list of reports that can be generated (See Figure 2.)



Figure 2

- Click on the Claims Register hyperlink.

STEP 3 The PACER LOGIN screen displays (See Figure 3).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacercs.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Login Reset

Figure 3

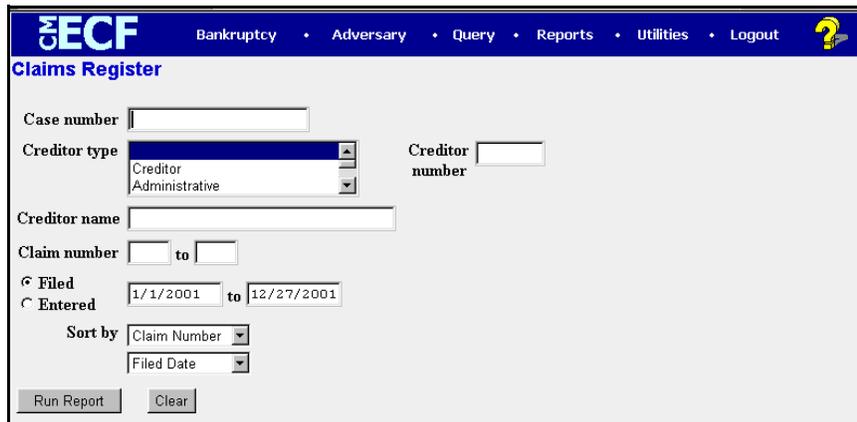
NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- Enter your PACER assigned **Login** and **Password** (these fields are case sensitive).
- Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

- Click on the **[Login]** button.

STEP 4 The **Claims Register** information screen displays. (See Figure 4.)



The screenshot shows the ECF Claims Register search interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the title "Claims Register" is displayed. The search form includes the following fields and options:

- Case number:** A text input field.
- Creditor type:** A dropdown menu with "Creditor" and "Administrative" options.
- Creditor number:** A text input field.
- Creditor name:** A text input field.
- Claim number:** Two text input fields separated by "to", for entering a range.
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered".
- Date range:** Two text input fields for dates, with "1/1/2001" and "12/27/2001" entered.
- Sort by:** Two dropdown menus, with "Claim Number" and "Filed Date" selected.
- Buttons:** "Run Report" and "Clear" buttons at the bottom.

Figure 4

- Claims Register information can be requested by and limited by:
 - Case number (a required field)
 - Creditor type
 - Creditor number
 - Creditor name
 - Claim number or number range
 - Filed or Entered date or date range
 - To view all claims activity for a case, enter only the case number.
 - Claims can be sorted by:
 - Claim number
 - Creditor name
 - Filed date
- You can specify both a primary and secondary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort.
- After entering or selecting the desired criteria, click **[Run Report]** to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on the BNC certificates of service.

STEP 5 The **Claims Register** screen displays next. (See Figure 5.) All reports can be printed by clicking on the browser's Print button. You can also save the **Claims Register** report to a file by clicking **[File]** on the browser menu bar and select **Save Frame As**.

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 			
WIWB (will be) Live DataBase Claims Register 1-01-00073-tsu Dale A. Daniels Judge Thomas S. Utschig Debtor Name: DANIELS,DALE A.			
Claim No: 1	<i>Creditor Name:</i> Allied Building Materials 4082 Bookman Ave. Pleasantville, IA 99887	<i>Last Date to File Claims:</i> 01/28/2002 <i>Last Date to File (Govt):</i> <i>Filing Status:</i> <i>Docket Status:</i> <i>Late:</i> N	
<i>Claim Date:</i> 11/07/2001	<i>Amends Claim No:</i> <i>Amended By Claim No:</i>	<i>Duplicates Claim No:</i> <i>Duplicated By Claim No:</i>	
Class	Amount Claimed	Amount Allowed	
Unsecured	\$1902.50	\$0.00	
Total	\$1902.50	\$0.00	
<i>Description:</i> Cement Mixer			
<i>Remarks:</i>			

Figure 5

- Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
- Additional information about each claim is displayed in the upper right-hand corner of that claim's section of the report.
 - **Last Date to File Claims** – Claims bar date set at the § 341 Meeting setting or trustee's asset notice.

- **Last Date to File (Govt)** – Governmental claims bar date set when the petition was filed for asset cases.
 - **Filing Status** – Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
 - **Docket Status** – Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
 - **Late** – Yes or No flag signifying when received according to the claims bar date.
- This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.
- At the end of the report is a **Claims Register Summary**, which shows the total amount of the claims. (See Figure 6.)

Claims Register Summary		
Case Name: Dale A. Daniels		
Case Number: 1-2001-00073-tsu		
Chapter: 7		
Date Filed: 09/28/2001		
Total Number Of Claims: 8		
	Total Amount Claimed	Total Amount Allowed
Unsecured	\$9547.50	\$0.00
Secured	\$20500.00	\$0.00
Priority	\$0.00	\$0.00
Unknown	\$0.00	\$0.00
Administrative	\$0.00	\$0.00
Total	\$30047.50	\$0.00

Figure 6