



CLERK'S TIPS TO HELP PROCESS YOUR CLAIMS MORE EFFICIENTLY

1. **DO NOT** file claims in no-asset cases. If the trustee determines there are assets, you will be notified of the deadline for filing any proofs of claim.
2. If you would like to add your name to the mailing list, file a Request for Notice instead of filing a proof of claim in a no-asset case.
3. You may add or edit your name and address in the creditor database to file a claim.
4. Ensure the name and address you select from the list of creditors matches the name and address listed for the creditor on your claim.
5. Enter the amount(s) on your proof of claim form in the appropriate fields. The amounts will total automatically.
6. Do not file claims in closed cases.
7. Please list the debtor's name exactly the way it appears on the petition.
8. Use the correct bankruptcy case number. Make sure the case name and number match.
9. Ensure you are filing the claim in the correct district.
10. Attach supporting documentation to the proof of claim.
11. If this is an Amended Proof of Claim, be sure it is appropriately identified as such on your claim form. When filing the claim in CM/ECF, ensure the correct claim number is entered in the field "Amends Claim 1". Do not enter 1-1 as seen on the Claims Register in the history for the claim.