

UNITED STATES BANKRUPTCY COURT DISTRICT OF CONNECTICUT

Amending a Proof of Claim and a Creditor Name/Address

NOTE: Transfers of a proof of claim to a new entity must follow the transfer of claim procedure and use the transfer of claim ECF event. The transfer of claim event is found under the “Claims Actions” menu under the “Bankruptcy” tab. Do **NOT** use the events and steps below to enter a transfer of claim. These steps below are to amend or correct claim amounts, type, and creditor address.

If you have already filed a proof of claim in a bankruptcy case, and now need to amend that claim or correct information on the claim, or update the address of the creditor, then follow these instructions.

If you are updating the creditor address, you must file the PDF file of an amended Proof of Claim. You may not simply change the computer data. A PDF file must be uploaded.

Have ready the case number in this format: ## - ##### (i.e. 22-50001), and the claim number. Your claim number should be in this format: 10-1 or 3-1. During these steps, you will only use the number before the hyphen.

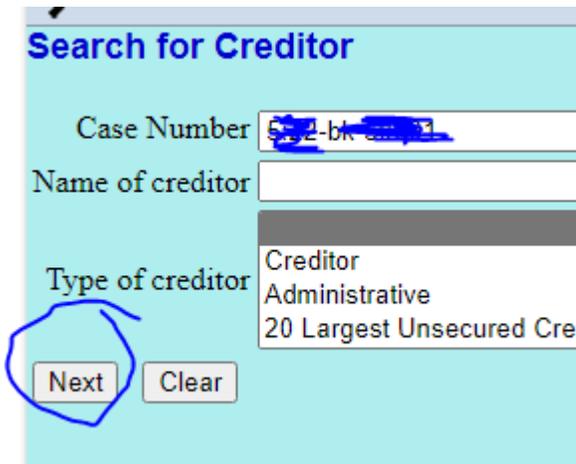
<p>Step 1. Click on the link “File Claims” under the Bankruptcy Menu</p>	 <p>The screenshot shows a dropdown menu titled "Bankruptcy Events" with the following options: Appeal, Auditor's Reports, Batch Filings, Case Upload, Claim Actions, Claims Upload, Court Events, Creditor Maintenance..., File Claims, and Miscellaneous. The "Bankruptcy Events" title and the "File Claims" option are circled in blue.</p>
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Step 2.

Type in your case number in this format:

- #####
(i.e. 22-50001),
then click on
“Find Case”.

Then click “Next”

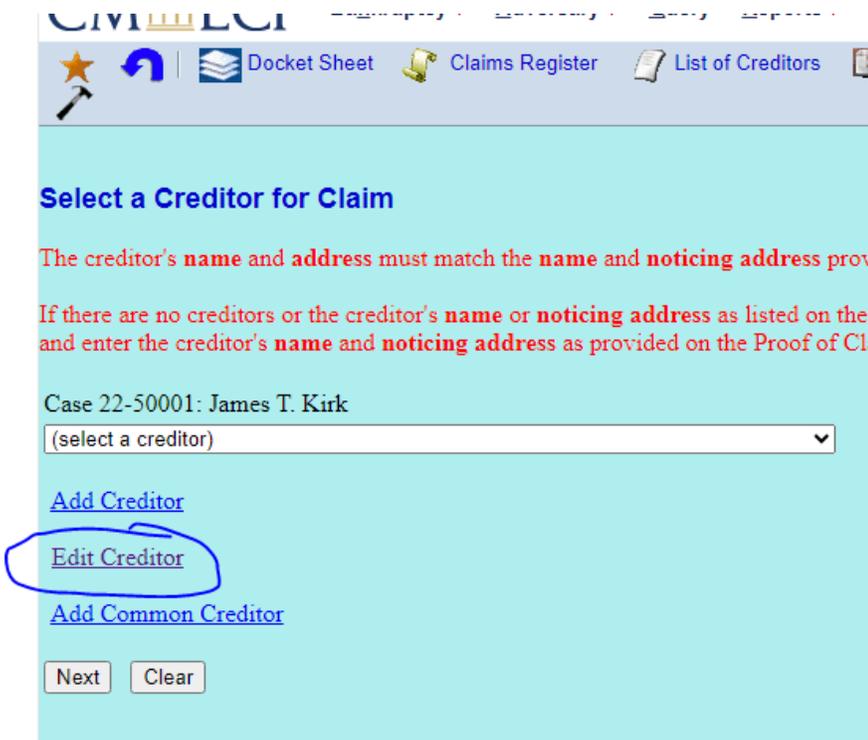


Step 3.

If you are updating the address of the creditor notice address, you must first do that before amending the claim itself.

Note, there is no need to select an entity from the drop down. Simply click on “Edit Creditor”

If you are not updating the creditor address, then skip to **Step 9** to amend the claim data and upload the amended claim PDF.



Step 4.

Type in the correct case number, then make sure the radio button is on “Edit a creditor”.

Then click Next.

CM ECF Bankruptcy Adversary Query

★ ↺ 📄 Docket Sheet 📁 Claims Register 📄 List

Edit Creditor(s)

Case number ~~bk-50001~~ bk-50001

Enter name of creditor

Edit a creditor

Delete creditor(s)

Next Clear

Step 5.

Select the entity from the dropdown that’s address will be updated.

Click Next.

Case number ~~bk-50001~~ bk-50001 James T. Kirk

Edit Creditor This is a test 123 Place Street Anywhere, CT 06031 - 56995

Add new creditor

Add common creditor(s)

James T. Kirk

Next Clear

Step 6.

Make the necessary updates to the name and address.

Click Submit.

Edit Creditor(s)

Case number ~~50001~~ James T. Kirk

Name may be 50 characters. Address

Name and Address

This is a test
123 Place Street
Anywhere, CT 06031

Creditor type

Override preferred address No Yes

Creditor committee No Yes Entity

!!!WARNING!!!

Submitting this screen commits this transaction.

You will have **no** further opportunity to modify this submission.

Step 7.

Now proceed to filing the updated/amended claim and editing any claim data, as appropriate.

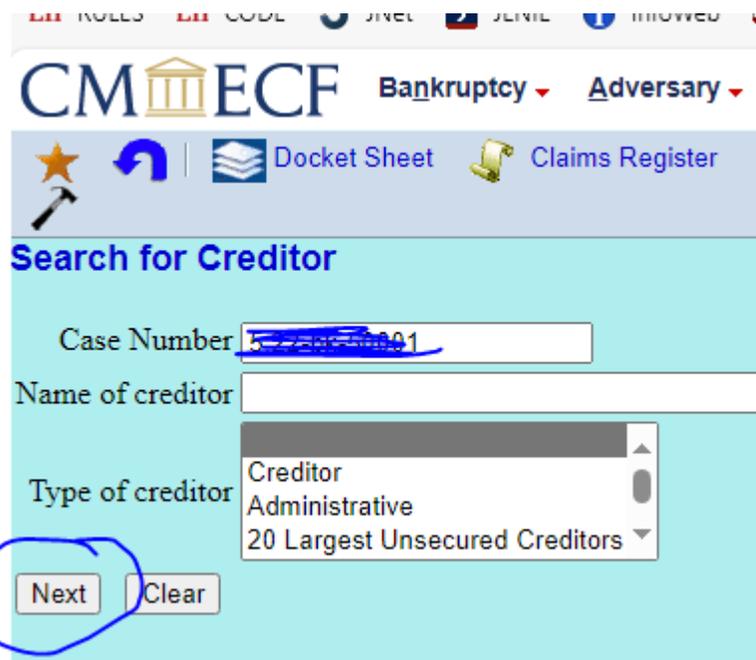
Click on “File A Proof of Claim”



Step 8.

Type in your case number in this format:
- #####
(i.e. 22-50001),
then click on “Find Case”.

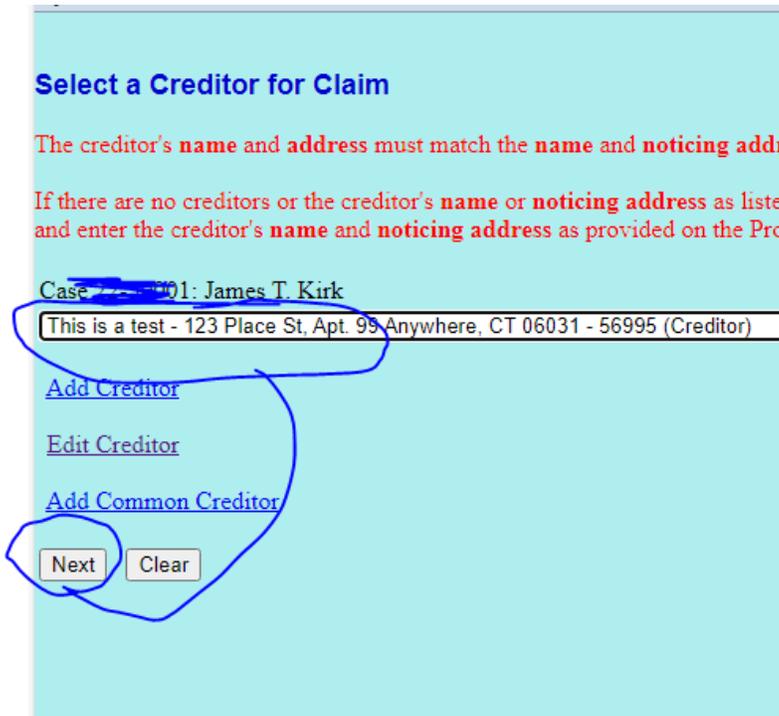
Then click “Next”



Step 9.

From the dropdown listing, select the entity for which you are filing an amended claim.

Click Next.



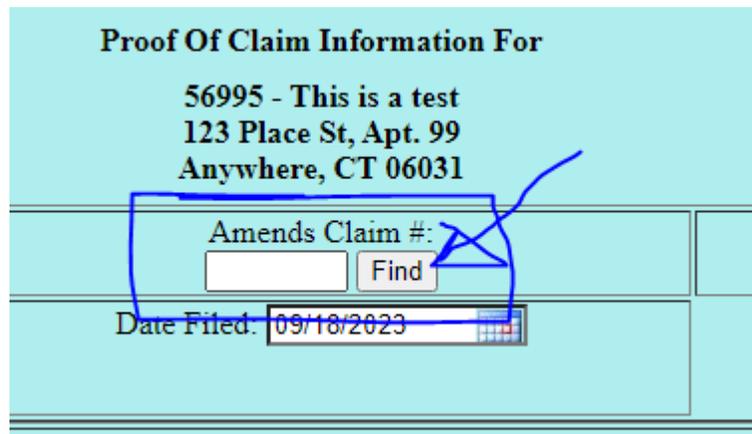
Step 10.

At the top of the screen, enter the original claim number for which you are amending. Click on “Find”
A pop up window should appear (make sure you are not blocking pop-ups). Click on the name of the entity in that popup.

The screen should then auto load all the original information.

Make the necessary changes to that data.

Click Next.



Step 11.

Upload the pdf file of the Amended Claim.

Click Next.

Then click Next again to confirm.

You should reach a confirmation page.

The screenshot shows a web application interface for Case 22-50001. At the top, there are navigation links for 'Docket Sheet' and 'Claims Register'. The main content area is light blue and contains the following elements:

- Case 22-50001**
- Filename** section with a 'Choose File' button and the text 'Sample Test Document.pdf'.
- Attachments to Document:** with radio buttons for 'No' (selected) and 'Yes'.
- At the bottom, there are 'Next' and 'Clear' buttons.

A blue hand-drawn circle highlights the 'Choose File' button and the 'Next' button.

You may then head to the Claims Register to verify your amendment uploaded correctly to the claims register (click on Query, enter the case number, and then choose “Claims Register” from the menu.

The original claim number should remain the same but the amendment will be followed by a number indicating the amendment number.

For example, claim 10 has an initial claim number of “10-1”.

The first amendment will be 10-2, the next amendment will be 10-3 and so on.

The screenshot displays a claims register interface. At the top, it shows "Amount claimed: \$1000.00". Below this is a "History" section with three entries, each with a "Details" link, a radio button, and a claim number: "1-1" (dated 01/10/2023, "Claim #1 fi"), "1-2" (dated 09/18/2023, "Amended"), and "1-3" (dated 09/18/2023, "Amended"). Below the history are sections for "Description:" and "Remarks:".