

Claims Register

The **Claims Register** report can be generated from the [Reports](#) hyperlink on the CM/ECF Main Menu Bar.

STEP 1 Click on [Reports](#) on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **REPORTS** screen will then be displayed. (See Figure 2.)



Figure 2

- ◆ Select the [Claims Register](#) hyperlink.

STEP 3

The PACER login screen will then be displayed (See Figure 3.)

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An access to a public page, as approved by the Judicial Conference of the United States at its September 1998 session, will be provided for access to this site. A computer will be charged to your PACER login that is responsible. 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.

Authenticate

Username:

Password:

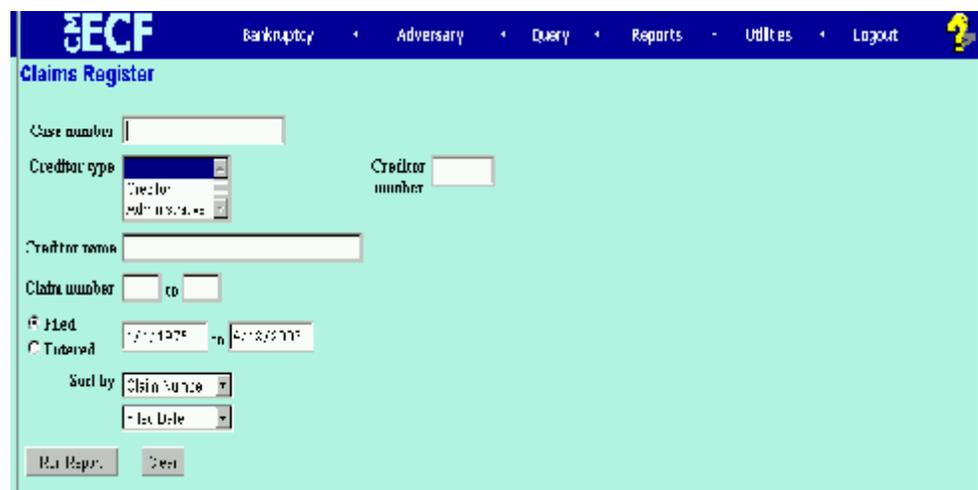
Client Code:

Make this my default PACER login

Figure 3

- ◆ This screen will appear each time you request a report or query within PACER.
- ◆ After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

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



The screenshot shows the 'Claims Register' search interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout' links. The main area is titled 'Claims Register' and contains several search criteria fields: 'Case number' (text input), 'Creditor type' (dropdown menu with 'Creditor' and 'Administrative' options), 'Creditor number' (text input), 'Creditor name' (text input), 'Claim number' (text input) and 'to' (text input), 'Filed' (radio button) and 'Entered' (radio button) with date range inputs, and 'Sort by' (dropdown menu with 'Claim Number' and 'Last Date' options). At the bottom, there are 'Run Report' and 'Clear' buttons.

Figure 4

- ◆ Claim 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,
- ◆ 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 BNC certificates of service.

STEP 5 The **Claims Register** screen is displayed. (See Figure 5.)

Western District of Kentucky Claims Register			
02-10001 John Doe Judge J. L. Cooper Debtor Name: DOE,JOHN			
Claim No: 1	Creditor Name: Sears 601 West Broadway Louisville, Ky 40202	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N	
Claim Date: 04/12/2002	Amended Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:	
Class	Amount Claimed	Amount Allowed	
Unknown	\$100.00		
Total	\$100.00		
Description:			
Remarks:			

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

- Filing Status when the petition was filed for asset cases.
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 amounts of the claims. (See Figure 6.)

Claims Register Summary		
Case Name: John Doe		
Case Number: 2002-10001		
Chapter: 7		
Date Filed: 03/07/2002		
Total Number Of Claims: 2		
	Total Amount Claimed	Total Amount Allowed
Unsecured		
Secured		
Priority		
Unknown	\$200.00	
Administrative		
Total	\$200.00	

Figure 6

STEP 6 To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.