

# Claims Register

## For Trustees and Attorneys

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

*Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.*

*This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.*

**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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### 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://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 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 inquires 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**

- ◆ 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.)

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### Claims Register

Case number

Creditor type  Creditor number

Creditor name

Claim number  to

Filed  to

Entered

Sort by

Run Report Clear

**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,

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 BNC certificates of service.

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

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 		
Systems Deployment and Support Division Claims Register		
<a href="#">02-10070 Walter J. Daniels</a> Judge Charles Anderson Debtor Name: DANIELS,WALTER J.		
Claim No: <a href="#">1</a>	Creditor Name: Exxon Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30333-5980	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 08/22/2002	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Unknown	\$350.26	
<b>Total</b>	<b>\$350.26</b>	
Description: Gasoline purchases		
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 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.

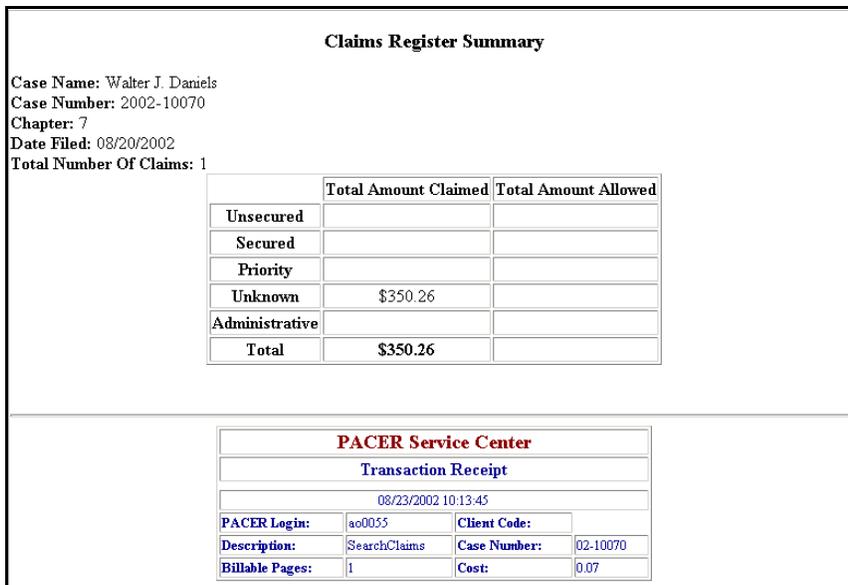


Figure 5a

- ◆ At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims and a **PACER Transaction Receipt**, which indicates all billable charges. (See Figure 5a.)