

## Step-by-Step Instructions for Claims Filing in ePOC

### FILING AN ePOC CLAIM

Any party can file a proof of claim. Please refer to the case docket to determine if a claims bar date (or deadline) has been set.

ePOCs can be filed at the following IP address

[www.tnmb.uscourts.gov/electronic-proof-claim-eoc](http://www.tnmb.uscourts.gov/electronic-proof-claim-eoc)

### STARTING THE ePOC PROCESS

1. Enter case number (xx-xxxxx)
2. Enter creditor name
  - Leave blank to choose from a list of creditors on next screen
3. Select the party the claim is filed by from the drop-down box
  - Creditor, Creditor Attorney, Debtor, Debtor Attorney or Trustee
4. Redact personal identifiers
  - Review all supporting documents you are going to attach to the claim and verify that all personal identifiers have been redacted (i.e. social security/taxpayer identification numbers, dates of birth, financial account numbers)
  - After all attached documents have been reviewed for redaction(s), select "I understand that, if I file, I must comply with the redaction rules. I have read this notice.?"
  - Click Next
  - Select the creditor
  - If the creditor name and/or address DOES NOT match, select "creditor not listed" option
5. Creditor Name (Who is the current creditor?)  
**NOTE:** Before proceeding, verify the debtor name(s) and case number to verify the claim is being filed in the correct case
  - Enter or verify the name of the creditor and the address where notices should be sent
  - Enter the filer's telephone number, email address and other names the creditor used with the debtor
6. Has the claim been acquired from someone else?
  - If YES, enter from whom the claim was acquired
7. Where should notices and payments to the creditor be sent?

### IDENTIFYING THE CLAIM

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PROVIDE INFORMATION ABOUT THE  
CLAIM AS OF THE DATE THE CASE  
WAS FILED

- If applicable, select Payment Address differs from Notice Address and enter → the address where payments should be sent, telephone number and email address of the recipient
  - If applicable, enter → a uniform claim identifier for electronic payments
8. Does the claim amend a claim already filed?
- If YES, you will see the message, “NOTE-you should only amend a claim if you are the original claimant or the transferee of the claim”
  - Click OK
  - Select → the court claim number *and* date filed from the time-stamp on the claim being amended
9. Do you know of anyone else has filed a proof of claim for this claim?
- If YES, enter the name of the party who made the earlier filing
10. Do you have any number you use to identify the debtor?
- If YES, enter the last four digits of the identifying number
11. How much is the claim? (required)
- Enter the amount owed as of the date of the bankruptcy filing (i.e., 1,000.00)
  - Does this amount include interest or other charges? If YES, attach a statement itemizing interest, fees, expenses or other charges
  - If you have entered a claim amount of \$0.00, enter a brief explanation (i.e. unknown, unliquidated)
12. What is the basis of the claim?
- Enter the basis of the claim (i.e., goods sold, money loaned, lease, services performed, personal injury or wrongful death, credit card)
13. Is all or part of the claim secured?
- If YES, select the nature of the property (real estate, motor vehicle. If other, enter a description of the collateral securing the claim)
  - Enter the basis for perfection (i.e., title, deed)
  - Enter the value of the property
  - Enter the amount of the claim that is secured
  - Enter the amount of the claim that is unsecured

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- Enter the amount necessary to cure any default as of the date of the petition
- Enter the annual interest rate as of the date of the petition and select whether the rate is fixed or variable

14. Is this claim based on a lease?

- Enter the basis of the claim (i.e., goods sold, money loaned, lease, services performed, personal injury or wrongful death, credit card)

15. Is the claim subject to a right of setoff?

- If YES, enter a description of the subject property

16. (a) Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)?

- If YES, select the basis for priority claim status and enter the amount of the claim entitled to priority

(b) Is supporting documentation attached to the claim?

- If YES, you will be directed to attach the documents AFTER submitting the claim
- Attachments must be in .pdf format and must not exceed 110 Mb in size
- Multiple attachments are permitted

**NOTE:** Do not include a copy of a proof of claim form as an attachment

### SIGNING THE CLAIM

17. Select the appropriate box indicating the relationship of the signer to the claimant (creditor)

- In the free-text box, enter the name of the signer (**required**), the signer's title and company/employer
- Enter the address, telephone number and email address of the signer
- Enter the verification code (**required**) exactly as it appears (i.e., all-caps)
- Review the claim to verify that all information is correct, including the case number and name
- Click → Submit Claim

18. If you indicated that documentation is attached to the claim

- Click → Browse to select the document to be filed (.pdf)
- If adding more than one attachment, select add attachment
- Click → File Proof of Claim

- The final screen will indicate that your claim is successfully filed and the claim number will appear
- Click on the claim number to view and/or print the filed claim