



IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF PUERTO RICO
José V. Toledo Post Office & Courthouse Federal Building
300 Recinto Sur St, Suite 109
San Juan, Puerto Rico 00901

Notice to Bar and the Public

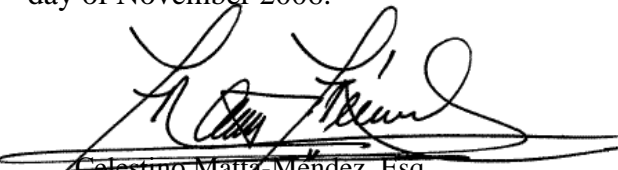
Re: PROOF OF CLAIMS

This notice advises practitioners and the public in general of changes and/or modifications regarding the filing of a Proof of Claims

The instructions below will guide you through the process of Adding a Creditor, Filing a Proof of Claim and Filing an Amended a Proof of Claim.

If you have any questions regarding these changes and/or modifications please contact the CM/ECF Help Desk at (787) 977-6115.

In San Juan, Puerto Rico, this 3rd day of November 2006.



Celestino Matta-Méndez, Esq.
Clerk of the Court

PROOF OF CLAIM

1- INSTRUCTION TO ADD A CREDITOR

STEP 1

Click on the File Claims hyperlink in the categories list.



STEP 2

Enter the case number as yy-nnnnn (including the hyphen) and then click next.

A screenshot of the 'Search for Creditor' form. It has a blue header with the ECF logo and navigation links. The form contains three input fields: 'Case Number', 'Name of creditor', and 'Type of creditor' (which is a dropdown menu currently set to 'Creditor'). Below these fields are two buttons: 'Next' and 'Clear'.

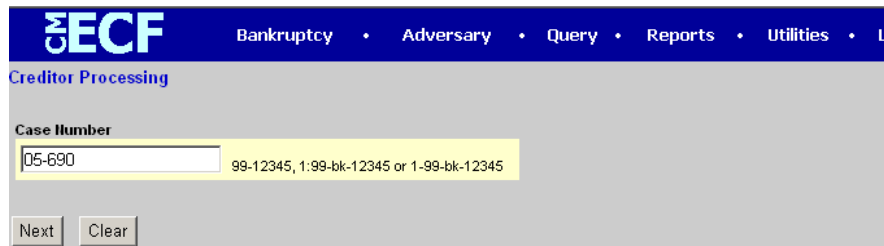
STEP 3

Select from the list the name of the creditors with the drop down arrow. If you perform a search for a specific creditor who is not listed in the creditors records for the case, please select Add Creditor to add the creditor and then click next.

A screenshot of the 'Select a Creditor for Claim' form. It has a blue header with the ECF logo and navigation links. The form displays the case information: 'Case 05-00690: JAVIER MANUEL MENDOSA'. Below this is a dropdown menu showing a selected creditor: 'ALBERTO LOZADA COLON ESQ - PO BOX 427 PMB 1019 MAYAGUEZ, PR 00681 - 4284'. Below the dropdown are two links: 'Add Creditor' and 'Edit Creditor'. At the bottom are two buttons: 'Next' and 'Clear'.

STEP 4

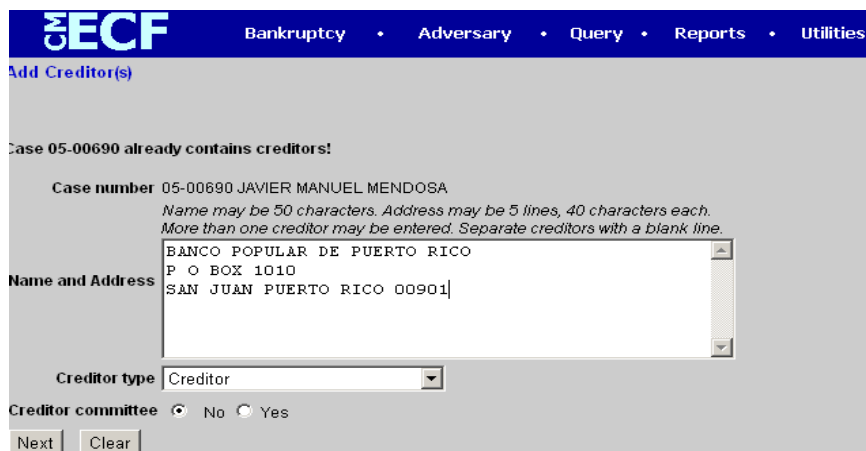
This screen will take you directly to Creditor Processing and the same case number will already be inserted in the case number field. Please click the Next button.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Login. Below the navigation bar, the page title is "Creditor Processing". A "Case Number" field is pre-filled with "05-690". To the right of the field, a yellow tooltip displays the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". At the bottom of the form are two buttons: "Next" and "Clear".

STEP 5

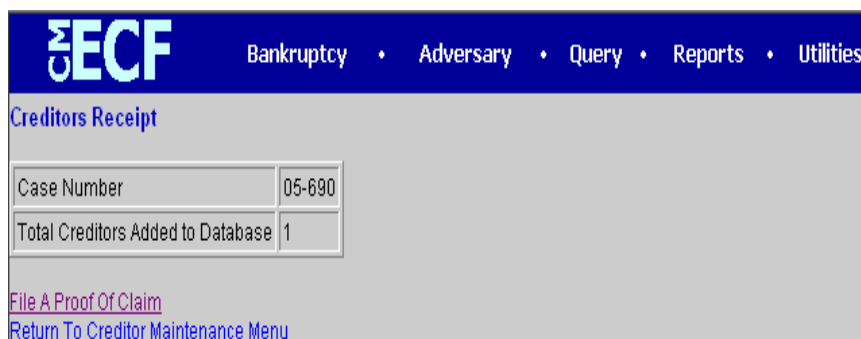
The Add Creditor (s) screen will now appear. Do not worry about the message (shown below) stating that the case already contains creditors. This message does not prevent you from adding the creditor you need to add. (Use capital letters). Please leave out commas and periods. These are postal regulations. Click Next button.



The screenshot shows the ECF "Add Creditor(s)" screen. A message at the top states "Case 05-00690 already contains creditors!". Below this, the "Case number" is "05-00690 JAVIER MANUEL MENDOSA". Instructions specify: "Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line." The "Name and Address" field contains the text: "BANCO POPULAR DE PUERTO RICO", "P O BOX 1010", and "SAN JUAN PUERTO RICO 00901". The "Creditor type" dropdown menu is set to "Creditor". The "Creditor committee" section has radio buttons for "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

STEP 6

In this screen click the Submit button to complete adding the creditor.



The screenshot shows the ECF "Creditors Receipt" screen. It features a table with two rows: "Case Number" with the value "05-690" and "Total Creditors Added to Database" with the value "1". Below the table, there are two links: "File A Proof Of Claim" and "Return To Creditor Maintenance Menu".

| | |
|-----------------------------------|--------|
| Case Number | 05-690 |
| Total Creditors Added to Database | 1 |

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

STEP 7

A Creditors Receipt will now appear to confirm the creditor has been added to Database of the case.

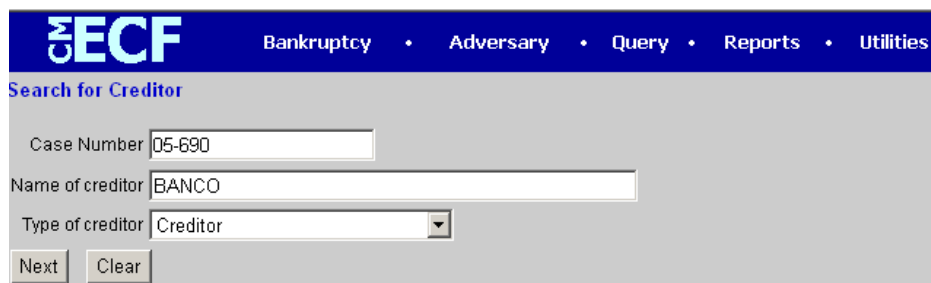


The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the page title is "Add Creditor(s)". The main content area is light gray and contains the text "Total Creditors Entered 1". At the bottom left of the content area is a "Submit" button.

2-INSTRUCTION TO FILE A PROOF OF CLAIM

STEP 1

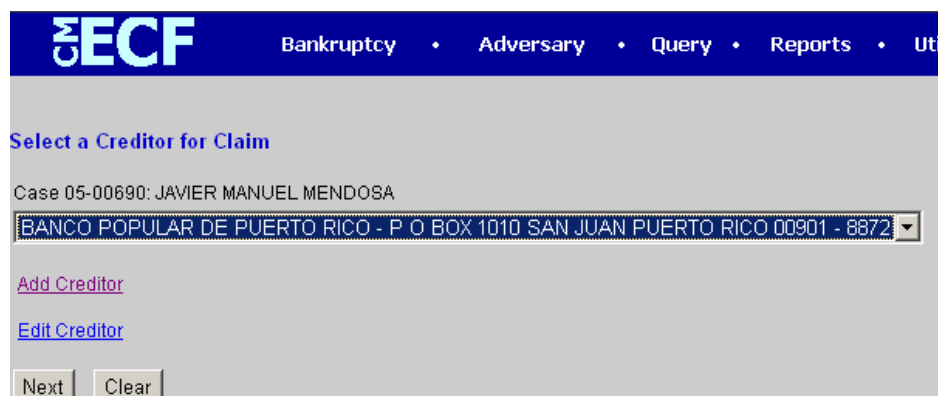
Return to the Search for Creditors screen in the “Proof of Claim” filing section. This time , you may enter a few letters of the creditors name, as shown in the example below. Click Next button.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the page title is "Search for Creditor". The main content area is light gray and contains three input fields: "Case Number" with the value "05-690", "Name of creditor" with the value "BANCO", and "Type of creditor" with a dropdown menu showing "Creditor". Below the input fields are two buttons: "Next" and "Clear".

STEP 2

In this screen select the creditor who is filing the proof of claim from the drop down arrow. Click Next button.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the page title is "Select a Creditor for Claim". The main content area is light gray and contains the text "Case 05-00690: JAVIER MANUEL MENDOSA". Below this text is a dropdown menu showing "BANCO POPULAR DE PUERTO RICO - P O BOX 1010 SAN JUAN PUERTO RICO 00901 - 8872". Below the dropdown menu are two links: "Add Creditor" and "Edit Creditor". At the bottom left of the content area are two buttons: "Next" and "Clear".

STEP 3

NOTE: This screen is NOT a substitute for the Proof of Claim form. You will still need to prepare a Proof of Claim (AO Form B10) and along with any supporting evidence convert all pages into one PDF document. The information entered in this screen will allow the computer to send the information to the “Claim Register” .

ECF Bankruptcy • Adversary • Query • Reports • Utilities • L

**P O BOX 1010
SAN JUAN PUERTO RICO 00901**

Case Number: 05-00690 Amends Claim #: Filed By:
Creditor

Last Date To File: 01/22/2006 Date Filed: 10/27/2006

Last Date To File (Govt):

Amount Claimed

| Unsecured | Secured | Priority | Unknown | Total (Display On) |
|-----------|---------|----------|---------|--------------------|
| 1000.00 | | | | 1000.00 |

Amount Allowed

Total (Display On)

Description: Loan Account # 2994706

Remarks:

Next Clear

STEP 4

In this screen you have an opportunity to browse for and select the “PDF” image of the Proof of Claim and any supporting documentation.

NOTE: Supporting documentation to the claim should be imaged with the proof of claim form and uploaded as one PDF documents. If your proof of claim and supporting documentation exceed 2 megabytes (approximately 40 pages), then you must prepare the additional evidence as an attachment. Each attachment cannot exceed 2 megabytes.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • L

Case 05-00690

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
C:\Proof of Claim 05-00690.pdf Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

STEP 5

The “Notice of Electronic Claims Filing” is the verification that the proof of claim has been filed electronically in the court’s database.

| | | |
|--|--|--|
| ECF | | Bankruptcy • Adversary • Query • Reports • Utilities |
| U.S. Bankruptcy Court | | |
| District of Puerto Rico * TEST * | | |
| Notice of Electronic Claims Filing | | |
| The following transaction was received from TRAIN, ATTORNEY on 10/27/2006 at 3:32 PM CST | | |
| Case Name: | JAVIER MANUEL MENDOSA | |
| Case Number: | 05-00690 | |
| Creditor Name: | BANCO POPULAR DE PUERTO RICO P O BOX 1010 SAN JUAN PUERTO RICO 00901 | |
| Claim Number: | 2 Claims Register | |
| Total Amount Claimed: | \$1000.00 | |

STEP 6

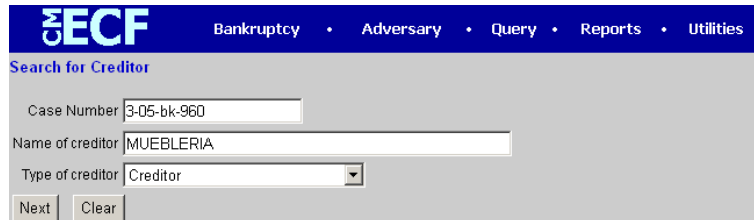
The Claim Register reflects the current status of each claim filed in the court. It will reflect any updates or amendments that are made to a claim. The creditor number is assigned by the system when the record is added to the database.

| | | |
|---|---|---|
| ECF | | Bankruptcy • Adversary • Query • Reports • Utilities • Logout |
| District of Puerto Rico * TEST * | | |
| Claims Register | | |
| 05-00690 JAVIER MANUEL MENDOSA | | |
| Judge: Enrique S Lamouitte | Chapter: 13 | |
| Office: Old San Juan | Last Date to file claims: 01/22/2006 | |
| Trustee: JOSE IN CARRION MORALES | Last Date to file (Govt): | |
| Creditor: BANCO POPULAR DE PUERTO RICO P O BOX 1010 SAN JUAN PUERTO RICO 00901 | Claim No: 2 Filed: 10/27/2006 Entered: 10/27/2006 | Status: Filed by: CR Entered by: TRAIN, ATTORNEY Modified: |
| Unsecured claimed: \$1000.00 | | |
| Total claimed: \$1000.00 | | |
| History: 2-1 10/27/2006 Claim #2 filed by BANCO POPULAR DE PUERTO RICO ,total amount claimed: \$1000 (TRAIN, ATTORNEY) | | |
| Description: (2-1) Loan Account # 2994708 | | |
| Remarks: | | |
| Claims Register Summary | | |

3- INSTRUCTION TO FILE AN AMENDED CLAIM

STEP 1

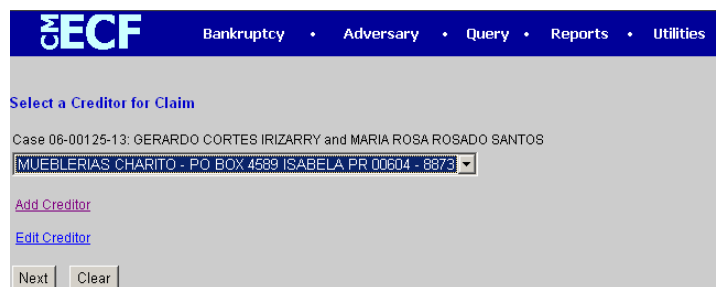
Return to Search for Creditor screen in the “Proof of Claim” filing section. This time, you may enter a few letters of the creditors name, as shown in the example below. Click Next button.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar is the "Search for Creditor" section. It contains three input fields: "Case Number" with the value "3-05-bk-960", "Name of creditor" with the value "MUEBLERIA", and "Type of creditor" with a dropdown menu set to "Creditor". At the bottom of this section are two buttons: "Next" and "Clear".

STEP 2

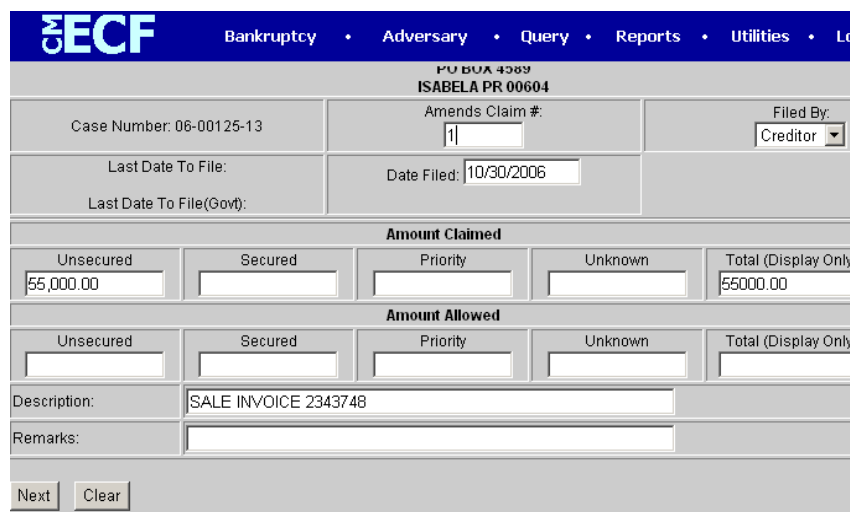
In this screen select the creditor who is filing the **Amended** proof of claim from the drop down menu. Click Next button



The screenshot shows the ECF "Select a Creditor for Claim" screen. It features a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar is the "Select a Creditor for Claim" section. It displays the case information: "Case 06-00125-13: GERARDO CORTES IRIZARRY and MARIA ROSA ROSADO SANTOS". Below this is a dropdown menu showing the selected creditor: "MUEBLERIAS CHARITO - PO BOX 4589 ISABELA PR 00604 - 8873". There are two links: "Add Creditor" and "Edit Creditor". At the bottom are two buttons: "Next" and "Clear".

STEP 3

In the field for **Amended Claim** enter the claim # as shown in the example below. Remember that this screen is NOT a substitute for the Proof of Claim form.



The screenshot shows the ECF "Amended Claim" screen. It features a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Links. Below the navigation bar is the "Amended Claim" section. It displays the case information: "PO BOX 4589 ISABELA PR 00604". Below this is a table with three columns: "Case Number: 06-00125-13", "Amends Claim #:" with a dropdown menu set to "1", and "Filed By:" with a dropdown menu set to "Creditor". Below the table are two input fields: "Last Date To File:" and "Date Filed:" with the value "10/30/2006". Below the input fields are two buttons: "Next" and "Clear".

STEP 4

In this screen you have an opportunity to browse for and select the “PDF” image of the Proof of Claim and any supporting documentation.

NOTE: Supporting documentation to the claim should be imaged with the proof of claim form and uploaded as one PDF documents. If your proof of claim and supporting documentation exceed 2 megabytes (approximately 40 pages), then you must prepare the additional evidence as an attachment. Each attachment cannot exceed 2 megabytes.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the bar, the case number "Case 06-00125-13" is displayed. A prompt asks the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". A "Filename" field contains "C:\Page 13.pdf" with a "Browse..." button next to it. Below this, the "Attachments to Document" section has radio buttons for "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

STEP 5

The “Notice of Electronic Claims Filing is the verification that the proof of claim has been **Amended** electronically in the court’s database.

The screenshot displays the "Notice of Electronic Claims Filing" page. The header includes the ECF logo and navigation links. The court information is "U.S. Bankruptcy Court, District of Puerto Rico". The notice text states: "The following transaction was received from SDR, on 10/30/2006 at 2:28 PM CST". The transaction details are as follows:

| | |
|-----------------------|---|
| Case Name: | GERARDO CORTES IRIZARRY and MARIA ROSA ROSADO SANTOS |
| Case Number: | 06-00125-13 |
| Creditor Name: | MUEBLERIAS CHARITO PO BOX 4589 ISABELA PR 00604 |
| Claim Number: | Amended 2 Claims Register |
| Total Amount Claimed: | \$55000.00 |

At the bottom, it states: "The following document(s) are associated with this transaction:".

STEP 6

The Claim Register reflects the current status of each claim filed in the court. It will reflect any updates or amendments that are made to a claim. The creditor number is assigned by the system when the record is added to the database.

NOTE: With version 3.0 the claims number has an extension at the end. e.g. “The first claim filed in the case will appear as 1-1.,the second claim will be 2-1, and the AMENDED claim will receive the same number as the original claim BUT WITH A DIFFERENT EXTENSION. FOR EXAMPLE: 2-1 and 2-2 SEE THE HISTORY SECTION IN THE BOX BELOW.

| | | | |
|--|----------------------------|--|--|
| EECF | | | Bankruptcy • Adversary • Query • Reports • Utilities • Logo |
| | | Entered: 10/30/2006 | Entered by: SDR Modified: |
| Unsecured claimed: \$45000.00 | | | |
| Total | claimed: \$45000.00 | | |
| History: | | | |
| 1-1 10/30/2006 Claim #1 filed by FARMACIA LA CRUZ DE BAYAMON , total amount claimed: \$45000 (SDR) | | | |
| Description: (1-1) SALE INVOICE #654564654465 | | | |
| Remarks: | | | |
| | | | |
| Creditor: MUEBLERIAS CHARITO PO BOX 4589 ISABELA PR 00604 | | Claim No: 2 Filed: 10/30/2006 Entered: 10/30/2006 | Status: Filed by: CR Entered by: SDR Modified: |
| Unsecured claimed: \$55000.00 | | | |
| Total | claimed: \$55000.00 | | |
| History: | | | |
| 2-1 10/30/2006 Claim #2 filed by MUEBLERIAS CHARITO , total amount claimed: \$500 (SDR) | | | |
| 2-2 10/30/2006 Amended Claim #2 filed by MUEBLERIAS CHARITO , total amount claimed: \$55000 (SDR) | | | |