



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 the Bar and the Public

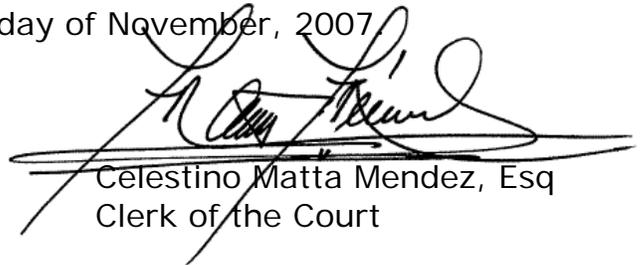
In Re: TRANSFER OF CLAIMS

This notice advises practitioners and public in general in the process of filing a "Transfer Of Claims" electronically.

The instructions below provide guidance, step by step, on how to file this event correctly.

If you have any questions regarding this instructions please contact the CM/ECF Help Desk at (787) 977-6115.

In San Juan, Puerto Rico, this 28th day of November, 2007

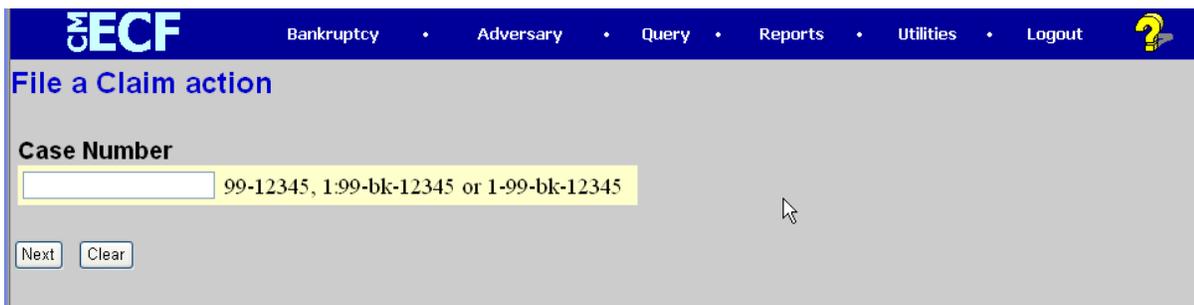


Celestino Matta Mendez, Esq
Clerk of the Court

HOW TO PROCESS A TRANSFER OF CLAIM UNDER CM/ECF V3.1



Select *claim actions* under the Bankruptcy Events menu.



Write the case number in the box provided.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action

[05-00788 ERNESTO GUEVARA](#)

Type: bk Chapter: 13 v Office: 3 (Old San Juan)
Judge: GAC Assets: y
Case Flag: **PreREFORM**, 707(b)

Joint Notice Assign/Transfer Claim
Notice Assign/Transfer Claim
Objection to Claim (v3.1)
Transfer of Claim (v3.1)
Withdrawal of Claim

Choose transfer of claims (v3.1) event.
Select next button to continue.

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Verify you have selected the correct case. Select next button to continue.

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Select any additional attorney(s)

Click an attorney to see the party s/he represents
 [type of party shown in brackets]

Limited creditors' passwords will be shown the screen above. They should select their attorney, if applicable. Click next button to continue.

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Select the Party:

[Add/Create New Party](#)

Select the party from the list. If the party is not found, then use the *add/create new party* option. Please refer to the Attorney's User Manual for more information on how to create new parties while filing a document. CM/ECF will not let you continue, if you don't select the party. Select the next button to continue.



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

Filename

Attachments to Document: No Yes

Click browse and select your pdf file from a local folder in your computer. Then, click next button to continue.

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Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Search for transferee Search Creditors Add New Creditor

Transferee selected

Search for transferor Search Creditors

Transferor selected

Claim number

Search for transferor Search Creditors

Transferor selected

Claim number

Search for transferor Search Creditors

Transferor selected

Claim number

Transfer More Claims

Next Clear

Select one of the *transfer type* from the choices available in the screen. To add the transferee select the *search creditors*. The left screen below shows the *search creditors* option. Scroll and select the creditor that represents that transferee. If the transferee is not found in the list of creditors then, select *add creditor*. The right screen below shows the *add new creditor* option. Creditor's name and address should be entered in the text box.

No search clues entered.

Select creditor

BANCO POPULAR, PO BOX 366818, SAN JUAN, PR 00936-6818, ,

BANCO SANTANDER, PO BOX 123, SAN JUAN PR 00901, ,

CARLOS MERGAL, CALLE 2 NO. 5, SAN JUAN PR 00902, ,

Select Close

Select creditor and press select.

Add new creditor name and address

Name may be 50 characters. Address may be 5 lines, 40 characters each.

Submit Close

Add new creditor's address and submit.

To select the transferor, click on *search creditors*. The screen below shows the list for creditor selection. Use the address or the claim number specified on the right to differentiate among multiple claims from the same creditor.

No search clues entered.

Select creditor

GE Company,123 street,san juan pr 00901, ,
INTERNATIONAL HOME PRODUCT,PO BOX 363885,SAN JUAN, PR 00936-3885, ,
ISLAND FINANCE PR INC,PO BOX 71504,SAN JUAN, PR 00936, , (Claim #8)

Select Close

You will return to the screen below, please note that the transferee selected shows the name of the creditor you chose or added. Also, the creditor name selected in the previous step will be shown in the *transferor selected* field. **It is very important that you confirm that you selected the correct claim number.** If the claim number is incorrect, repeat the previous step. Press next button to continue.

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Type: bk Chapter: 13 v Office: 3 (Old San Juan)
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Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Search for transferee Search Creditors Add New Creditor

Transferee selected BANCO POPULAR

Search for transferor Search Creditors

Transferor selected ISLAND FINANCE PR INC

Claim number 8

Search for transferor Search Creditors

Transferor selected

Claim number

Search for transferor Search Creditors

Transferor selected

Claim number

Transfer More Claims

Next Clear

MECF Bankruptcy Adversary Query Reports Utilities Logout ?

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Type: bk Chapter: 13 v Office: 3 (Old San Juan)
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Docket Text: Final Text

Transfer of Claim Transfer Agreement 3001 (e) 2 Transferor: ISLAND FINANCE PR INC (Claim No. 8) To BANCO POPULAR Filed by Creditor BANCO POPULAR. (CREDITOR MOTION, TEST)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

This is your final screen. Review the text box for any errors before selecting next.

MECF Bankruptcy Adversary Query Reports Utilities Logout ?

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U.S. Bankruptcy Court
District of Puerto Rico * TEST *

Notice of Electronic Filing

The following transaction was received from CREDITOR MOTION, TEST entered on 3/16/2007 at 10:38 AM CST and filed on 3/16/2007

Case Name: ERNESTO GUEVARA
Case Number: [05-00788](#)
Document Number: [60](#)

Docket Text:
 Transfer of Claim Transfer Agreement 3001 (e) 2 Transferor: ISLAND FINANCE PR INC (Claim No. 8) To BANCO POPULAR Filed by Creditor BANCO POPULAR. (CREDITOR MOTION, TEST)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\Documents and Settings\TorresL\My Documents\transfer of claims.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1059491318 [Date=3/16/2007] [FileNumber=31235-0]
 [262c44a00a956bde504cb47fb36d83faa5dc0273fc5bebbb05e602471faa4ea7d088a
 b64dc641b77becd37e2aad30b57afef5784fb81e52b6fd3692a0c283131]

This is your proof that your entry is successfully completed.