

## Frequently Asked Questions to the Bankruptcy Clerk's Office (FAQ)

1. How do I file Proof of Claim?
  - All filers may use the LAWB ePOC Electronic Claims link on the court's website at [www.lawb.uscourts.gov](http://www.lawb.uscourts.gov). ePOC produces the Proof of Claim Form upon completion. Attachments may be added when using ePOC.
  - Creditor and Attorney filers with CM/ECF access can use the following path Bankruptcy>Claim Processing>Claims File Single to file a claim.
2. Where do I find official forms?
  - The local forms can be found at the court's website ([www.lawb.uscourts.gov](http://www.lawb.uscourts.gov)) located under the Forms tab.
  - National forms can be found at [www.uscourts.gov](http://www.uscourts.gov) under the Services & Forms tab.
3. Where do I find the Local Rules?
  - The Court's Local Rules can be found on the court's website ([www.lawb.uscourts.gov](http://www.lawb.uscourts.gov)) under the Guides and Order tab and via a dedicated link at the bottom of the home page.
4. Where do I find Judge-specific procedures?
  - If a Judge has promulgated specific procedures, they can be found on the court's website ([www.lawb.uscourts.gov](http://www.lawb.uscourts.gov)) under the Judges tab.
5. Can the Clerk's office call and stop the Sheriff sale on my property?
  - No. The Clerk's office can only file the bankruptcy case and give the debtor(s) a copy of the Notice of Bankruptcy Case Filing.
6. Will a discharge automatically cancel judgements or liens against me?
  - No, a discharge does not automatically cancel Judgments and Liens. Debtors should consult with their bankruptcy attorney.
7. How do I complete a required form?
  - The court cannot assist filers in filling out forms as that may constitute legal advice. The Clerk's Office does, however, direct pro se filers to legal services, direct them on where to access the forms or direct them to the Filing Without an Attorney guidance found on the U.S. Courts website ([www.uscourts.gov](http://www.uscourts.gov)).
8. When will the bankruptcy come off my credit report? *Or* My bankruptcy case was dismissed, so why is it still appearing on my credit report?
  - You will need to either contact the credit reporting agencies directly or seek legal assistance for information about your credit report. The Clerk's office does not report information to any of the credit bureaus nor does it validate any requests for information from credit bureaus.
9. How do I get a copy of my discharge or dismissal order? *Or* How do I get copies of my whole case?
  - Copies of all case documents are available for a fee and can be obtained at the Clerk of Court's Offices at our Alexandria, Lafayette or Shreveport locations. Address and contact information is available on the court's website ([www.lawb.uscourts.gov](http://www.lawb.uscourts.gov)).
10. How much does it cost to file?
  - The costs will vary based on the type of filing. The current Fee Schedule listing the fees is available on the Court's website ([www.lawb.uscourts.gov](http://www.lawb.uscourts.gov)), located under Court and Fees.