

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF LOUISIANA**

**APPLICATION FOR USE OF ELECTRONIC CASE FILING SYSTEM
CREDITOR OR LIMITED FILER ONLY**

(Proof of Claim, Notice of Appearance, Transfer of Claim)

Original

Amended

NAME: _____
(Logins are only provided to individuals, they cannot be provided to firms or business entities.)

COMPANY REPRESENTED: _____
(Required information for creditor application.)

ADDRESS: _____

CITY, STATE AND ZIP: _____

PHONE #: _____ **FAX #:** _____

PRIMARY E-MAIL: _____

SECONDARY EMAIL(S): _____

DAILY SUMMARY EMAIL NOTIFICATION **INDIVIDUAL EMAIL NOTIFICATION**

Training in the use of the Electronic Case Filing System for this type of access is recommended. Information on the available training options can be obtained by calling the Clerk's Office at (318) 676-4267 or (866) 721-2105 or by visiting the Clerk's Office website at www.lawb.uscourts.gov.

This application should be mailed to:
U.S. Bankruptcy Court
Attention: CM/ECF Analyst
300 Fannin Street, Suite 2201
Shreveport, LA 71101-3141

If appropriate, a login and password will be issued to the applicant in due course. For all questions regarding this or other ECF matters, please call the Shreveport office at (866) 721-2105 or (318) 676-4267.

1. **Claims or Other Limited Use Application:** I affirm that I am authorized to prepare and file Proofs of Claim, Application(s) To Withdraw Unclaimed Funds, Notice(s) of Appearance, Assignment of Claim(s), Transfer of Claim(s), and/or am authorized to execute and submit Reaffirmation Agreement(s) on behalf of _____.
(Attach a separate sheet if necessary. This is required information for Creditor Applications)
2. I understand that use of my password to file a document in a bankruptcy case or proceeding will constitute my signature upon the document and my signing of any proofs of claim or other papers or documents filed by use of the password obtained pursuant to this Application.
3. I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password, and all documents bearing the original signature of any signer on whose behalf I file the documents using my password, for a period of five (5) years after the case or proceeding in which the papers are filed has been closed.
4. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing immediately.
5. **I understand that it is my responsibility to notify the court immediately of any change in my address, telephone number, fax number, or email address. This information is required in writing, on letterhead, with signature of the party that the account login is issued to.**
6. I understand that registration as a Filing User constitutes: (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; and (2) waiver of the right to service by summons and complaint under Fed.R.Bankr.P. 7004. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment under Fed.R.Bankr.P. 9022.
7. At this time, the requirements for filing, viewing and retrieving case documents are:
 - ✧ A personal computer with a standard operating system (i.e., Windows XP, Vista, Windows 7, Windows 8 or Mac)
 - ✧ Internet access*
 - ✧ Internet Explorer, Google Chrome, Mozilla Firefox
 - ✧ Adobe Acrobat and Exchange software **
 - ✧ Windows or Mac based petition and word processing software
 - ✧ A scanner for documents which are not in your word processor or petition software

Notes:

- * High speed Internet access is recommended, but **NOT** required. (i.e., cable modems, DSL, etc.)
- ** Adobe Acrobat is needed. Be sure not to confuse Adobe Acrobat with Adobe Acrobat Reader. You will need to view **AND** create .pdf files. The Reader version of Acrobat will not allow you to create .pdf files, only to read and view them. You can find descriptions of the procedures at <http://www.adobe.com/>
- *** Orders submitted to the court via E-Orders upload should not be scanned images. Orders should be printed or published to PDF using word processor software.

DO NOT use (AOL) American Online's version of Netscape Navigator, or a version of Navigator lower than 3.0.

I agree to adhere to court procedures for the Electronic Case Filing System. I understand that it is my responsibility to learn and use any and all updates to the Electronic Case Filing System procedures.

Applicant Signature

Date

Applicant Name

**Please return ORIGINAL to: United States Bankruptcy Court
ATTN: CM/ECF Analyst
300 Fannin Street, Suite
2201 Shreveport, LA
71101-3141**

***PLEASE DO NOT WRITE BELOW THIS LINE
FOR OFFICIAL COURT USE ONLY***

DATE OF ECF TRAINING: _____ DATE COMPLETED: _____

ENTERED INTO DATABASE BY: _____ DATE: _____

LOGIN: _____ EMAIL SENT: _____ EMAIL REMOVED: _____ BY: _____

DATE ACCOUNT DISABLED: _____ BY: _____

Filing Your Proof of Claim

The information that follows is intended to assist users in filing an electronic proof of claim. As a prerequisite to doing so, however, users must first obtain a login and password by submitting an application which is available at <http://www.lawb.uscourts.gov/forms/application-use-electronic-case-filing-system-limited-user>

What equipment do I need?

Computer
Scanner

What software do I need?

Adobe Acrobat Full Version (Version 8, 9 or 10 Standard or Pro)
(Adobe Reader is not a substitute)
Internet Browser (Internet Explorer 8 or 9, Chrome, Mozilla Firefox)
Word Processing Software (Microsoft Office Word, WordPerfect, Notepad, Wordpad, etc...)

What do I need to file electronically?

A login and password for the Western District of Louisiana Bankruptcy CM/ECF Document Filing System
Proof of Claim Form B10 completed and saved to PDF format with all fillable fields locked
Any exhibits or attachments saved to PDF format as a separate file

Where can I find a fillable Proof of Claim Form B10?

http://www.uscourts.gov/uscourts/RulesAndPolicies/rules/BK_Forms_Current/B_010.pdf

How do I “lock” fillable fields in my PDF?

File -> Print -> Select “Adobe PDF” from the drop down box of printer names, give the file a name and save. (Adobe **Reader** will NOT have this selection.)

Print the completed form to a standard printer and using a scanner, scan the document to a PDF file.

How do I log on to the Western District of Louisiana Bankruptcy CM/ECF Document Filing System?

1. Type <https://ecf.lawb.uscourts.gov> in your **browser’s ADDRESS bar**.



2. Click on the hyperlink for: **Western District of Louisiana – Document Filing System**
3. On the “CM/ECF Filer or PACER Login Page”, type in your **login**.
4. Tab to the Password field.
5. Type in your password.
6. Tab two times to get to the “Check Box” stating that you comply with the “redaction rules” and have read the notice. Either use the “spacebar” to put a check in the box or “click” in the box with your mouse to get the check in the box.
7. Click the “Login” button.

How do I file **only** my prepared claim (with no attachment documents)?

1. Log in to CM/ECF using the steps above.
2. Click on “Bankruptcy” on the blue bar at the top of the screen.
3. Click on “Claims File Single” under the “Claim Processing” section.
4. Type in your case number in the format nn-nnnnn, for example, 12-12345.
5. Click the “Next” button.
6. Select your creditor name from the drop down box on the “Select a Creditor for Claim” page.
7. Click the “yes” button if the pop up window shows your correct information.
8. Fill out the fields for Amount Claimed, Secured, Priority, Description and Remarks as needed.
9. Click the “Next” button.
10. Click the “Choose File” button to browse and select your proof of claim PDF document.
11. When you find the document, highlight it and Click “Open” to select the file. The file name should display beside the “Choose File” button.
12. Click the “Next” button.
13. If you are certain that you’ve attached the correct document, Click the “Next” button again.
14. Print your Notice of Electronic Claims Filing page that appears next for your records.

How do I file an attachment PDF with my proof of claim?

1. Perform steps 1 through 11 above.
2. Below the “Case Number” and “Filename” browse box, select the radio button for “Attachments to Document: Yes”.
3. Click the “Next” button.
4. On the “Select one or more attachments” page, click the “Choose File” button in section 1.
5. Browse to find and select the file name of your attachment in PDF format.
6. When you find the document, highlight it and Click “Open” to select the file. The file name should display beside the “Choose File” button.
7. Under section 2 “Category”, click on the drop down menu and select “Claims Attachment”.
8. Under section 3, click the “Add to List” button and your file will show in the text box.
9. Click the “Next” button.
10. If you are certain that you’ve attached the correct document, Click the “Next” button again.
11. Print your Notice of Electronic Claims Filing page for your records.

Where can I find more training?

<http://www.pacer.gov/ecfcbt/bk/login/>

(Logging In to CM/ECF)

<http://www.pacer.gov/ecfcbt/bk/cnvtpdf/>

(Converting Documents to PDF Format)

http://www.pacer.gov/ecfcbt/bk3/PDF_Basics_for_CMECF/PDF_Basics_for_CMECF.htm

<http://www.pacer.gov/ecfcbt/bk/proofofclaim/>

(Filing Proof of Claims)

http://www.pacer.gov/ecfcbt/bk3/Notice_Of_Appearance_and_Request/Notice_Of_Appearance_and_Request.htm

http://www.pacer.gov/ecfcbt/bk3/Amending_Claims/Amending_Claims.htm

http://www.pacer.gov/ecfcbt/bk3/Maintain_Your_ECF_Account/Maintain_Your_ECF_Account.htm