

Frequently Asked Questions – Electronic Proof of Claim (ePOC)

1. Do I need to attach the Official Proof of Claim form as an attachment?

No - ePOC will create the Proof of Claim form. Any attachments should consist of supporting documentation to the Proof of Claim.

2. When will the claim appear on the claims register?

The claim will immediately appear on the claims register upon submitting the proof of claim.

3. Can I get a stamp filed acknowledgment of the Proof of Claim?

Yes, the claim number will display with a link to the electronically filed stamped proof of claim upon submitting the proof of claim. The claim will be file stamped as of the entry date. It is recommended that the claim is printed or saved at this time.

4. Will the Trustee and the Attorney for the Debtor be served with the Proof of Claim?

Yes, they will receive electronic notification of the claim filed. You do not need to file a separate paper claim with the Trustee's office.

5. My documents did not properly attach to a claim filed recently. How do I correct this?

- a. Reformat the supporting documentation to an acceptable format. It may be necessary that you divide the PDF image into multiple attachments.
- b. File an amended claim and attach the correct PDF images.
- c. Check the box that designates that the claim is amended. Select the claim number of the claim to be amended.

6. Can I file a Proof of Claim in a case filed under any chapter?

Yes

7. How do I sign the Proof of Claim?

The filing of the claim electronically deems the claim signed by the creditor or authorized person.

8. Can I include a different address where payments should be mailed?

Yes, check the box indicating that the Payment Address differs from Notice Address. An additional address field will appear for this alternative address.

9. I am filing the Proof of Claim as an agent for a Company. Do I need to fill out the section for Authorized Agent of Creditor?

Yes, provide your name, title, address (even if it is the same as the creditor) and a telephone number where you can be reached if necessary.