

Instructions for Using Electronic Proof of Claim (ePOC)

File a claim via ePOC at www.arb.uscourts.gov/proof_claims_epoc

- Make sure you are choosing the proper District in Arkansas (Eastern or Western)
- Enter the **Case Number**. For example: 16-10004
- Enter the **Name of Creditor**. Type in the first letter of the creditor name or leave blank to see all creditors on the case.
- Select **Filed by**.
- Check that you will comply with redaction rules. All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.
- Click **Next**
- Select Creditor. If creditor name and/or address DO NOT match, select “Creditor not listed” to correct.

Part 1: Identify the Claim	
1. Creditor Name	<p>NOTE: Before proceeding, verify the debtor(s) name and case number to confirm the claim is being filed in the correct case.</p> <ul style="list-style-type: none"> • Enter or verify the name of the creditor and the address where notices should be sent • Enter the filer’s telephone number, email address and other names the creditor used with the debtor
2. Has this claim been acquired from someone else?	<ul style="list-style-type: none"> • If yes, enter from who the claim was acquired
3. Where should notices and payments to the creditor be sent?	<ul style="list-style-type: none"> • If applicable, select Payment Address IF it differs from Notice Address in Section 1 and enter the address where payments should be sent, telephone number and email address of the recipient • If applicable, enter a uniform claim identifier for electronic payments
4. Does this claim amend one already filed?	<ul style="list-style-type: none"> • If yes, you will see the message: NOTE-you should only amend a claim if you are the original claimant or the transferee of the claim • Click OK • Select the court claim number and filed on date from the time-stamp on the claim being amended

5. Do you know if anyone else has filed a proof of claim for this claim?	<ul style="list-style-type: none"> If yes, enter the name of the party who made the earlier filing
Part 2: Give Information About the Claim as of the Date the Case was Filed	
6. Do you have any number you use to identify the debtor?	<ul style="list-style-type: none"> IF yes, enter the last four digits of the identifying number
7. How much is the claim? (required)	<ul style="list-style-type: none"> Enter the amount owed as of the date of the bankruptcy filing (i.e. 1,000.00) Does this amount include interest or other charges? IF yes, attach a statement itemizing interest, fees, expenses or other charges If you have entered a claim amount of \$0.00, enter a brief explanation (i.e. unknown, unliquidated)
8. What is the basis of the claim?	<ul style="list-style-type: none"> Enter the basis of the claim (i.e. goods sold, money loaned, lease, services performed, personal injury or wrongful death, credit card)
9. Is all or part of the claim secured?	<ul style="list-style-type: none"> IF yes, select the nature of the property (real estate, motor vehicle. IF other, enter a description of the collateral securing the claim) Enter the basis for perfection (i.e. title, deed) Enter the value of the property Enter the amount of the claim that is secured Enter the amount of the claim that is unsecured Enter the amount necessary to cure any default as of the date of the petition Enter the annual interest rate as of the date of the petition and select whether the rate is fixed or variable
10. Is this claim based on a lease?	<ul style="list-style-type: none"> IF yes, and lease payments are delinquent, enter the amount necessary to cure the default as of the filing of the petition
11. Is this claim subject to a right of setoff?	<ul style="list-style-type: none"> IF yes, enter a description of the subject property
12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)?	<ul style="list-style-type: none"> IF yes, select the basis for priority claim status and enter the amount of the claim entitled to priority
Documents: Do you wish to attach supporting documentation?	<ul style="list-style-type: none"> IF yes, you will be directed to attach the documents AFTER submitting the claim Attachments must be in .pdf format and must not exceed 10 Mb in size Multiple attachments are permitted NOTE: Do not include a copy of a proof of claim form as an attachment
Part 3: Sign Below	

Signature	<ul style="list-style-type: none"> • In the free-text box, enter the name of the signer (required), the signer’s title and company/employer • Enter the address, telephone number and email address of the signer
Submit Claim and Attach Supporting Documentation	
Verification Code and Submit	<ul style="list-style-type: none"> • Review the claim to verify that all information is correct, including the case number and name • Enter the verification code (required) exactly as it appears (i.e. all-caps) • Click Submit Claim
IF you indicated that you wish to attach supporting documentation	<ul style="list-style-type: none"> • Click Browse/Choose File to select the document to be filed (.pdf) • If adding more than one attachment, select Add Attachment • Click File Proof of Claim to file claim • The final screen will indicate that your claim is successfully filed and the claim number will appear • Click on the claim number to view and/or print the filed claim