

# Instructions for Using Electronic Proof of Claim (ePOC)

File a claim via ePOC at [www.arb.uscourts.gov/ecf/epoc.html](http://www.arb.uscourts.gov/ecf/epoc.html)

- 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.

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

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

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