

CREDITOR -- Quick Reference Guide

Transfer of Claim (batch)

| Step | Action |
|------|---|
| 1 | Click on the <u>Bankruptcy</u> hyperlink |
| 2 | Click <u>Creditor Filings</u> |
| 3 | Select <u>Transfer of Claim (batch)</u> - click NEXT |
| 4 | Enter the case number(s) - click NEXT |
| 5 | Verify case number(s) and debtor name(s) - click NEXT |
| 6 | A warning message will appear regarding attaching a PDF for each case number - click NEXT |
| 7 | <p>Click the BROWSE button beside the debtor's case number and name to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach for this debtor. Select the correct PDF and click Open. If more than one debtor is listed click the Browse button beside each debtor and follow the previous steps.</p> <p>NOTE: To view the document select the correct PDF, Right Click, and Click Open</p> |
| 8 | Enter the Name of the Party the claim is being transferred to in the appropriate field - click NEXT |
| 9 | Click - NEXT |
| 10 | <p>At Docket Text: Final Text screen verify that the text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event.</p> |
| 11 | The Notice of Electronic Filing screen appears and your transaction is complete. |