

# Claims Upload

## **Overview:**

This menu option is available on the Bankruptcy Events screen for attorney and limited access accounts. It allows filers to add a creditor to a case and to file proofs of claim, amended proofs of claim, and claim transfer agreements through the uploading of a zip file. This feature can be used to file claims in batches ranging from 1 to 25 and receive a notice of electronic filing (NEF) for successful transactions and error messages for transactions that fail. This process uses a "zipped" (compressed) file that incorporates both claims/creditor data (in XML format) and the associated PDF files of the proofs of claim and supporting documentation.

Technical details for creditors interested in using this feature are available on [PACER's CM/ECF Developer Resources](#) page in the document titled "**Electronic Filing of Bankruptcy Claims Process Document**".

## **CM/ECF Filing Instructions:**

1. Once you have prepared the compressed (.zip) file that contains 1 to 25 claim transactions XML data files and PDF files of the claims and supporting documentation, log into CM/ECF and select **Claims Upload** from the **Bankruptcy** screen.
2. Upload the batch by browsing for the name and location of the compressed file (.zip). Click **Next**.
3. A pre-process validation of the XML and PDF files will take place on the Court's CM/ECF server. This process checks for valid PDF files and maximum file sizes. It also checks the XML file for correct tags and usage, as well as correct case number, office, district, case type and user identification. A message indicating whether the submitted files passed or failed the validation check will be displayed. Notice of transactions failing pre-processing will be sent to the filer. Click **Submit**.
4. Automatic docketing (ADI) of the claim information on the Court's CM/ECF server will take place using the PDF claim form attached to the XML data file. A confirmation report listing the case number, claim number, date filed, creditor id, action (success/fail), dollar amount and XML file name will be displayed. NOTE: Filers may also access **Utilities > Claims Upload Log** to obtain a list of transactions for a specific time period.