

*UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF KANSAS*

ePOC – Electronic Proof of Claims
Frequently Asked Questions

Q. Do I need to become an ECF registered user to file an electronic proof of claim?

A. No. A claimant or a claimant's agent may utilize the electronic claim filing feature available on the Court's website without becoming a registered ECF user; **no login or password is required.**

Q. Can I file an electronic proof of claim in any chapter case?

A. Yes. The Bankruptcy Court for the District of Kansas began accepting electronic claims in all cases effective January 1, 2017.

Q. Do I need to attach Form 410 (Proof of Claim) as an attachment?

A. NO. In fact, we ask you not to attach Form 410 (Proof of Claim). The information you enter using ePOC will automatically create the Proof of Claim form for you, so if you were to attach a copy, it would be an unnecessary duplicate. Any attachments should consist of supporting documentation to the Proof of Claim.

Q. Is a signature required on the Proof of Claim?

A. Yes, but ePOC uses your electronic signature. Type the name and title, if any, of the person authorized to file the claim on behalf of the creditor. A copy of the power of attorney, if any, should be attached to the claim.

Q. Can I include a separate mailing address for payments?

A. Yes. Check the box in Part 1, Question 3, indicating that the Payment Address is different from the Notice Address. An additional address field will appear for this alternate address for payments.

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

A. Yes. After you click "Submit Claim" to file the claim, the Court's claim number will display with a link to the electronically file-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 be printed or saved at this time.

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

A. The claim will immediately appear on the Claims Register upon the filing of the Proof of Claim.

Q. Will the Trustee be served with the Proof of Claim?

A. Yes. The Trustee will receive notification of the claim filed. You do not need to send a copy of your claim to the Trustee's office.

Q. At the time of filing my claim, I do not know the amount due. How do I enter "Unknown" in the amount for the claim?

A. In Part 2, Question 7, you are asked "How much is the claim?" In the amount box, enter: 0.00. Attach documentation to the claim explaining the reason that the 0.00 was entered. Once you know the amount of the claim, file an amended claim.

Q. I am a creditor's attorney and will be filing a claim on behalf of my client. How do I record the creditor address and my address as attorney?

A. When filing the claim, the first screen contains a drop-down box labeled "Filed by" that allows you, the filer, to select who is submitting the claim. The options are: Creditor, Creditor's Attorney, Debtor, Debtor's Attorney, or Trustee. If you select Creditor Attorney as the filer, you will be prompted to add the attorney name and address. Then you will be prompted to select the creditor's name from the listing of creditors in the case (or if the creditor is not listed or is listed incorrectly, you are able to add the correct information for your creditor client).

Q. I filed a claim and my attachments did not properly attach to the claim filed. How do I file the supporting documentation?

A. Insure that the attachments are in a PDF format and no larger than 10MB. You will need to file an amended claim and attach the correct PDF documents.

Q. Will I be able to file a Proof of Claim in a closed case?

A. No.