

Amending a Proof of Claim

Updated May 14, 2020

To amend a *Proof of Claim*, go to **Bankruptcy > File Claims**. Enter the case number and leave the name of creditor blank for the system to display a pick list of all existing creditors on the selected case. Click **Next**;

Pick the creditor from the pick list and click **Next**;

Select the **Find** button under **Amends Claim #:**

Note: You must select the **Find** button; entering a claim number in the box will not allow you to continue filing the amended claim.

Proof Of Claim Information For		
9405197 - Test Creditor		
Address		
Address		
Case Number: 14-81525-CRJ13	Amends Claim #: <input type="text"/> Find	Filed By: Creditor ▾
Last Date To File: 09/29/2014	Date Filed: 05/14/2020	
Last Date To File(Govt): 12/01/2014		
Claimed		
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 9 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)</i>
Description:	<input type="text"/>	
Remarks:	<input type="text"/>	
Amend options: <input type="radio"/> Clear All Amounts		
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

After you select the **Find** button, a list of all claims filed will be displayed. Select the claim you are amending from the list, and enter the new data for amount claimed, secured or priority; and

Once all fields have been updated, click **Next**, and continue with the claim filing process.

Note: Amended claims will receive an extension number from the original claim, i.e., 4-1, rather than a new claim number.