

Claims Batch Upload Instructions

(Effective December 1, 2011)

EXCEPT FOR PROOFS OF CLAIM FILED BY A DEBTOR OR TRUSTEE ON BEHALF OF A CREDITOR, CM/ECF MUST BE USED TO ELECTRONICALLY FILE ALL PROOFS OF CLAIM BEGINNING DECEMBER 1, 2011. BATCH UPLOAD OR SINGLE FILE UPLOAD MUST STILL BE USED TO ELECTRONICALLY FILE PROOFS OF CLAIM FILED BY A DEBTOR OR TRUSTEE ON BEHALF OF A CREDITOR, TRANSFERS OF CLAIMS, ASSIGNMENTS OF CLAIMS, WITHDRAWALS OF CLAIMS, REQUESTS FOR NOTICE, REAFFIRMATION AGREEMENTS, CLAIM RELATED DOCUMENTS, INCLUDING FORM B10 SUPPLEMENT 1, *NOTICE OF MORTGAGE PAYMENT CHANGE*, AND FORM B10 SUPPLEMENT 2, *NOTICE OF POSTPETITION MORTGAGE FEES, EXPENSES AND CHARGES*, AND PROOF OF SERVICE OF THESE DOCUMENTS.

Claims filed by a debtor or trustee on behalf of a creditor and claim-related documents may be uploaded in a single .zip file as a Claims batch. Claims batches shall include the following documents ONLY: Proof of Claim Filed By Debtor or Trustee on Behalf of a Creditor, Transfer of Claim, Assignment of Claim, Withdrawal of Claim, Request for Notice, Reaffirmation Agreement, Claim Related Document, and Proof of Service of these documents.

How to Create a Claims Batch

1. Save each document to be uploaded in a separate .pdf file (one document per file).
2. Use the following naming convention to name each file to be uploaded as part of a Claims batch:

YYYY-NNNNN-XXX-S.pdf

where

- a. **YYYY-NNNNN** is the number of the bankruptcy case or adversary proceeding in which the document will be filed. Bankruptcy case and adversary proceeding numbers must be 10 characters in length and shall consist of a four digit year (YYYY), a hyphen (-), and a five digit sequence number (NNNNN). Adversary proceeding sequence numbers shall include a leading zero (0NNNN).
- b. **XXX** is one of the following codes that indicates the type of document in the file:

CLM - Proof of Claim Filed By Debtor or Trustee on Behalf of a Creditor

TOC - Transfer/Assignment of Claim

WOC - Withdrawal of Claim

RFN - Request for Notice

REAF- Reaffirmation Agreement

CLD - Claim Related Document (including Form B10 Supplements 1 and 2)

POS - Proof of Service

- c. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters that will uniquely identify files with the same case number and document code in the filename, and may include portions of account numbers or client initials, if you choose. For example, claims filed by the debtor on behalf of three different creditors (Jane Doe, John Q. Public, and Mary Jean Roe) may be submitted within 30 days of each other for case number 04-50001 in files named 2004-50001-CLM-1JD.pdf, 2004-50001-CLM-1JQP.pdf, and 2004-50001-CLM-1MJR.pdf.

The following is an example of a Claims batch containing properly named .pdf files:

2003-55555-CLM-1.pdf
2003-55555-CLM-2.pdf
2003-40000-TOC-1abc.pdf
2003-44444-RFN-nmi23.pdf
2003-44444-POS-nmi23.pdf
2003-77777-CLD-1014.pdf
2007-33333-REAF-ra203.pdf

3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:
 - a. Select the .pdf document files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.
 - b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).
 - c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files in the batch. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.
4. You are now ready to upload the .zip file containing your batch as follows.
 - a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.
 - b. Select the **Claims** radio button.
 - c. Click the Browse button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside the **Browse** button.

- d. Click the **Submit** button to complete your upload.
- 5. When upload is complete, you will be redirected to a confirmation page displaying the confirmation numbers for each .pdf file included in the .zip batch.