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**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF WEST VIRGINIA**

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**M E M O R A N D U M**

**TO:** Bankruptcy Bar for the Northern District of West Virginia

**FROM:** Ryan Johnson, Clerk of Court

**DATE:** March 10, 2015

**RE:** Speed-Claim Option on CM/ECF Menu

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The Bankruptcy Clerk's Office for the Northern District of West Virginia offers parties the ability to file claims through its website without the use of a CM/ECF log-in and password. In Calendar Year 2014, approximately 12% of all proofs of claim were filed through our website. The website service has many advantages: (1) it eliminates sending a proof of claim to the Clerk's Office by mail, (2) eliminates requests for filed-stamped copies of proofs of claim, (3) eliminates the dangers and handling costs inherent with the use of U.S. mail, (4) the claim is automatically filed the same days as it is submitted to prevent violations of the claims' bar date, and (5) Form B10 is automatically generated as a PDF, so duplicate data entry is eliminated (entry of information once on Form B10 and then a second time on the website). Because proofs of claim are submitted with typed signatures via our website, we direct the filing party to maintain the proof of claim in their records with the original, "wet" signature. For this reason, locally registered attorneys have preferred to file claims through CM/ECF, where the attorneys' unique log-in and password constitutes the attorneys' "wet" signature.



Unfortunately, before today, filing a proof of claim in CM/ECF creates redundancy in data input when preparing and filings claims. More specifically, the filer had to obtain a blank Form B10 in a PDF format, fill in the required information, save the PDF file, log-in the CM/ECF database, re-enter much of the same information already on the previously saved version of Form B10, and then attached the PDF file for submission.

With the Speed-Claim filing option, a registered user can enjoy many of the same benefits as filing a claim through the court's website, with the added benefit of submitting a claim with an original signature (log-in and password). The filer simply logs in to CM/ECF, goes to the Speed-Claim link under the Bankruptcy menu, enters the claim information in an HTML facsimile of Form B-10, and uploads attachments, if any. When the filer clicks "submit," Speed-Claim enters the user supplied data into the Claims Register with a conformed signature (/s/ user name) and attaches a copy of the Form B-10 PDF to the entry.

We took the Speed-Claim process from the Bankruptcy Court for the Western District of Tennessee. I hope that Speed-Claim helps to simplify filing in your Offices, and that it makes you more efficient in your work.

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