



United States Bankruptcy Court
District of New Mexico

CLERK'S TIPS TO HELP PROCESS YOUR CLAIMS MORE EFFICIENTLY

- 1. DO NOT file claims in no-asset cases. If the trustee determines there are assets, you will be notified of the deadline for filing any proofs of claim.**
- 2. If you would like to add your name to the mailing list, file a Request for Notice instead of filing a proof of claim in a no-asset case.**
- 3. If you are an electronic filer, you may add or edit your name and address in the creditor database to file a claim.**
- 4. Ensure the name and address you select from the list of creditors matches the name and address listed for the creditor on your claim.**
- 5. Enter the amount(s) on your proof of claim form in the appropriate fields. Enter the total amount due from all categories in the "Amount Claimed" box.**
- 6. Do not file claims in closed cases.**
- 7. Please list the debtor's name exactly the way it appears on the petition.**
- 8. Use the correct bankruptcy case number. Make sure the case name and number match.**
- 9. Ensure you are filing the claim in the correct district.**
- 10. Attach supporting documentation to the proof of claim. Make sure there is no personal information such as social security numbers or bank account numbers.**
- 11. If this is an Amended Proof of Claim, be sure it is appropriately identified as such on your claim form. When filing the claim in CM/ECF, ensure the correct claim number is entered in the field "Amends Claim 1". Do not enter 1-1 as seen on the Claims Register in the history for the claim.**