

## **How to File a Proof of Claim**

To file a proof of claim in a case pending in the Eastern District of Tennessee, complete a proof of claim form available under the Forms tab of the court's website.

Do not include any of the debtor's personal identifiers on the proof of claim form or any attachments to the form. In compliance with Fed. R. Bankr. P. 9037, a filing (any document or attachment to a document) made with the court must not contain certain information, including (1) an individual's (full) social security number, (2) an employer's (full) taxpayer identification number, (3) an individual's birth date, (4) the name of a minor, or (5) a (complete) financial account number. Such information must be removed or redacted. The document may contain: (1) the *last four digits* of the social security number or taxpayer identification number; (2) the *year* of the individual's birth; (3) the minor's initials; and/or (4) the *last four digits* of the financial account number. The party filing a document is responsible for redaction. The Clerk's office does not review documents filed with the court for compliance with this rule.

The deadline for filing a proof of claim is listed in the Notice of Bankruptcy Case, Meeting of Creditors, & Deadlines. There is no fee to file a proof of claim. The proof of claim may be filed through the CM/ECF system. It may also be filed in person at or mailed to the Clerk's office where the case was filed:

### **For Chattanooga and Winchester:**

U.S. Bankruptcy Court Clerk's Office  
Historic U.S. Courthouse  
31 East 11th Street  
Chattanooga, TN 37402-2722

### **For Knoxville:**

U.S. Bankruptcy Court Clerk's Office  
Howard H. Baker Jr. U.S. Courthouse  
800 Market Street, Suite 330  
Knoxville, TN 37902

### **For Greeneville:**

U.S. Bankruptcy Court Clerk's Office  
James H. Quillen United States Courthouse  
220 West Depot Street, Suite 218  
Greeneville, TN 37743-4924.

To receive acknowledgment of your filing, you may either enclose a stamped self-addressed envelope and an extra copy of the proof of claim or you may access the court's PACER system ([www.pacer.gov](http://www.pacer.gov)) for a small fee to view and/or save a copy of your filed proof of claim.