

To file a proof of claim by mail, send the completed form to the Clerk's office at the Bankruptcy Court in Santa Ana with a self addressed stamped envelope to receive a conformed copy back from the Court.

SANTA ANA
United States Bankruptcy Court
Clerk's Office
411 West Fourth Street
Santa Ana, CA 92701-4593

If you have further questions, see below and/or check out the Court's FAQs page at <http://www.cacb.uscourts.gov/>

To get paid from a bankruptcy estate, it may be necessary to file a document titled "Proof of Claim."

(1) Obtaining a Proof of Claim Form

For the location of clerk's offices where a Proof of Claim can be obtained in person, see FAQ General Information #1.

(2) Filing a Proof of Claim -- When filing a Proof of Claim, be sure to attach photocopies of supporting documents to the original Proof of Claim form (NOTE: Do not send the "original" copies of the supporting documentation). A creditor may also send to the clerk's office a letter with the creditor's name and address, the debtor's name and bankruptcy case number, the amount owed to the creditor, the type of claim (secured, unsecured, priority), the date the debt was incurred, and any documentation that supports the claim. A creditor may need to file a Proof of Claim with the court within 90 days of the first date set for the 341(a) Meeting of Creditors, and possibly even earlier. To be aware of the applicable deadline, refer to Federal Rules of Bankruptcy Procedure Rule 3002(c) and check for relevant court orders in the bankruptcy docket for the debtor who owes the money. An original and one copy of the Proof of Claim are required. If a creditor wishes to receive a conformed copy of the Proof of Claim, please enclose one extra copy of the Proof of Claim and a self-addressed, stamped envelope.

(3) Deciding if a Creditor Needs to File a Proof of Claim -- Please consult the categories below to determine if you need to file a Proof of Claim or are allowed to file a Proof of Claim.

Creditors Which are Listed on Debtor's Schedules

* Chapter 11 Bankruptcy Cases – For chapter 11 cases, it is not necessary to wait to receive the Notice of Chapter 11 Bankruptcy, Meeting of Creditors, Deadlines before a creditor files a Proof of Claim. A notice that identifies a deadline for filing Proofs of Claims will be sent to all creditors.

Creditors Which are Not Listed on Debtor's Schedules – Sometimes a debtor does not list all of its creditors. If a creditor is not listed on the debtor's Schedules, the creditor can file a Proof of Claim to notify the court and other parties the amount of money that it is owed.

Creditors Which Dispute the Claim Listed in Debtor's Schedules – If a creditor disputes the amount of its claim that is listed in the debtor's Schedules, the creditor must timely file a Proof of Claim to notify the court and other parties the amount of money that it is owed.

NOTE: Filing a Proof of Claim may limit a creditor's right to a jury trial if the creditor is sued by a trustee or a chapter 11 Debtor-in-Possession. It is important to consult a bankruptcy attorney.