

## LINE-BY-LINE INSTRUCTIONS FOR FILLING OUT PROOF OF CLAIM

Attached to this letter is a SAMPLE Proof of Claim intended to provide guidance for your church to fill in the blanks in the Proof of Claim. What follows is a line-by-line description of what is in the Proof of Claim and how to complete it.

<b>Debtor selection:</b>	Select the box beside “In re Boy Scouts of America, Case No. 20-10343 (LSS)” (PDF) or “Boy Scouts of America” (online)
<b>Line 1: Who is the current creditor?</b>	Insert the name of your local church.
<b>Line 2: Has this claim been acquired from someone else?</b>	Select “No”
<b>Line 3: Where should notices and payments to the creditor be sent?</b>	Insert the address and responsible person of your church (e.g., (“Treasurer, ABC UMC”))
<b>Line 4: Does this claim amend one already filed?</b>	Select “No”
<b>Line 5: Do you know if anyone else has filed a proof of claim for this claim?</b>	Select “No”
<b>Line 6: Do you have any number you use to identify the debtor?</b>	Select “No”
<b>Line 7: How much is the claim?</b>	For the PDF, enter “Unknown” and select “No” as to whether this includes interest. Online, leave this blank and select “No.”
<b>Line 8: What is the basis of the claim?</b>	For the PDF, enter "BSA's obligation to provide insurance coverage information, indemnification, and contribution to claimant under BSA's policies of general liability insurance, and all other agreements, documents and laws providing such rights to claimant." <b>OR</b> "Addendum Attached" and include the Supplementary Information sheet with your proof of claim.
<b>Line 9: Is all or part of the claim secured?</b>	Select “No” and move on to Line 10
<b>Line 10: Is this claim based on a lease?</b>	Select “No”
<b>Line 11: Is this claim subject to a right of setoff?</b>	Select “No”
<b>Line 12: Is this claim for the value of goods received...?</b>	Select “No”
<b>Line 13: Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)?</b>	Select “No”
<b>Person completing the proof of claim?</b>	Select “I am the creditor”

**AFTER YOU HAVE FILED THE PROOF OF CLAIM, PLEASE LET THE CONFERENCE KNOW THAT YOU HAVE FILED THE CLAIM.**

**Email [rickcherry@holston.org](mailto:rickcherry@holston.org) with BSA in the Subject Line or call 865/690-4080. Include your full church name and city so we are clear on which church. Also include your name, email and phone number.**