

## Filing of a claim during the insolvency proceedings

**Filings of claims are only to be sent to the insolvency administrator and not to the court. Please also take note of the judicial bulletin concerning filing of claims.**

**The filing of claims is exclusively to be sent to following address:**  
 Ernestus Rechtsanwälte -Forderungenanmeldungen-; **Postfach 12 15 52**; 68066 Mannheim  
 or by fax to No.: 0621/533 922 97

<b>Debitor</b>	
<b>Insolvency Court: District Court</b>	<b>File No.</b>

<b>Creditor</b> (preper identification of the creditor incl. Postal address, companionships incl. Name of legal representative; no post office box-addresses!)	<b>Creditor's Representative</b> (the assignment of a lawyer is optional, the authorisation has to be expressly related to insolvency matters.)
<b>Bank Details of Creditor</b>	<input type="checkbox"/> <b>Authorisation</b> incl. or rather to be sent by return
Reference Number	Reference Number

### Filed Outstanding Accounts

**Every autonomous claim has to be declared separately. In case there is not enough room on this form, all further claims have to be itemised on an attachment according to the following scheme.**

<b>First Main Account according to § 38 InsO (estimated in case of need)</b>	EURO
Not exceeding Interests up to the Insolvency Proceeding % from _____ since _____	EURO
Costs arose before the opening of the proceeding	EURO
<b>Total Amount</b>	EURO

<b>Second Main Account according to § 38 InsO (estimated in case of need)</b>	EURO
Not exceeding Interests up to the Insolvency Proceeding % from _____ since _____	EURO
Costs arose before the opening of the proceeding	EURO
<b>Total Amount</b>	EURO

<b>Third Main Account according to § 38 InsO (estimated in case of need)</b>	EURO
Not exceeding Interests up to the Insolvency Proceeding % from _____ since _____	EURO
Costs arose before the opening of the proceeding	EURO
<b>Total Amount</b>	EURO

<b>Fourth Main Account according to § 38 InsO (estimated in case of need)</b>	EURO
Not exceeding Interests up to the Insolvency Proceeding % from _____ since _____	EURO
Costs arose before the opening of the proceeding	EURO
<b>Total Amount</b>	EURO

**Dissociate Fulfilment** under coeval declaration of the loss will be demanded.  
Explanatory Statement:

Selection and dissociated rights are to be sent to the following address directly to the Insolvency Administrator separately by additional letter. The supporting documents (AGB, Assignment Contracts, etc.) are to be attached:  
Rechtsanwälte feb, - Aus- und Absonderungsrechte – O 3, 11 + 12, 68161 Mannheim

**Basement and detailed explanations of the claims** (f. e. delivery of merchandise, lease, loan, repair service, wage, draft, compensation for damages)

Titled outstanding accounts must present the title (enforceable execution of the conviction, enforcement order decision of the assessment of costs, etc.) at original document. This ist to be devaluated by the Insolvency Court, as the creditor will receive a new title during the insolvency proceeding (enforceable execution of the insolvency table § 201, 1 InsO)

**As documents, resulting from the claims, are attached (in 2 copies, please):**

**The appiled claim as per cypher \_\_\_\_\_ is resulting from intended committed illegal activities through the debtor.**  
Justification:

The corresponding documents are attached.

.....  
 (Place) (Date) (signature and company stamp)

**Please present this declaration and all further documents always with 2 copies. Please also take note of indices in the judicial leaflet for filing of claims.**