Filing a Notice of Deposit of Unclaimed Funds

Effective January 16, 2015, trustees will no longer submit the Notice of Deposit of (Unclaimed) Funds (including Small Dividends) to the Clerk's office with a check. Instead, the event Notice of Deposit of Funds with USBC Clerk (Text Only) located in the Trustee/US Trustee category in the Bankruptcy Menu will be docketed by the trustee directly in the CM/ECF Document Filing System. Electronic payment will be made via the Automated Clearing House (ACH) module.

Step 1

After selecting the trustee as the party filer the user will be presented with the fee screen and will be prompted to enter the **total** amount of unclaimed funds/small dividends being deposited. If the total exceeds one thousand dollars, **DO NOT** *insert a comma*.

Enter the TOTAL Amount of Unclaimed Funds/Small Dividends Being Deposited With the Clerk of Court. Fee: $

Next Clear

Step 2

In the next screen, the user will be prompted to select how many claimants are listed in the notice. In the example below, 4 has been selected. If the user has more than 7 to file in a single case, the user will have to use the event multiple times.

Select Number of Claimants Entitled to Funds:

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Next Clear

Step 3

In the next screen, the user will be prompted to enter information about each of the 4 claimants. Please enter data in the correct fields. DO NOT use all upper case letters.

Claimant 1 Information:

Last Name or Company Name: Sears

First Name:

Address: PO Box 90023

City: Los Alamitos

State Abbreviation: CA

Zip Code: 91243

Amount Deposited for Claimant 1: 22.53

Next Clear

Claimant 2 Information:

Last Name or Company Name: Liska

First Name: Gary

Address: 12345 Ingraham Hwy

City: Miami

State Abbreviation: FL

Zip Code: 33134

Amount Deposited for Claimant 2: 13.00

Next Clear

If the address is foreign, insert all of the data in the Address and City fields; do enter any data into the State Abbreviation or Zip Code fields. See Claimant #4 below for an example of a foreign address.

Claimant 3 Information:

Last Name or Company Name: Internal Revenue Servi
First Name:
Address: Broward Blvd Suite 900
City: Sunrise
State Abbreviation: FL
Zip Code: 33309
Amount Deposited for Claimant 3: 75.00

Next Clear

Claimant 4 Information:

Last Name or Company Name: Lunesta
First Name: Joaquin
Address: 430 Rue de Papillon
City: Paris France
State Abbreviation:
Zip Code:
Amount Deposited for Claimant 4: 125.00

Next Clear

Step 4 After all claimant information has been entered, the user is presented with a summary of entered data.

Docket Text: Modify as Appropriate.

NOTICE of Deposit of Funds in the Total Amount of [$100] with the Clerk, United States Bankruptcy Court, for John Wayne 456 Main Ave SpokaneWA 99201 in the amount $ 25 ; Sally Smith 5432 E 23rd St Coulee City WA 98944 in the amount $ 25; Sears 1234 W Main Ave Spokane WA 99204 in the amount $ 25; Walgreens 657 E 188th Ave Spokane Valley WA 98999 in the amount $ 25 ; This tender is made in accordance with the requirements of 11 USC § 347 and FRBP 3011 . Filed by Trustee Test Trustee (Teorder)

Next Clear

Note: If an error has been made anywhere up to this point, it is recommended to start docketing the event afresh. If the individual claimant amounts do not match the total amount, you will receive an error message. **DO NOT use the "Back" button.

Error! The total amount entered (100) is not equal to the combined amount for the individual items (95).

Back

Step 5 Payment for a Notice of Deposit of Funds **MUST BE** submitted on a case-by-case basis. To Chapter 13 Trustees: DO NOT submit one payment containing multiple cases.

IMPORTANT: You must submit payment for Notices of Deposit of Funds on a case-by-case basis. Do not submit one payment containing multiple cases.

Next Clear

Step 6

The final docket text will confirm the selection for number of claimants.

Docket Text: Final Text

NOTICE of Deposit of Funds in the Total Amount of [$100] with the Clerk, United States Bankruptcy Court, for John Wayne 456 Main Ave SpokaneWA 99201 in the amount $ 25 ; Sally Smith 5432 E 23rd St Coulee City WA 98944 in the amount $ 25; Sears 1234 W Main Ave Spokane WA 99204 in the amount $ 25; Walgreens 657 E 188th Ave Spokane Valley WA 98999 in the amount $ 25 ; This tender is made in accordance with the requirements of 11 USC § 347 and FRBP 3011. Filed by Trustee Test Trustee (Teorder)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

Step 7

After Final Text has been submitted, the payment module will appear and payment MUST BE immediately remitted or the trustee's CM/ECF user account will be "locked" until all fees have been paid.
Select Pay Now.

Select the Bank Account Debit (ACH) for payment of unclaimed funds.

Online Payment Return to your originating application

Step 1: Enter Payment Information 1 | 2

Pay Via Bank Account (ACH) About ACH Debit

Required fields are indicated with a red asterisk *

Account Holder Name: Joel Tabas -TEST *
Payment Amount: $100.00
Account Type: *
Routing Number: *
Account Number: *
Confirm Account Number: *
Check Number:

Routing Number Account Number Check Number

⑆026946783⑆ 9243767390⑈ 1234

Payment Date: 11/20/2013

Select the"Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment Cancel