

Unclaimed Funds Processes

**Enter Unclaimed Funds Records in CM/ECF**

**Step 1** Click **Bankruptcy** on the Main Menu Bar.



**Step 2** Select the **Enter Unclaimed Funds** Category



**Step 3** Enter the **case number** and/or **Creditor Name** and/or **Type of Creditor** to search for the creditor to whom the funds belong then click **Next**.

**Search for Creditor for Unclaimed Funds**

Case Number

Name of creditor

Type of creditor

**Step 4** Click the down arrow to find the correct creditor. Highlight the correct creditor and click **Next**.

**Select a Creditor for Unclaimed Funds**

\* denotes Creditor with unclaimed funds record

Case 11-10002: Patty A. Johnson

[Add Creditor](#)

**Note:** If the creditor you are looking for does not appear on the list, use the back arrow to return to the previous screen and change the **Type of Creditor**.

**Step 5** Enter the unclaimed amount for the selected creditor, click **Next**.

Enter Unclaimed Fund Information For		
47145 - ITG PO Box 6000 San Francisco, CA 07778		
Case 11-10002: Patty A. Johnson	Unclaimed Amount: <input type="text" value="1201.00"/>	Date Filed: <input type="text" value="11/17/2014"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

**Step 6** A confirmation screen will appear. Click **Next** to repeat this process for each unclaimed funds transaction/creditor.



## Generate an Unclaimed Funds Report

After entering the Unclaimed Funds records, you must run the Unclaimed Funds report for the case for which you are sending funds.

**Step 1** Click **Reports** on the Main Menu Bar.



**Step 2** Select the **Unclaimed Funds** Category



**Step 3** Enter the report criteria. Modify the date fields to include only the current date. Click **Run Report**.

**Unclaimed Funds Report**

**Sort Report By:**

- Case Number
- Creditor Name
- Amount
- Date Entered

**Order:**

- Ascending
- Descending

**Refine your search using any of the fields below.**

Show only records entered by Casey\_tr

Creditor Name

Case Number (YY-NNNNN)  Minimum Amount

Entered on or After    Entered on or Before

**Step 4** **Review** the report for accuracy. Then, **print** the report, selecting **Adobe PDF** as your printer, and save it.

**Unclaimed Funds**  
Entered 11/17/2014 to 11/17/2014

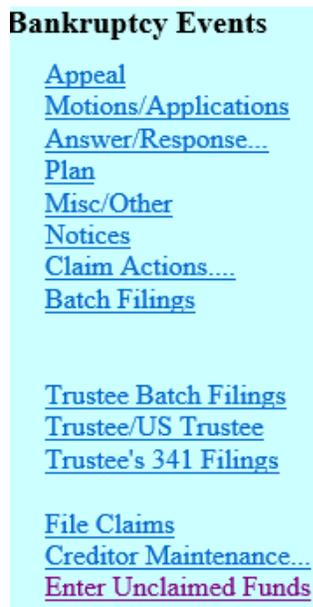
<u>Case No./ Cred No.</u>	<u>Creditor</u>	<u>Amount</u>	<u>Entered</u>
<a href="#">11-10002 -WCH</a> 47145	ITG PO Box 6000 San Francisco, CA 07778 07778	1,201.00	11/17/2014
<b>Grand Total:</b>			<b>1,201.00</b>

## Docket Unclaimed Funds Paid

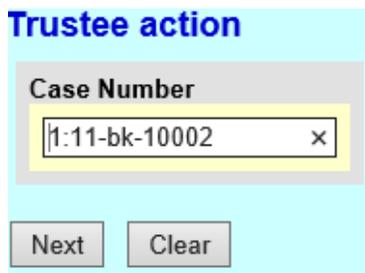
**Step 1** Click **Bankruptcy** on the Main Menu Bar.



**Step 2** Select the **Trustee/US Trustee** Category.



**Step 3** Check your case number and click **Next**.

A screenshot of the 'Trustee action' form. The form has a light blue background. At the top is the title 'Trustee action'. Below it is a 'Case Number' label and a text input field containing '1:11-bk-10002' with a clear 'x' button. At the bottom are two buttons: 'Next' and 'Clear'.

**Step 4**      **Select Unclaimed Funds Paid to Court and click Next.**

**Trustee action**

[11-10002 Patty A. Johnson](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: WCH	Case Flag: CounDue, DebtEd, CredAdd

This case has been transferred. You may want to docket to case: [4:11-bk-40004](#)

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events (click to select events)**

- US Trustee's Certificate of Appointment
- UST Auditor's Report
- UST Compensation
- UST Final Rpt/Acct-Asset
- UST Statement of Change of Presumed Abuse
- UST Statement of Inability to Determine Presumed Abuse
- UST Statement of No Means Testing Documents Filed
- UST Statement of Presumed Abuse
- UST Supplemental Statement of No Presumed Abuse
- UST Supplemental Statement of No Presumed Abuse(batch)
- UST Supplemental Statement of Presumed Abuse
- UST Trustee's After Distribution Report
- UST declination re: 707
- Unclaimed Funds Paid to Court**
- United States Trustee's Appointment of Ombudsman
- Withdrawal of NDR

**Selected Events (click to remove events)**

- Unclaimed Funds Paid to Court

**Step 5**      **Select the Trustee as the party and click Next.**

**Trustee action:**

[11-10002 Patty A. Johnson](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: WCH	Case Flag: CounDue, DebtEd, CredAdd

**Select the Party:**

- Fitzgerald, John [U.S. Trustee]
- Johnson, Patty A. [Debtor]
- student1tr, [Trustee] (T)
- student2tr, [Trustee]**
- tr\_merry, [Trustee] (T)

[Add/Create New Party](#)

(T) indicates a terminated party

**Step 6** Browse and attach your **Unclaimed Funds Paid** (saved in the previous section) and click **Next**.

**Trustee action:**

[11-10002 Patty A. Johnson](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: WCH	Case Flag: CounDue, DebtEd, CredAdd

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**Filename**

\\mab.circ1.dcn\dfs\users\lamurphy\Desk Browse...

**Attachments to Document:**  No  Yes

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Next Clear

**Step 7** Enter the **total amount** from the Unclaimed Funds report for the case and click **Next**.

**Trustee action:**

[11-10002 Patty A. Johnson](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: WCH	Case Flag: CounDue, DebtEd, CredAdd

Fee: \$  x

Next Clear

**Pay Funds to the Court**

**Step 1** After docketing, you will be prompted to pay the funds via Pay.gov. Click **Pay Now**.

Summary of current charges		
Date Incurred	Description	Amount
2014-11-17 12:53:08	Unclaimed Funds Paid to Court(11-10002) [trustee,unclfp] (1201.00)	\$1201.00
		<b>Total: \$1201.00</b>

Pay Now Continue Filing

**Step 2** Select all or check fees to pay and click **Next**.

**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2014-11-17 12:53:08	Unclaimed Funds Paid to Court(11-10002) [trustee,unclfp] (1201.00)	\$1201.00

Next Clear

**Step 3** Click **Pay Now** to continue with your payment for the list transactions.

**Internet Payments Due**

Date Incurred	Description	Amount
2014-11-17 12:53:08	Unclaimed Funds Paid to Court(11-10002) [trustee,unclfp] (1201.00)	\$1201.00
		<b>Total: \$1201</b>

Pay Now

**Step 4** Enter the appropriate information to pay via **Bank Account (ACH)**. When entered, click the **Continue** button.

**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:  \*

Payment Amount: \$1,201.00

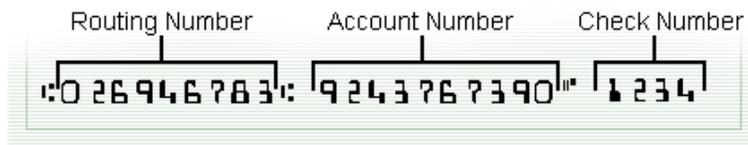
Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:



Payment Date: 11/18/2014

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