

Filing Unclaimed Funds

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A. Filing unclaimed funds/small dividends.

1. From the Bankruptcy menu, choose Electronic Submittal of Unclaimed Funds and Small Dividends.



2. Enter the case number.

The screenshot shows a form titled 'Search for Creditor for Unclaimed Funds'. The form has two input fields: 'Case Number' and 'Name of creditor (optional)'. Below the input fields are two buttons: 'Next' and 'Clear'. The form is set against a light blue background.

- Select a creditor from the list of creditors currently in the case. Click Next. If a creditor is not in the list and needs to be added or if you need to pay funds to the Debtor, **see Section B**. If the creditor has an unclaimed funds record previously made using eTUF, the name will appear with an asterisk. [**See Section C for information on editing or deleting an entry.**]

Select a Creditor for Unclaimed Funds [ECF Assistance](#) [Info](#) [LBFs](#)

* denotes Creditor with unclaimed funds record

Assets: y Debtor disposition: Standard Case Flag: ABUSENO
 Discharge

Case 10-41286-dwh7: Jeanette Rosemary Hubbard

*AT & T - PO Box 1809 Paramus, NJ 07653-1809 - 99093440

*AT & T - PO Box 1809 Paramus, NJ 07653-1809 - 99093440

AT&T - PO Box 1809 Paramus, NJ 07653-1809 - 99093441

*Bank of America - BAC Home Loans Servicing Retail Payment Services, TX1-160-106-01 1950 N. Stemmons Fw4 Dallas, TX 75207 - 99093442

Bank of America - PO Box 15028 Wilmington, DE 19850-5028 - 99093443

Bank of America - PO Box 21848 Greensboro, NC 27420-1848 - 99093444

- Enter the funds amount for the selected creditor. The creditor and dollar amount should be included on LBF 390. Click Next. The TUF number is for internal use. The Date Filed cannot be altered.

Edit Unclaimed Fund Information For

99093454 - Michael C. Hubbard
 1300 Boone Rd. SE
 Salem, OR 97306

Assets: y	Debtor disposition: Standard Discharge	Case Flag: ABUSENO	TUF#: <input type="text" value="12"/>	Date Filed: <input type="text" value="12/5/2017"/>
Case 10-41286-dwh7: Jeanette Rosemary Hubbard			Unclaimed Amount: \$ <input type="text" value="25.00"/>	

Next

- Click CONTINUE to add additional creditors/payments FOR THE SAME CASE. Repeat steps 2, 3, 4. Once all entries are made for one case, click **Review Entries**.

Record Added.

6. Your login name will appear on the next screen. The case number will default to the case you have been using, along with a beginning and ending date of today. Click Run Report.

Unclaimed Funds Report

Sort Report By **Order By**

TUF# Ascending
 Creditor Name Descending

Review entries with the following criteria

Show only records entered by orbrtrustee2 

Case Number (YY-NNNNN) Include Status
 None

Entered Begin on Entered End on

7. Use this screen to review your data entry and confirm your names and dollar amounts. If you entered more than one creditor, all will display on this screen, and a grand total will display. This will be the amount you will pay via Pay.gov. If correct, complete the filing by clicking **Proceed to upload PDF**. If any name or dollar amount is NOT correct, see **Section C – Edit/Delete**.

Unclaimed Funds

Entered 12/18/2017 to 12/18/2017

<u>Case No./ Cred ID</u>	<u>Creditor</u>	<u>Amount</u>	<u>TUF#</u>	<u>Entered</u>	<u>Status</u>	<u>Trustee</u>
10-40516 99119845	Clackamas County Assessor & Tax Collector 150 Beavercreak Rd Oregon City, OR 97045	88.00	21	12/18/2017	none	Trustee
10-40516 99059280	ACIC c/o Department of Labor & Industries Contractor Registration PO Box 44450 Olympia, WA 98504	22.00	22	12/18/2017	none	Trustee
10-40516 99059284	Albina Pipe Bending Co., Inc 12080 SW Myslony St Tualatin, OR 97062-8041	23.00	23	12/18/2017	none	Trustee

Grand Total: 133.00

[Proceed to upload PDF](#)

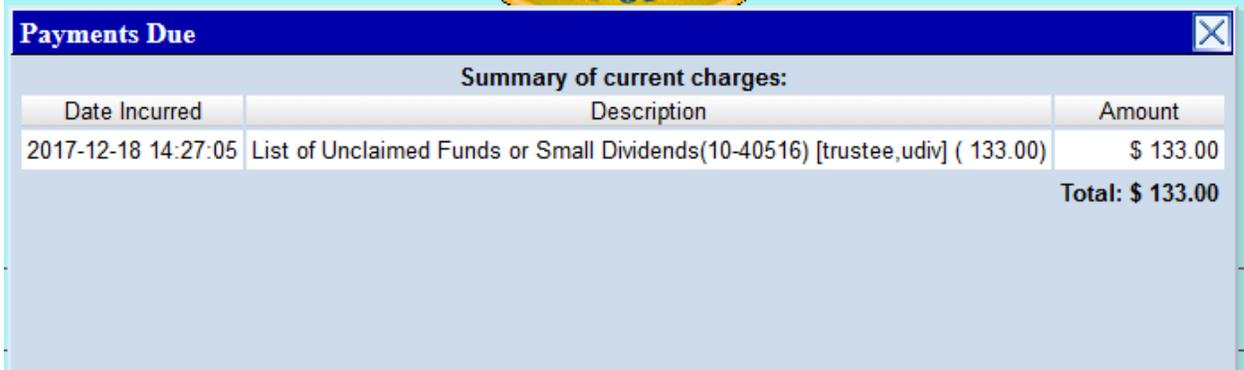
[Enter/Edit Unclaimed Funds](#)

8. On the Upload screen, click Browse to find your file and attach your pdf of LBR 390. Click Proceed to Pay. NOTE: you will have no further opportunity to edit or delete.

PDF File No file selected.

Attention! Submitting this screen commits this transaction. You will have no further opportunity to delete or modify the entry.

- The payment window will appear. The dollar amount due will be the total for all creditors/amounts you have entered for the single case. Click Pay Now. Proceed to the PACER interface with Pay.Gov and make payment using ACH or credit card.



The screenshot shows a window titled "Payments Due" with a close button in the top right corner. Below the title bar, the text "Summary of current charges:" is centered. A table with three columns is displayed: "Date Incurred", "Description", and "Amount". The table contains one data row and a total row. The data row shows a date of "2017-12-18 14:27:05", a description of "List of Unclaimed Funds or Small Dividends(10-40516) [trustee,udiv] (133.00)", and an amount of "\$ 133.00". The total row shows "Total: \$ 133.00".

Date Incurred	Description	Amount
2017-12-18 14:27:05	List of Unclaimed Funds or Small Dividends(10-40516) [trustee,udiv] (133.00)	\$ 133.00
		Total: \$ 133.00

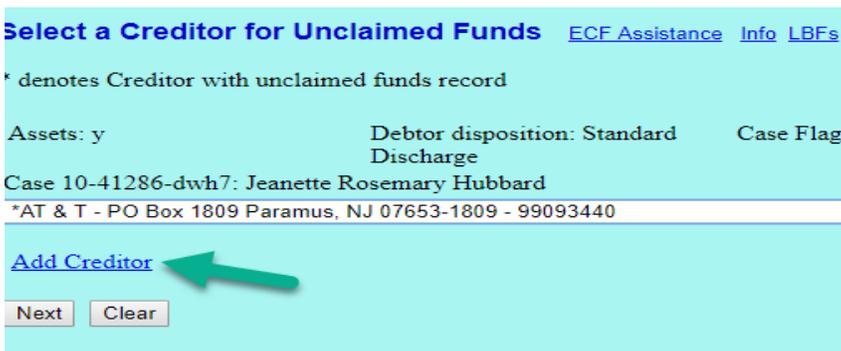
B. Adding Creditor/Debtor not listed. [This process is similar to adding a creditor for filing a proof of claim.]

1. Enter the case number.



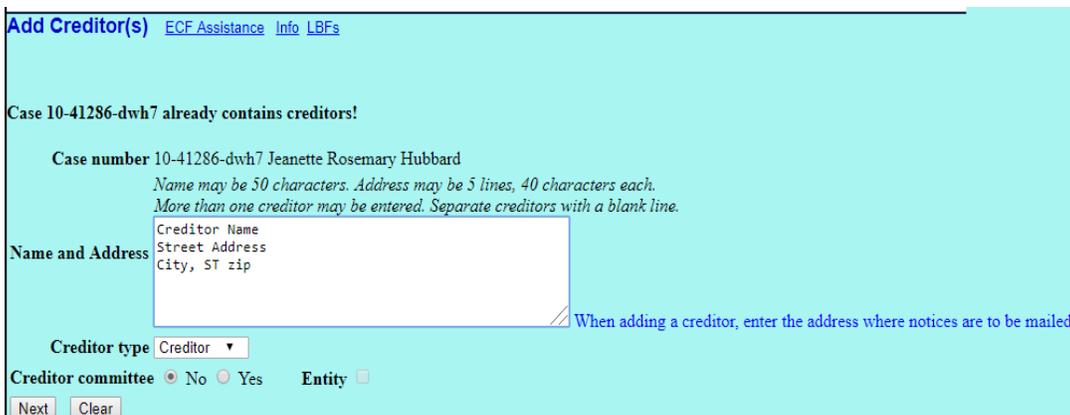
The screenshot shows a web form titled "Search for Creditor for Unclaimed Funds" with links for "ECF Assistance", "Info", and "LBFs". It contains two input fields: "Case Number" and "Name of creditor (optional)". Below the fields are "Next" and "Clear" buttons.

2. View the list of creditors to confirm the name does not appear. Choose the Add Creditor link.



The screenshot shows a web page titled "Select a Creditor for Unclaimed Funds" with links for "ECF Assistance", "Info", and "LBFs". It displays case information: "Assets: y", "Debtor disposition: Standard Discharge", and "Case Flag:". The case name is "Case 10-41286-dwh7: Jeanette Rosemary Hubbard" with address "*AT & T - PO Box 1809 Paramus, NJ 07653-1809 - 99093440". A green arrow points to the "Add Creditor" link. "Next" and "Clear" buttons are at the bottom.

3. Confirm the case number. Click Next. Use the Creditor Add screen to insert the name and address in the field. Multiple addresses can be added to a single case by separating each address with a blank line. Click Next.
NOTE: Avoid adding information in all capital letters.



The screenshot shows a web form titled "Add Creditor(s)" with links for "ECF Assistance", "Info", and "LBFs". It displays the case number "Case 10-41286-dwh7" and name "Jeanette Rosemary Hubbard". A message states "Case 10-41286-dwh7 already contains creditors!". Below is a text area for "Name and Address" with instructions: "Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line." A note says "When adding a creditor, enter the address where notices are to be mailed." There is a "Creditor type" dropdown menu set to "Creditor", and radio buttons for "Creditor committee" (No selected) and "Entity". "Next" and "Clear" buttons are at the bottom.

4. Submit the added creditor/debtor. A confirmation screen will display. Return to the Bankruptcy menu, and choose Electronic Submittal of Funds of Unclaimed Funds and Small Dividends where you will then select the newly added name.

Creditors Receipt ECF Assistance Info LBFs	
Case Number	3:10-bk-41286
Total Creditors Added to Database	1
File A Proof Of Claim	
Return To Creditor Maintenance Menu	

C. Edit/Delete - How to correct dollar amounts or delete a creditor from the entry.

1. If you are in the process of your submittal and discover an error [incorrect dollar amount or incorrect creditor chosen]:

- a. At the screen where you can review your work, do NOT upload your pdf. Instead, click the Enter/Edit Unclaimed Funds hyperlink.

<u>Case No./ Cred ID</u>	<u>Creditor</u>	<u>Amount</u>	<u>TUF#</u>	<u>Entered</u>	<u>Status</u>	<u>Trustee</u>
10-41286 99093444	Bank of America PO Box 21848 Greensboro, NC 27420-1848	44.00	16	12/05/2017	none	Trustee

Grand Total: 44.00

[Proceed to upload PDF](#)
[Enter/Edit Unclaimed Funds](#)

- b. The case number will appear. Click Next.

Search for Creditor for Unclaimed Funds [ECF Assistance](#) [Info](#) [LBFs](#)

Case Number

Name of creditor (optional)

2. If the PDF attached to a submitted entry requires amendment:

NOTE: There is no payment screen associated with this event. If funds are to be submitted, you must use Electronic Submittal of Unclaimed Funds and Small Dividends.

- a. From the Trustee/USTrustee category, choose AMENDED List of Unclaimed Funds or Small Dividends Amended PDF.
- b. Attach PDF.
- c. Check the box to refer to the previously filed List of Unclaimed Funds/Small Dividends.

Refer to existing event(s)?

Filed to

Documents to

- d. Choose the entry to be amended. Click Next.

12/21/2017 [70](#) List of Unclaimed Funds (Trustee, Leslie)

12/21/2017 [75](#) List of Unclaimed Funds (Trustee, Leslie)

- e. Submit the final docket text.

Docket Text: Final Text

AMENDED List of Names and Addresses for Unclaimed Funds or Small Dividends [amended PDF] (Re: [75] List of Unclaimed Funds (Trustee, Leslie)). Filed by Trustee Leslie Trustee. (Trustee, Leslie)

D. Electronic Payment of Funds Report.

1. On the Report Menu, choose Electronic Payment of Funds Report.



2. Find entries made searching a case number by inserting a case number and a start and end date.

Refine your search using any of the fields below.

Show only records entered by ortrustee2

Creditor Name

Case Number (YY-NNNNN) Minimum Amount

Include Status:
 None
 Pending
 Paid
 Void

Entered on or After Entered on or Before

Case No./ Cred ID	Creditor	Amount	TUF#	Entered	Status	Pending	Paid	Trustee	Receipt#
10-41286 99093442	Bank of America BAC Home Loans Servicing Retail Payment Services, TX1- 160-106-01 1950 N. Stemmons Fw4 Dallas, TX 75207	3.45	11	11/21/2017	paid		11/21/2017	Trustee	11108495
10-41286 99093444	Bank of America PO Box 21848 Greensboro, NC 27420-1848	44.00	16	12/05/2017	paid		12/05/2017	Trustee	11109106
10-41286 99093445	Capital One PO Box 85167 Richmond, VA 23285-5167	2.54	5	10/27/2017	none			Trustee	
10-41286 99093447	Citi Cards PO Box 6077 Sioux Falls, SD 57117-6077	7.93	4	10/27/2017	paid		10/27/2017	Trustee	11105973
10-41286 99093448	Discover Card PO Box 30943 Salt Lake City, UT 84130	25.00	1	10/26/2017	paid		10/27/2017	Trustee	11105868
10-41286 99093449	Farm Plan PO Box 30943 Salt Lake City, UT 84130	3.45	7	11/15/2017	paid		11/15/2017	Trustee	11107191

3. Find entries made by searching a creditor name

Refine your search using any of the fields below.

Show only records entered by orbtrustee2

Creditor Name

Case Number (YY-NNNNN) Minimum Amount

Include Status:
 None
 Pending
 Paid
 Void

Entered on or After Entered on or Before

Case No./ Cred ID	Creditor	Amount	TUF#	Entered	Status	Pending	Paid	Trustee	Receipt#
10-41664 99111271	Bank of America POB 15026 Wilmington, DE 19850-5026	3.22	2	10/26/2017	paid		10/27/2017	Trustee	11105868
10-41286 99093442	Bank of America BAC Home Loans Servicing Retail Payment Services, TX1-160-106-01 1950 N. Stemmons Fw4 Dallas, TX 75207	3.45	11	11/21/2017	paid		11/21/2017	Trustee	11108495
10-41286 99093444	Bank of America PO Box 21848 Greensboro, NC 27420-1848	44.00	16	12/05/2017	paid		12/05/2017	Trustee	11109106

4. Status/Pending columns

If the docket entry has been made, and the funds have been submitted through Pay.Gov, the status will display as Paid.

If the docket entry has been made, but the funds have not been submitted through Pay.Gov, the status will display as Pend and the date of the entry will display under Pending.

If the creditor selection has been made in the event, but the pdf has not been uploaded nor funds paid, the status will display as None.

If the court has had to void a record entered incorrectly and funds were paid, the status will display as Void.

<u>Case No./ Cred ID</u>	<u>Creditor</u>	<u>Amount</u>	<u>TUF#</u>	<u>Entered</u>	<u>Status</u>	<u>Pending</u>	<u>Paid</u>	<u>Trustee</u>	<u>Receipt#</u>
10-40516 99059282	Acme Construction Supply 330 SE Salmon St Portland, OR 97214	202.02	9	12/06/2017	none			Trustee	
10-40516 99059288	Clackamas River Water Payment Processing PO Box 3277 Portland, OR 97208	1.35	5	11/16/2017	paid		11/16/2017	Trustee	11107238
10-40516 99059290	Comcast Cable PO Box 34744 Seattle, WA 98124-1744	6.15	1	10/26/2017	paid		10/27/2017	Trustee	11105868
10-40516 99059279	ACIC c/o HCC Surety Group 601 S. Figueroa Street, Ste 1600 Los Angeles, CA 90017	112.00	8	12/06/2017	pend	12/06/2017		Trustee	