

# Unclaimed Funds User's Guide



U.S. Bankruptcy Court, FLSB

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November 2018

# Objectives

This guide will assist in the filing of a Notice of Deposit of Unclaimed Funds in the court's case management system (CM/ECF) and remitting the funds electronically via the Automated Clearing House (ACH) module in pay.gov. The program will allow the filer to select and/or add up to 99 claimants per notice of deposit of funds. For cases containing more than 100 claimants, the filer will still be able to use the program to file local form *Notice of Deposit of Unclaimed Funds* and remit the funds electronically via ACH, but will be required to email a pre-formatted spreadsheet containing the required creditor information to the court's financial deputy.

After reviewing this guide, the filer will be able to:

## 1. Enter Claimant and Unclaimed Funds Information

- Enter up to 99 claimants
  - Select an existing creditor
  - Add a new creditor
  - Select a debtor
  - Edit information
- Enter 100 or more claimants
  - Prepare spreadsheet containing required information

## 2. Upload the **Notice of Deposit of Unclaimed Funds**

## 3. Remit Funds

- Electronic transfer via Bank Account (ACH)

### **NOTE:**

All Notice of Deposit of Unclaimed Funds **MUST** be remitted to the court **electronically** using the following procedures. Every effort must be made to review all information entered for accuracy and make any necessary edits BEFORE committing this transaction.

For example:

- DO NOT submit one payment containing unclaimed funds for multiple cases.
- Verify the correct claimant information has been selected or entered.
- Verify the deposit amount(s) and total amount entered are correct.
- Verify all information entered mirrors the information provided in the attached PDF of the Notice.

When additional funds for a claimant needs to be added for the same case, simply docket a new Notice of Deposit of Unclaimed Funds.

### **Amendment to a Notice of Deposit of Unclaimed Funds**

IMPORTANT: If a discrepancy has been identified AFTER the transaction has been remitted and deposited (i.e. the wrong claimant was selected or the wrong amount was entered for a particular claimant but the total amount is correct), go to the Main Menu bar and select Bankruptcy> “*Notice of Deposit of Unclaimed Funds (Amended)*.”

### **Assistance**

For further guidance on docketing either event, please contact the CM/ECF Help Desk and ask for Diana Cohen or email her at [Diana\\_Cohen@flsb.uscourts.gov](mailto:Diana_Cohen@flsb.uscourts.gov)

For all other inquiries, contact the court’s financial deputy at [Financial@flsb.uscourts.gov](mailto:Financial@flsb.uscourts.gov).

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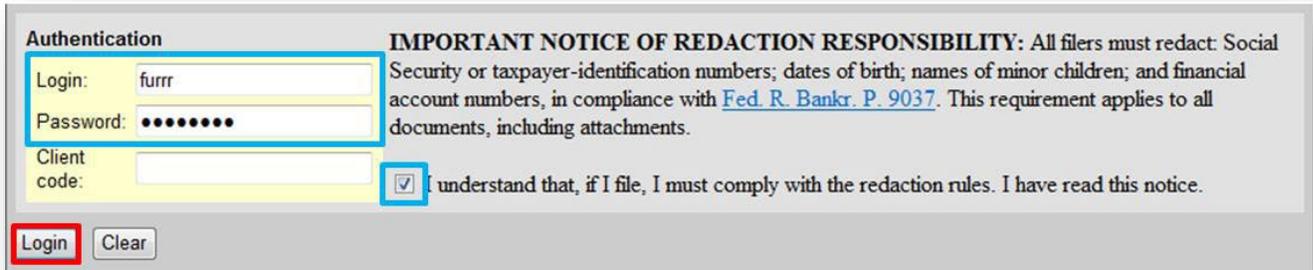
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# Enter Claimant and Deposit Information

## Accessing CM/ECF

1. Enter **Login** and **Password**> checkmark acknowledgement of **redaction responsibility**> click **Login**



**Authentication**

Login:

Password:

Client code:

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

2. Select **Bankruptcy**

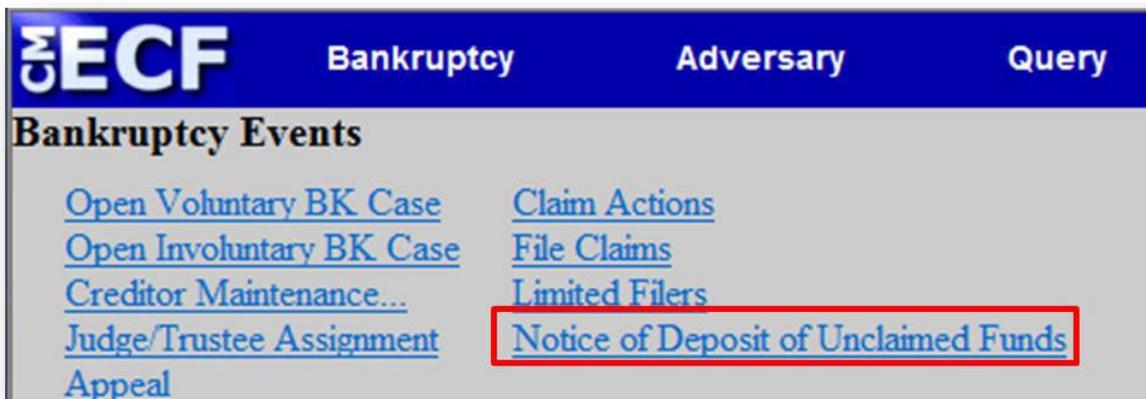


**ECF** **Bankruptcy** Adversary Query Reports Utilities Search Logout



**U.S. Bankruptcy Court**  
**Southern District of Florida**  
**Official Court Electronic Document Filing System**

3. Select **Notice of Deposit of Unclaimed Funds**



**ECF** Bankruptcy Adversary Query

**Bankruptcy Events**

[Open Voluntary BK Case](#) [Claim Actions](#)

[Open Involuntary BK Case](#) [File Claims](#)

[Creditor Maintenance...](#) [Limited Filers](#)

[Judge/Trustee Assignment](#) [Notice of Deposit of Unclaimed Funds](#)

[Appeal](#)

## Option A: Enter 1 through 99 Claimants

This option provides the filer the ability to enter unclaimed funds for up to 99 claimants. The user may select from an existing list of creditors associated with the case or enter new creditor information and also select debtor(s). Review each corresponding amount entered for accuracy and confirm the total amount being deposited for the transaction is correct. Information may be edited if a discrepancy is found BEFORE committing the transaction.

### Select Existing Creditor (Exact Match)

---

1. Select **1 through 99** > enter the **Case Number**> click **Next**

[Note: leave the *Name of Claimant* field blank to display existing claimants.]

Notice of Deposit of Unclaimed Funds

**IMPORTANT:** Unclaimed Funds Must Be Paid Immediately After Filing This Notice. **DO NOT** submit one payment containing multiple cases.

Search for a Claimant

Select Number of Claimants for which Unclaimed Funds are being deposited.

1 through 99

100 or More

Case Number  x Find This Case

Name of Claimant (optional)

2. Click the **drop down arrow** to view all claimants in the case

Select a Claimant

\* Reflects claimant(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor or Select Debtor(s).]

Case 15-10008-RBR In re: Phil Amtrom

[Add Creditor](#) OR [Select Debtor\(s\)](#)

3. Select the claimant that is an **exact** match> click **Next**

[Note: if the claimant is not an exact match, refer to page 8 to Add Creditor.]

## Select a Creditor

\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 15-10008-RBR In re: Phil Amtrom

Smith & Smith - POB 589 Miami, FL 33130 - 29180

[Add Creditor](#)

**Next**

Clear

4. Enter the unclaimed amount for the selected claimant> click **Next**

[Note: enter amount with decimal, but without Dollar Sign or Comma Ex: 1100.00]

**Enter Amount Being Deposited For Creditor:**

Smith & Smith  
POB 589  
Miami, FL 33130

Case Number: 15-10008-RBR In re: Phil Amtrom	Unclaimed Amount: \$ 1100.00 <small>* Do not enter Dollar Sign or Comma</small>	Date Filed: 6/9/2015
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**Next** Clear

5. Confirm entry of correct Claimant, Amount, and Total

**Summary Deposit of Unclaimed Funds for Case Number: 15-10008 Totaling: \$1100.00**

Creditor	Amount
Smith & Smith POB 589 Miami, FL 33130	1100.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

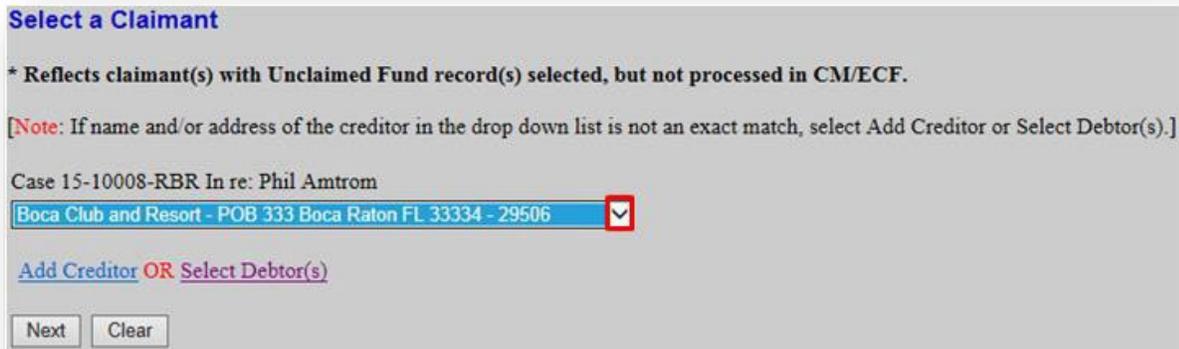
Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

## Add Creditor (Not an Exact Match)

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1. Verify the claimant is **not** listed or is **not** an exact match in the drop down list



**Select a Claimant**

\* Reflects claimant(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor or Select Debtor(s).]

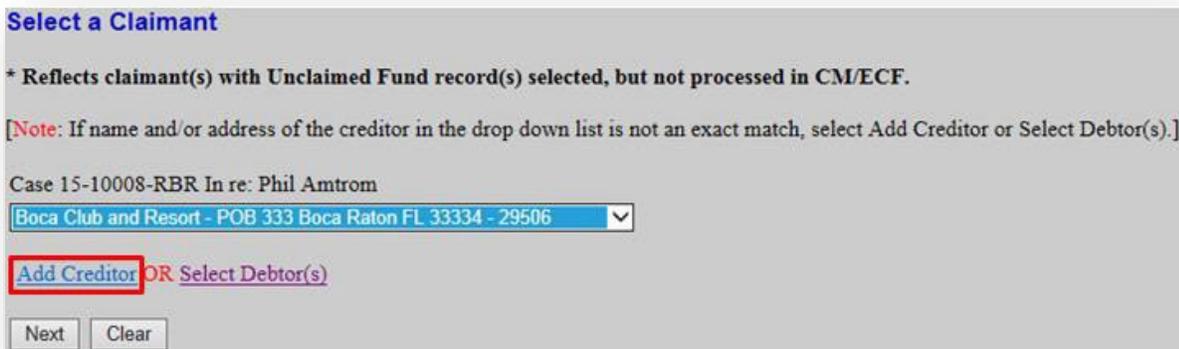
Case 15-10008-RBR In re: Phil Amtrom

Boca Club and Resort - POB 333 Boca Raton FL 33334 - 29506

[Add Creditor](#) OR [Select Debtor\(s\)](#)

Next Clear

2. Click **Add Creditor**



**Select a Claimant**

\* Reflects claimant(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor or Select Debtor(s).]

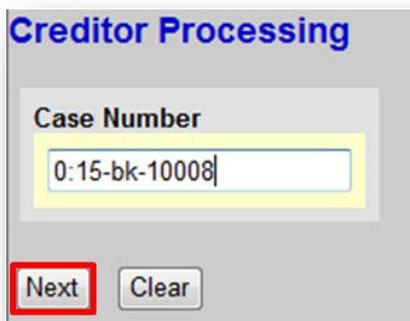
Case 15-10008-RBR In re: Phil Amtrom

Boca Club and Resort - POB 333 Boca Raton FL 33334 - 29506

[Add Creditor](#) OR [Select Debtor\(s\)](#)

Next Clear

3. Confirm Case Number> click **Next**



**Creditor Processing**

Case Number

0:15-bk-10008

Next Clear

4. Add Creditor(s) in the text box provided> click **Next**

[Note: in the example below, two creditors are being added]

**Add Creditor(s)**

Case 15-10008-RBR already contains creditors!

Case number 15-10008-RBR Phil Amtrom

*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.*

Name and Address of Creditor(s) where **NOTICES** are to be sent

Sears  
 PO Box 90023  
 Los Alamitos, CA 91243

Gary Liska  
 12345 Ingraham Hwy

**Next** Clear

5. Confirm Total Creditors Entered> click **Submit**

**Add Creditor(s)**

Total Creditors Entered 2

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

Have you redacted?

**Submit**

6. Click **Select Added Creditor**

**Creditors Receipt**

Case Number	0:15-bk-10008
Total Creditors Added to Database	2

**Select Added Creditor**

7. Confirm information> click **Next**

**Notice of Deposit of Unclaimed Funds**

**IMPORTANT:** Unclaimed Funds Must Be Paid Immediately After Filing This Notice. **DO NOT** submit one payment containing multiple cases.

**Search for a Claimant**

Select Number of Claimants for which Unclaimed Funds are being deposited.

1 through 99  
 100 or More

Case Number:

Name of Claimant (optional)

8. Click the **drop down arrow** to select the newly added creditor> click **Next**

**Select a Creditor**

\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 15-10008-RBR In re: Phil Amtrom

[Add Creditor](#)

9. Enter the unclaimed amount for the selected claimant> click **Next**

[Note: enter amount with decimal, but without Dollar Sign or Comma Ex: 1100.00]

**Enter Amount Being Deposited For Creditor:**

Sears  
 PO Box 90023  
 Los Alamitos, CA 91243

Case Number: 15-10008-RBR In re: Phil Amtrom	Unclaimed Amount: \$ 22.53 <small>* Do not enter Dollar Sign or Comma</small>	Date Filed: 6/9/2015
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10. Confirm entry of correct Claimant, Amount, and Total> click **Add Additional Claimant or Edit/Delete Selected Claimant** to continue adding an unclaimed amount for a selected claimant

Summary Deposit of Unclaimed Funds for Case Number: 15-10008 **Totaling: \$1122.53**

Creditor	Amount
Sears PO Box 90023 Los Alamitos, CA 91243	22.53
Smith & Smith POB 589 Miami, FL 33130	1100.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

11. Repeat steps 8 through 10 until all claimants and unclaimed amounts have been added

Summary Deposit of Unclaimed Funds for Case Number: 15-10008 **Totaling: \$1137.53**

Creditor	Amount
Gary Liska 12345 Ingraham Hwy Miami FL 33134	15.00
Sears PO Box 90023 Los Alamitos, CA 91243	22.53
Smith & Smith POB 589 Miami, FL 33130	1100.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

## Select Debtor(s)

1. Select **1 through 99**> enter the **Case Number**> click **Next**

[Note: leave the *Name of Claimant* field blank to display existing claimants.]

**Notice of Deposit of Unclaimed Funds**

**IMPORTANT:** Unclaimed Funds Must Be Paid Immediately After Filing This Notice. **DO NOT** submit one payment containing multiple cases.

**Search for a Claimant**

Select Number of Claimants for which Unclaimed Funds are being deposited.

**1 through 99**

100 or More

Case Number

Name of Claimant (optional)

2. Click the **drop down arrow** to view all claimants in the case

**Select a Claimant**

\* Reflects claimant(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor or Select Debtor(s).]

Case 15-10008-RBR In re: Phil Amtrom

[Add Creditor](#) OR [Select Debtor\(s\)](#)

3. Verify the debtor is **not** listed in the drop down list> click **Select Debtor(s)**

**Select a Claimant**

\* Reflects claimant(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor or Select Debtor(s).]

Case 15-10008-RBR In re: Phil Amtrom

[Add Creditor](#) OR

4. Click on the **debtor's** name



The screenshot shows a dialog box titled "Add Debtor/Joint Debtor". It contains a list with two items: "db: Esther Amtrom" and "jdb: Phil Amtrom". The first item is highlighted with a blue selection bar. Below the list are two buttons: "Next" and "Clear".

5. Once highlighted > click **Next**



This screenshot is identical to the previous one, but the "Next" button is now highlighted with a red rectangular border, indicating it should be clicked.

6. Confirm the Case Number > click **Next**



The screenshot shows a form titled "Notice of Deposit of Unclaimed Funds". At the top, it says "IMPORTANT: Unclaimed Funds Must Be Paid Immediately After Filing This Notice. **DO NOT** submit one payment containing multiple cases." Below this is a section "Search for a Claimant" with the instruction "Select Number of Claimants for which Unclaimed Funds are being deposited." There are two radio buttons: "1 through 99" (which is selected) and "100 or More". Below the radio buttons is a text input field labeled "Case Number" containing the value "0.15-bk-10008". Underneath that is another text input field labeled "Name of Claimant (optional)". At the bottom left, the "Next" button is highlighted with a red rectangular border.

7. Click the **drop down arrow** > select the **newly added claimant**

**Select a Claimant**

\* Reflects claimant(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor or Select Debtor(s).]

Case 15-10008-RBR In re: Phil Amtrom

Boca Club and Resort - POB 333 Boca Raton FL 33334 - 29506
Creditor A - POB 321 Miami FL 33128 - 29508
Creditor B - POB 987 Ft Lauderdale FL 33301 - 29509
Creditor Z - POB 123 Miami FL 33128 - 29722
<b>Esther Amtrom - 789 S Cypress Creek Rd Fort Lauderdale FL - 32103</b>
Gary Liska - 12345 Ingraham Hwy Miami FL 33134 - 29714
John Smith - 12345 ABC Street Miami FL 12345 - 31687
Sears - POB 123 Ft Lauderdale, FL 33301 - 29179
Sears - PO Box 90023 Los Alamitos, CA 91243 - 29713
Smith & Smith - POB 589 Miami, FL 33130 - 29180
Tom Tom LLC - 123 Mocking Bird Ln Pennsylvania, PA 18328 - 29507
XYZ - 456 BCG STREET Miami FL 33012 - 31688

8. Once the newly added claimant is selected> click **Next**

**Select a Claimant**

\* Reflects claimant(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor or Select Debtor(s).]

Case 15-10008-RBR In re: Phil Amtrom

Esther Amtrom - 789 S Cypress Creek Rd Fort Lauderdale FL - 32103

[Add Creditor](#) OR [Select Debtor\(s\)](#)

**Next** Clear

9. Enter the unclaimed amount for the selected claimant> click **Next**

[Note: enter amount with decimal, but without Dollar Sign or Comma Ex: 1100.00]

**Enter Amount Being Deposited For Claimant:**

Esther Amtrom  
789 S Cypress Creek Rd  
Fort Lauderdale FL

Case Number: 15-10008-RBR In re: Phil Amtrom	Unclaimed Amount: \$ 37.53 × * Do not enter Dollar Sign or Comma	Date Filed: 3/18/2016
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**Next** Clear

10. Confirm entry of correct Claimant, Amount, and Total> click **Add Additional Claimant or Edit/Delete Selected Claimant** to continue adding an unclaimed amount for a selected claimant

**Summary Deposit of Unclaimed Funds for Case Number: 15-10008 Totaling: \$37.53**

Claimant	Amount
Esther Amtrom 789 S Cypress Creek Rd Fort Lauderdale FL	37.53

\* **Do Not Use** the browser's Back button, as it will result in duplicate claimants being added

Add Additional Claimant or Edit/Delete Selected Claimant

Submit Transaction

## Editing

### Edit Incorrect Amount

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1. To edit a dollar amount listed on the "*Summary Deposit of Unclaimed Funds*" screen, click **Add Additional Claimant or Edit/Delete Selected Claimant**

**Summary Deposit of Unclaimed Funds for Case Number: 15-10008 Totaling: \$1137.53**

Creditor	Amount
Gary Liska 12345 Ingraham Hwy Miami FL 33134	15.00
Sears PO Box 90023 Los Alamitos, CA 91243	22.53
Smith & Smith POB 589 Miami, FL 33130	1100.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

2. From the drop down list, select the affected claimant> click **Next**

**Select a Creditor**

\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 15-10008-RBR In re: Phil Amtrom

\*Smith & Smith - POB 589 Miami, FL 33130 - 29180

[Add Creditor](#)

- In the Amount drop down list, select the amount that needs to be edited > click **Next**

**Select a Creditor**

\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 15-10008-RBR In re: Phil Amtrom

\*Smith & Smith - POB 589 Miami, FL 33130 - 29180

[Add Creditor](#)

This creditor has one or more unclaimed fund records pending but not processed in this case.  
 Select the entry below that you wish to View, Edit, or Delete [or](#)  
 Select New to create a new unclaimed fund record for this creditor.

\$1100.00 entered 06/09/2015

- Modify the unclaimed amount> click **Next**

[Note: enter amount with decimal, but without Dollar Sign or Comma Ex: 1100.00]

**Enter Amount Being Deposited For Creditor:**

Smith & Smith  
 POB 589  
 Miami, FL 33130

Case Number: 15-10008-RBR In re: Phil Amtrom	Unclaimed Amount: \$ 110.00 <small>* Do not enter Dollar Sign or Comma</small>	Date Filed: 06/09/2015
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- Confirm entry of correct Claimant, Amount, and Total

Summary Deposit of Unclaimed Funds for Case Number: 15-10008 **Totaling: \$147.53**

Creditor	Amount
Gary Liska 12345 Ingraham Hwy Miami FL 33134	15.00
Sears PO Box 90023 Los Alamitos, CA 91243	22.53
Smith & Smith POB 589 Miami, FL 33130	110.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

## Creditor with multiple deposits

---

1. To add another unclaimed amount for the same creditor, click **Add Additional Claimant or Edit/Delete Selected Claimant**

Summary Deposit of Unclaimed Funds for Case Number: 15-10008 **Totaling: \$147.53**

Creditor	Amount
Gary Liska 12345 Ingraham Hwy Miami FL 33134	15.00
Sears PO Box 90023 Los Alamitos, CA 91243	22.53
Smith & Smith POB 589 Miami, FL 33130	110.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

2. From the drop down list, select the same claimant> click **Next**

**Select a Creditor**

\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 15-10008-RBR In re: Phil Amtrom

\*Gary Liska - 12345 Ingraham Hwy Miami FL 33134 - 29714

[Add Creditor](#)

3. Click **New** to add another unclaimed fund amount for the same claimant

**Select a Creditor**

\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 15-10008-RBR In re: Phil Amtrom

\*Gary Liska - 12345 Ingraham Hwy Miami FL 33134 - 29714

[Add Creditor](#)

**This creditor has one or more unclaimed fund records pending but not processed in this case.  
Select the entry below that you wish to View, Edit, or Delete or  
Select New to create a new unclaimed fund record for this creditor.**

\$15.00 entered 06/09/2015

4. Enter the additional unclaimed amount> click **Next**

**Enter Amount Being Deposited For Creditor:**

Gary Liska  
12345 Ingraham Hwy  
Miami FL 33134

Case Number: 15-10008-RBR In re: Phil Amtrom	Unclaimed Amount: \$ 83.00 <small>* Do not enter Dollar Sign or Comma</small>	Date Filed: 6/9/2015
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5. Confirm Claimant, Amount, and Total

Summary Deposit of Unclaimed Funds for Case Number: 15-10008 **Totaling: \$230.53**

Creditor	Amount
Gary Liska 12345 Ingraham Hwy Miami FL 33134	15.00
Gary Liska 12345 Ingraham Hwy Miami FL 33134	83.00
Sears PO Box 90023 Los Alamitos, CA 91243	22.53
Smith & Smith POB 589 Miami, FL 33130	110.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

## Delete a Creditor from Summary List

1. To delete a creditor listed on the *“Summary Deposit of Unclaimed Funds”* screen, click **Add Additional Claimant or Edit/Delete Selected Claimant**

Summary Deposit of Unclaimed Funds for Case Number: 15-10008 **Totaling: \$230.53**

Creditor	Amount
Gary Liska 12345 Ingraham Hwy Miami FL 33134	15.00
Gary Liska 12345 Ingraham Hwy Miami FL 33134	83.00
Sears PO Box 90023 Los Alamitos, CA 91243	22.53
Smith & Smith POB 589 Miami, FL 33130	110.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

2. From the drop down list, select the claimant to be deleted> click **Next**

**Select a Creditor**

\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CME/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 15-10008-RBR In re: Phil Amtrom

\*Sears - PO Box 90023 Los Alamitos, CA 91243 - 29713

[Add Creditor](#)

- In the Amount drop down list, select the amount that needs to be deleted > click **Next**

**Select a Creditor**

\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CME/ECF.

[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 15-10008-RBR In re: Phil Amtrom

\*Sears - PO Box 90023 Los Alamitos, CA 91243 - 29713

[Add Creditor](#)

**This creditor has one or more unclaimed fund records pending but not processed in this case.  
Select the entry below that you wish to View, Edit, or Delete [or](#)  
Select New to create a new unclaimed fund record for this creditor.**

\$22.53 entered 06/09/2015

- Verify the correct claimant and unclaimed amount is selected for deletion > click **Delete**

**Enter Amount Being Deposited For Creditor:**

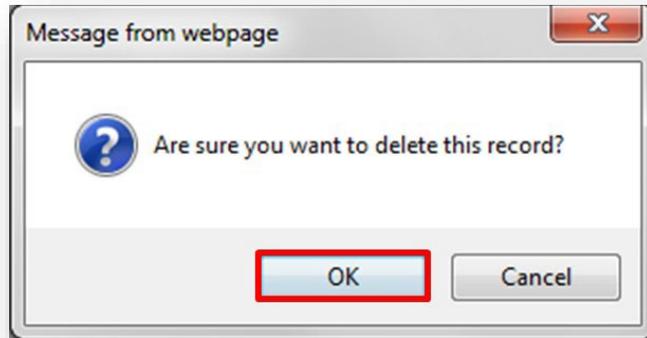
Sears  
PO Box 90023  
Los Alamitos, CA 91243

Case Number: 15-10008-RBR  
In re: Phil Amtrom

Unclaimed Amount: \$  
22.53  
\* Do not enter Dollar Sign or Comma

Date Filed: 06/09/2015

5. Click **OK** to confirm deletion



6. Confirm the record was deleted and the Total is updated

**Summary Deposit of Unclaimed Funds for Case Number: 15-10008 Totaling: \$208.00**

Creditor	Amount
Gary Liska 12345 Ingraham Hwy Miami FL 33134	15.00
Gary Liska 12345 Ingraham Hwy Miami FL 33134	83.00
Smith & Smith POB 589 Miami, FL 33130	110.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

# Upload the Notice of Deposit of Unclaimed Funds

## Submit Transaction

1. Ensure all claimant information and corresponding amounts are correctly listed on the “*Summary Deposit of Unclaimed Funds*” screen > click **Submit Transaction**

Summary Deposit of Unclaimed Funds for Case Number: 15-10008 Totaling: \$208.00

Creditor	Amount
Gary Liska 12345 Ingraham Hwy Miami FL 33134	15.00
Gary Liska 12345 Ingraham Hwy Miami FL 33134	83.00
Smith & Smith POB 589 Miami, FL 33130	110.00

\* **Do Not Use** the browser's Back button, as it will result in duplicate creditors being added

Add Additional Creditor or Edit/Delete Selected Creditor

Submit Transaction

2. Verify Case Number> click **Next**

Notice of Deposit of Unclaimed Funds

Case Number

0:15-bk-10008

Next Clear

3. Click **Browse** to select the local form *Notice of Deposit of Unclaimed Funds*> click **Next**

Attach Local Form Notice of Deposit of Unclaimed Funds.

Filename

C:\Users\penad\Desktop\Training History\ Browse...

Attachments to Document:  No  Yes

Next Clear

4. Click Next

**Notice of Deposit of Unclaimed Funds:**

[15-10008-RBR Phil Amtrom](#) Debtor dismissed 02/17/2015, Joint debtor dismissed 02/17/2015

Type: bk	Chapter: 13 v	Office: 0 (Fort Lauderdale)
Assets: y	Judge: RBR	Case Flag: CounDue, DISMISSED, SPLITCNV, MONEY

5. Review Docket Text for accuracy> click **Next**

[Note: if information is incorrect (creditor, amount, or total), you must begin the process again by clicking **Bankruptcy**. **DO NOT** use the browser's back button and **DO NOT** click **Next**.]

**Notice of Deposit of Unclaimed Funds:**

[15-10008-RBR Phil Amtrom](#) Debtor dismissed 02/17/2015, Joint debtor dismissed 02/17/2015

Type: bk	Chapter: 13 v	Office: 0 (Fort Lauderdale)
Assets: y	Judge: RBR	Case Flag: CounDue, DISMISSED, SPLITCNV, MONEY

Docket Text: Modify as Appropriate.

6. Click **Next** to commit the transaction and remit the funds electronically

**Notice of Deposit of Unclaimed Funds:**

[15-10008-RBR Phil Amtrom](#) Debtor dismissed 02/17/2015, Joint debtor dismissed 02/17/2015

Type: bk	Chapter: 13 v	Office: 0 (Fort Lauderdale)
Assets: y	Judge: RBR	Case Flag: CounDue, DISMISSED, SPLITCNV, MONEY

Docket Text: Final Text

Notice of Deposit of Unclaimed Funds in the Total Amount of [\$ 208.00] with the Clerk, United States Bankruptcy Court for Smith & Smith POB 589 Miami, FL 33130 in the amount of \$ 110.00; Gary Liska 12345 Ingraham Hwy Miami FL 33134 in the amount of \$ 15.00; Gary Liska 12345 Ingraham Hwy Miami FL 33134 in the amount of \$ 83.00; (Furr, Robert)

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

Have you redacted?

# Remit Funds

IMPORTANT: **DO NOT** submit one payment containing unclaimed funds for multiple cases. Unclaimed Funds must be remitted via ACH immediately after filing each Notice of Deposit of Unclaimed Funds. A separate docket entry containing the transaction receipt number and total amount of funds deposited will appear on the court docket.

Filing Date	#	Docket Text
05/05/2014		Receipt of Notice of Deposit of Funds with the USBC Clerk(12-13833-AJC) [trustee,depfnd] ( 4.79) Filing Fee. Receipt number 21084294. Fee amount 4.79. (U.S. Treasury) (Entered: 05/05/2014)
05/05/2014	<a href="#">107</a>	Notice of Deposit of Funds in the Total Amount of [\$4.79] with the Clerk, United States Bankruptcy Court for Quatum 3 Group, LLC, as agent for Comenity Bank POB 788 Kirkland WA 98083-0788 in the amount of \$ 1.39; American InfoSource LP as agent for DirecTv, LLC Mail Station N 387, 2230 E Imperial Hwy El Segundo CA 90245 in the amount of \$ 3.40; Filed by Trustee Ross R Hartog. (Hartog, Ross) (Entered: 05/05/2014)

## Bank Account (ACH)

1. Click **Pay Now** to remit the funds electronically



2. Place a checkmark in the box **Check Fees to Pay**> click **Next**



3. Confirm payment amount> click **Pay Now**

Internet Payments Due		
Date Incurred	Description	Amount
2015-06-09 11:00:47	Notice of Deposit of Funds with the USBC Clerk(15-10008-RBR) [trustee,unclfd] ( 208.00)	\$ 208.00
		<b>Total: \$208</b>

4. Pay via Bank Account (ACH)> click **Continue with ACH Payment**

### System Message

■ The system has populated the Payment Date with the next available payment date.

### 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: Robert Furr \*

Payment Amount: \$208.00

Account Type: Business Checking \*

Routing Number: ##### \*

Account Number: 1234 \*

Confirm Account Number: 1234 \*

Check Number:

Routing Number      Account Number      Check Number

⑆0 26 946 78 3⑆ ⑆ 9 243 76 73 90 ⑆ ⑆ 1 234 ⑆

Payment Date: 06/10/2015

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

5. Place a checkmark in the required field> click **Submit Payment**

Online Payment [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: Robert Furr  
 Payment Amount: \$208.00  
 Account Type: Business Checking  
 Routing Number: 041000124  
 Account Number: \*\*\*\*\*1234  
 Payment Date: 06/10/2015

**Email Confirmation Receipt**  
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:   
 Confirm Email Address:   
 CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**

Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language.  \*

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

6. Wait for the payment transaction to complete and **print** transaction receipt if desired.

**U.S. Bankruptcy Court  
Southern District of Florida**

Thank you. Your transaction in the amount of \$ 208.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 163071.

**Detail description:**  
 Notice of Deposit of Funds with the USBC Clerk(15-10008-RBR) [trustee,unclfn] ( 208.00)

## Option B: Enter 100 or More Claimants

For cases containing more than 100 claimants, the filer will still be able to use the program to file local form *Notice of Deposit of Unclaimed Funds* and remit the funds electronically via ACH, but will be required to email a pre-formatted spreadsheet containing the required creditor information to the court's financial deputy at: [Financial@flsb.uscourts.gov](mailto:Financial@flsb.uscourts.gov).

### Select multiple claimants in one Notice

1. Select **100 or More** and enter **Case Number**> click **Next**

**Notice of Deposit of Unclaimed Funds**

**IMPORTANT:** Unclaimed Funds Must Be Paid Immediately After Filing This Notice. **DO NOT** submit one payment containing multiple cases.

**Search for a Claimant**

Select Number of Claimants for which Unclaimed Funds are being deposited.

1 through 99

**100 or More**

Case Number:

Name of Claimant (optional):

2. Enter TOTAL Amount of Unclaimed Funds being deposited> click **Next**

[Note: enter amount with decimal, but without Dollar Sign or Comma Ex: 1100.00]

- a. Make a note of the email address in which to send the spreadsheet:  
[Financial@flsb.uscourts.gov](mailto:Financial@flsb.uscourts.gov)
- b. [Click Here for the Spreadsheet](#)> save a copy to your computer

**Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants)**

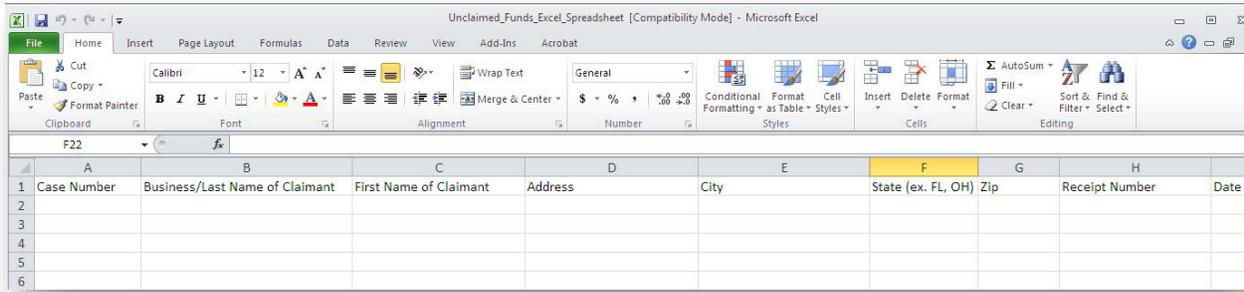
Case Number:

Enter TOTAL Amount of Unclaimed Funds being deposited: \$

\* Do not enter Dollar Sign or Comma

**IMPORTANT:** This transaction contains a deposit for 100 or more claimants. **You are required** to prepare a list in Excel format (spreadsheet below) containing the Name of Each Claimant, Address, City, State, Zip, Amount Deposited for each Claimant, Receipt Number and Date Unclaimed Fund was Deposited with the Court. List must be emailed to the financial deputies immediately upon completion of this transaction to: [Finance@flsb.uscourts.gov](mailto:Finance@flsb.uscourts.gov)

[Click Here for spreadsheet](#)



- c. Enter required information in pre-defined fields in the spreadsheet.

[Note: Although the spreadsheet does not contain functionality to calculate a total of the unclaimed funds being deposited, you must ensure the amount entered in the **TOTAL Amount of Unclaimed Funds being deposited** field in CM/ECF matches the sum of the deposits for individual claimants. **DO NOT** submit the final spreadsheet to the financial deputy containing AutoSum functionality.]

- 3. Verify **Case Number**> click **Next**

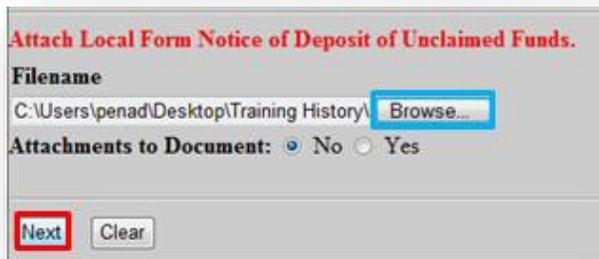


# Upload the Notice of Deposit of Unclaimed Funds

## Submit Transaction

---

1. Click **Browse** to select the local form *Notice of Deposit of Unclaimed Funds*> click **Next**



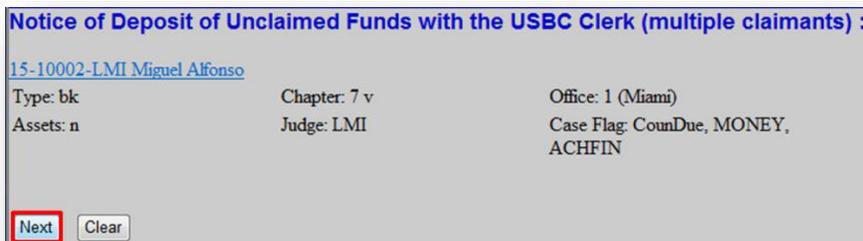
**Attach Local Form Notice of Deposit of Unclaimed Funds.**

**Filename**  
C:\Users\penad\Desktop\Training History\ **Browse...**

**Attachments to Document:**  No  Yes

**Next** Clear

2. Click **Next**



**Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants) :**

[15-10002-LMI Miguel Alfonso](#)

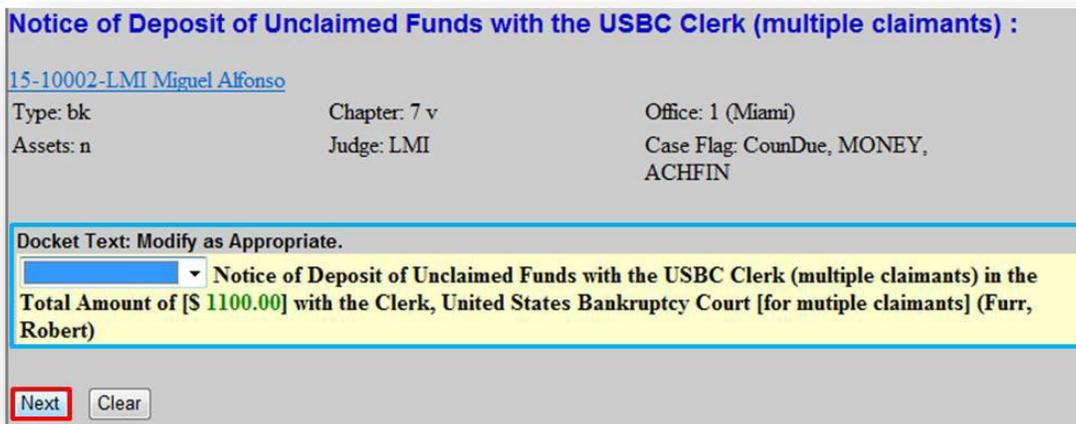
Type: bk Chapter: 7 v Office: 1 (Miami)  
Assets: n Judge: LMI Case Flag: CounDue, MONEY, ACHFIN

**Next** Clear

3. Review the Docket Text for accuracy> click **Next**

[Note: If the total amount is incorrect, you must begin the process again by clicking **Bankruptcy**.

**DO NOT** use the browser's back button and **DO NOT** click **Next**.]



**Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants) :**

[15-10002-LMI Miguel Alfonso](#)

Type: bk Chapter: 7 v Office: 1 (Miami)  
Assets: n Judge: LMI Case Flag: CounDue, MONEY, ACHFIN

**Docket Text: Modify as Appropriate.**

**Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants) in the Total Amount of [\$ 1100.00] with the Clerk, United States Bankruptcy Court [for mutple claimants] (Furr, Robert)**

**Next** Clear

4. Click Next to commit this transaction and remit the funds electronically

**Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants) :**

[15-10002-LMI Miguel Alfonso](#)

Type: bk	Chapter: 7 v	Office: 1 (Miami)
Assets: n	Judge: LMI	Case Flag: CounDue, MONEY, ACHFIN

Docket Text: Final Text

**Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants) in the Total Amount of [\$ 1100.00] with the Clerk, United States Bankruptcy Court [for mutple claimants] (Furr, Robert)**

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

**Have you redacted?**

## Remit Funds

IMPORTANT: **DO NOT** submit one payment containing unclaimed funds for multiple cases. Unclaimed Funds must be remitted via ACH immediately after filing each Notice of Deposit of Unclaimed Funds. A separate docket entry containing the transaction receipt number and total amount of funds deposited will appear on the court docket.

## Bank Account (ACH)

1. Click **Pay Now** to remit funds electronically

Summary of current charges

Date Incurred	Description	Amount
2015-06-09 12:11:56	Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants)(15-10002-LMI) [trustee,excel] (1100.00)	\$1100.00
<b>Total:</b>		<b>\$1100.00</b>

- Place a checkmark in the box **Check Fees to Pay**> click **Next**

**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2015-06-09 12:11:58	Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants)(15-10002-LMI) [trustee,excel] (1100.00)	\$1100.00

Next Clear

- Confirm payment amount> click **Pay Now**

**Internet Payments Due**

Date Incurred	Description	Amount
2015-06-09 12:11:58	Notice of Deposit of Unclaimed Funds with the USBC Clerk (multiple claimants)(15-10002-LMI) [trustee,excel] (1100.00)	\$1100.00
<b>Total:</b>		<b>\$1100</b>

Pay Now

- Pay via Bank Account (ACH)> click **Continue with ACH Payment**

**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: Robert Furr \*

Payment Amount: \$1,100.00

Account Type: Business Checking \*

Routing Number: ##### \*

Account Number: 1234 \*

Confirm Account Number: 1234 \*

Check Number:

Routing Number      Account Number      Check Number

:0 26 94 6 7 8 3 : 9 2 4 3 7 6 7 3 9 0 : 1 2 3 4

Payment Date: 06/10/2015

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

Continue with ACH Payment Cancel

5. Place a checkmark required field> click **Submit Payment**

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Account Holder Name: Robert Furr  
Payment Amount: \$1,100.00  
Account Type: Business Checking  
Routing Number: 041000124  
Account Number: \*\*\*\*\*1234  
Payment Date: 06/10/2015

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:   
Confirm Email Address:   
CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**

Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language.  \*

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I. Consumers

A. Authorization

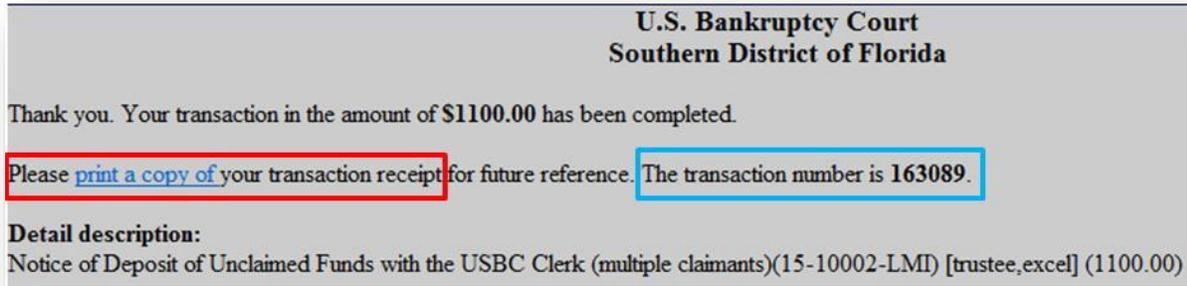
You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

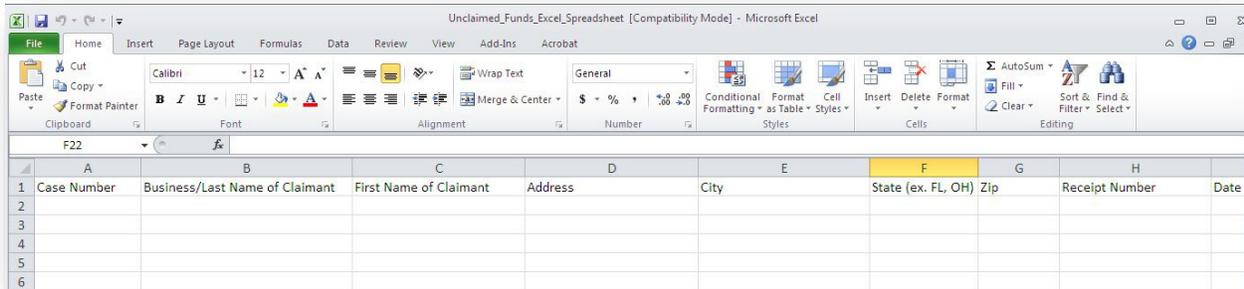
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

6. Wait for the payment transaction to complete and print a copy of your transaction receipt



7. Include this Receipt Number in the spreadsheet



8. Email the spreadsheet to: [Financial@flsb.uscourts.gov](mailto:Financial@flsb.uscourts.gov)