

**Trustee Quick Reference Guide**

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**Unclaimed Funds Paid to Court**

**NOTE: This procedure is meant only for Trustees when submitting Unclaimed Funds to the court.**

<b>Step</b>	<b>Action</b>
1	Select the <b>Bankruptcy</b> hyperlink.
2	Select <b>Trustee/US Trustee</b> .
3	Enter the Case Number. Select <b>NEXT</b> .
4	Select <b>Unclaimed Funds Paid to Court</b> from the event type list. Select <b>NEXT</b> .
5	Select the appropriate filer from the party list. Select <b>NEXT</b> .
6	<b>BROWSE</b> and attach the PDF.  <b>NOTE:</b> To view the document to verify it is the correct attachment, select the correct PDF, right click, and select Open.
7	Enter amount of unclaimed funds in the fee text box. Select <b>NEXT</b> .
8	Select <b>NEXT</b> on the following screen.
9	Verify that the Final Docket Text is correct. If correct, select <b>NEXT</b> . If incorrect, select the browser <b>BACK</b> button until you find the error(s), make any necessary corrections, and proceed with the filing.
10	The Summary of Current Charges screen will pop up over the Notice of Electronic Filing. Select <b>PAY NOW</b> to pay the unclaimed funds amount.
11	Check the appropriate box to make payment. Select <b>NEXT</b> .
12	The Internet Payments Due screen will appear. Select <b>PAY NOW</b> .
13	Enter your password and select <b>LOGIN</b> .
14	Under select a payment method, select Enter an ACH account. Enter banking information and select <b>NEXT</b> .
15	Confirm payment method, amount and email addresses. Check the authorization box and select <b>SUBMIT</b> .
16	The final screen will be a receipt for the transaction.