

United States Bankruptcy Court – District of Maine  
**Trustee Quick Reference Guide**

---

**Unclaimed Funds Paid to Court**

Deposit unclaimed funds by going to Pay.gov:

<https://www.pay.gov/public/form/start/1307553960>.

**NOTE:** This procedure is meant only for Trustees when submitting documentation regarding Unclaimed Funds that have been deposited with the court.

Step	Action
1	Select <b>Bankruptcy</b>
2	From the <b>Events</b> list, select <b>Trustee/US Trustee</b>
3	Enter the Case Number.  Select <b>NEXT</b> .
4	From the Available Events listing choose <b>Unclaimed Funds Paid to Court</b>  Select <b>NEXT</b> .
5	From the party listing <b>either</b> :  (A) Select the party filing the motion  Select <b>NEXT</b> and move on to step 6  <b>OR</b>  (B) Add/Create New Party  Fill in the requested information Select <b>SEARCH</b>  If your party is found in the search results, select the name.  If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role”.  Select <b>SUBMIT</b>  From the party listing make a selection.  Select <b>NEXT</b>  This screen solidifies the attorney/client relationship. You will get the following message:

	<p><b>IMPORTANT:</b> The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</p>
6	<p>This screen allows you to browse your system to attach the PDF of the breakdown of payment information.</p> <p><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select <b>OPEN</b></p> <ul style="list-style-type: none"> <li>In order to include any supporting documents choose Yes at <b>Attachments to Document</b></li> </ul> <p>Select <b>NEXT</b></p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the relief from stay.</p> <p><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is the correct document select <b>OPEN</b>.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the petition</i></p> <p>If correct,</p> <p>Select <b>NEXT</b></p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select <b>NEXT</b> to move to step 7</p>
7	<p>Enter amount of unclaimed funds deposited via Pay.Gov in the text box.</p> <p>Select <b>NEXT</b>.</p>
8	<p>Select <b>NEXT</b></p>
9	<p>This screen serves as the last chance to verify the Docket Text: <b>Final Text</b> is correct. If correct,</p> <p>Select <b>NEXT – the docketing process will be committed.</b></p>
10	<p>Notice of Electronic Filing – last screen</p> <p>This screen is your confirmation that the docketing process is complete</p>