

# Unclaimed Funds User Guide - WIEB

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## 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. In the event that a case contains 100 or more claimants, the filer will be required to submit two separate transactions.

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
  - Edit information

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

### 3. Remit Funds

- Electronic transfer via Bank Account (ACH)

## NOTE:

All Notices 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 the transaction.

## Other Notes:

- 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 creditor need to be added for the same case, simply docket a new Notice of Deposit of Unclaimed Funds
- When submitting payments, do not submit them after 7:55 PM
- Please have payments submitted **NO LATER THAN 2-3 days** before the end of the month

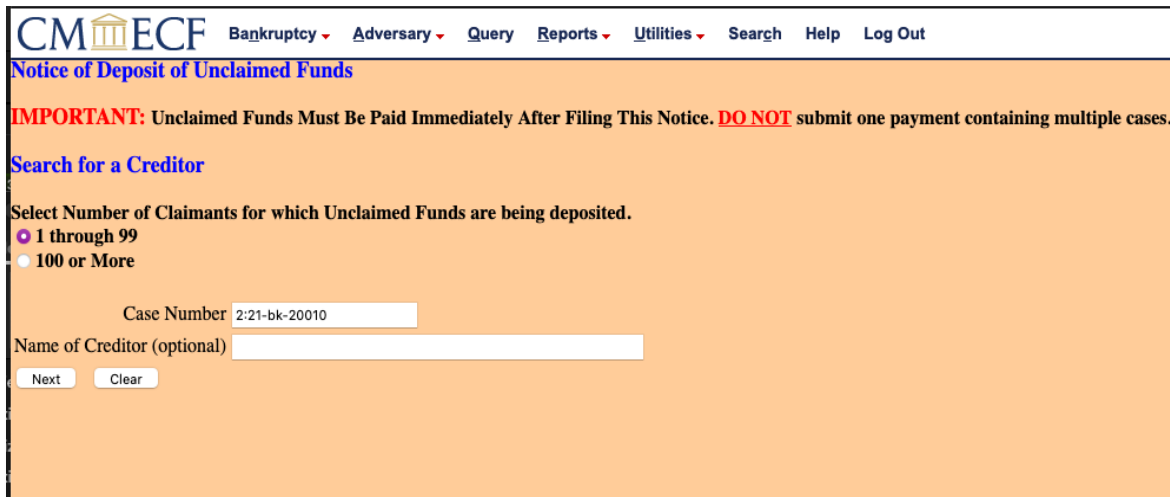
# Notice of Deposit of Unclaimed Funds

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## 1. Select Bankruptcy – Notice of Deposit of Unclaimed Funds



2. Enter the **Case Number**. The **Name of Creditor** can be entered, however you may also leave this field blank, as a drop-down menu will appear on the next screen containing the creditors in the case.



3. Select the creditor from the drop down list. Please note: if the name and/or the address of the creditor is not an exact match, select **Add Creditor**.

4. Enter the **Unclaimed Amount** WITHOUT using dollar signs and commas.

Case Number: 21-20104-beh In re: Evelyn D. Hackl	Unclaimed Amount: \$ 20.89 <small>* Do not enter Dollar Sign or Comma</small>	Date Filed: 6/15/2021
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5. Review the **Summary Deposit of Unclaimed Funds**.

Creditor	Amount
American Express Suite 0001 Chicago, IL 60679-0001	20.89

## 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 Creditor or Edit/Delete Selected Creditor**. Please note: you should not use the browser's back button, as it will result in duplicate creditors being added.

**Summary Deposit of Unclaimed Funds for Case Number: 21-20104 Totaling: \$20.89**

Creditor	Amount
American Express Suite 0001 Chicago, IL 60679-0001	20.89

**\* 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](#)

2. From the drop down list, select the affected creditor.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Select a Creditor**

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

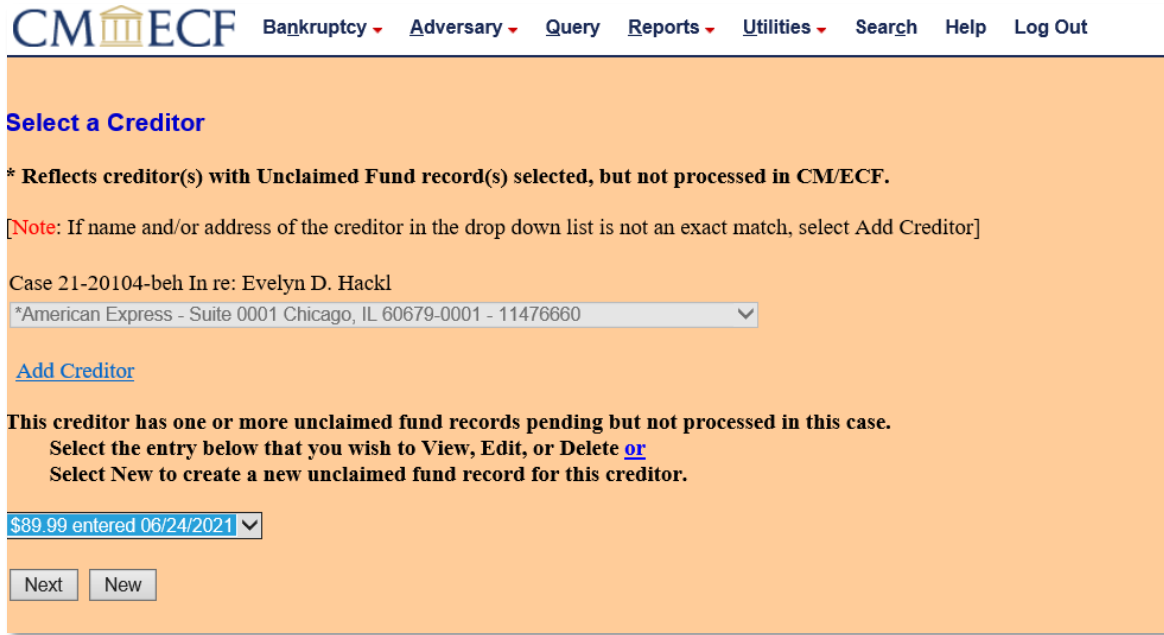
[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

Case 21-20104-beh In re: Evelyn D. Hackl

American Express - Suite 0001 Chicago, IL 60679-0001 - 11476660

[Add Creditor](#)

3. Select the amount that needs to be edited from the available drop down list.



The screenshot shows the 'Select a Creditor' page in the CM/ECF system. At the top, there is a navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The main heading is 'Select a Creditor'. Below this, a note states: '\* Reflects creditor(s) with Unclaimed Fund record(s) selected, but not processed in CM/ECF.' A red note follows: '[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]'. The case information is displayed as 'Case 21-20104-beh In re: Evelyn D. Hackl'. A dropdown menu shows '\*American Express - Suite 0001 Chicago, IL 60679-0001 - 11476660'. Below the dropdown is a link for 'Add Creditor'. A bold instruction reads: '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.' A dropdown menu shows '\$89.99 entered 06/24/2021'. At the bottom, there are 'Next' and 'New' buttons.

4. Once the amount is selected, modify the unclaimed amount.



The screenshot shows the 'Enter Amount Being Deposited For Creditor' page in the CM/ECF system. The navigation bar is the same as in the previous screenshot. The main heading is 'Enter Amount Being Deposited For Creditor:'. Below this, the creditor information is displayed: 'American Express', 'Suite 0001', and 'Chicago, IL 60679-0001'. A table contains the following information:

Case Number: 21-20104-beh In re: Evelyn D. Hackl	Unclaimed Amount: \$ 50.00 x <small>* Do not enter Dollar Sign or Comma</small>	Date Filed: 06/24/2021
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At the bottom, there are 'Next' and 'Delete' buttons.

## Case with multiple deposits

1. To add another unclaimed amount, select **Add Additional Creditor or Edit/Delete Selected Creditor**.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Summary Deposit of Unclaimed Funds for Case Number: 21-20104 Totaling: \$20.89**

Creditor	Amount
American Express Suite 0001 Chicago, IL 60679-0001	20.89

\* **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 either a new creditor or the same creditor (if the previous creditor has multiple unclaimed fund amounts). If selecting the same creditor, you will be prompted to indicate that you are filing a new amount for the creditor.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**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 21-20104-beh In re: Evelyn D. Hackl

Ameritech - Bill Payment Center Saginaw, MI 48663 - 11476662

Add Creditor

Next Clear

3. Enter the **Unclaimed Amount**. Repeat this process as many times as needed until all creditors and amounts have been entered for the case.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Enter Amount Being Deposited For Creditor:**

Ameritech  
Bill Payment Center  
Saginaw, MI 48663

Case Number: 21-20104-beh  
In re: Evelyn D. Hackl

Unclaimed Amount: \$ 4.02  
\* Do not enter Dollar Sign or Comma

Date Filed: 6/15/2021

Next Clear

## Delete a Creditor from Summary List

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

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Summary Deposit of Unclaimed Funds for Case Number: 21-20104 Totaling: \$70.27

Creditor	Amount
American Express Suite 0001 Chicago, IL 60679-0001	20.89
Ameritech Bill Payment Center Saginaw, MI 48663	4.02
Wisconsin Finance Corp. 25A North Main Street Fond Du Lac, WI 54935	45.36

\* 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 creditor to be deleted. Click **Next**, select the amount that needs to be deleted, and click **Next** again.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

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 21-20104-beh In re: Evelyn D. Hackl

\*American Express - Suite 0001 Chicago, IL 60679-0001 - 11476660

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.

\$89.99 entered 06/24/2021

Next New

3. Verify the correct creditor was selected. Select **Delete**.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Enter Amount Being Deposited For Creditor:

American Express  
Suite 0001  
Chicago, IL 60679-0001

Case Number: 21-20104-beh  
In re: Evelyn D. Hackl

Unclaimed Amount: \$ 50.00 x  
\* Do not enter Dollar Sign or Comma

Next Delete

Then select **OK** from the verification screen.

Message from webpage

Are sure you want to delete this record?

OK Cancel

4. Confirm the record was deleted and the Total on the **Summary Deposit of Unclaimed Funds** was updated.



## Upload the Notice of Deposit of Unclaimed Funds

1. Ensure all creditor information and amounts are correctly listed on the **Summary Deposit of Unclaimed Funds** screen. The filer must remember/know the total amount of the unclaimed funds entered into one case, as the amount does not pull to the following screen.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Summary Deposit of Unclaimed Funds for Case Number: 21-20104 Totaling: \$70.27**

Creditor	Amount
American Express Suite 0001 Chicago, IL 60679-0001	20.89
Ameritech Bill Payment Center Saginaw, MI 48663	4.02
Wisconsin Finance Corp. 25A North Main Street Fond Du Lac, WI 54935	45.36

\* **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 the case number and click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Notice of Deposit of Unclaimed Funds**

Case Number

2:21-bk-20104

Next Clear

3. Click **Browse** to select your **Notice of Deposit of Unclaimed Funds**. Then click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Notice of Deposit of Unclaimed Funds**

[21-20104-beh Evelyn D. Hackl](#)

Type: bk Chapter: 13 v Office: 2 (Milwaukee)  
Assets: y Judge: beh Case Flag: PlnDue, CounDue, DebtEd

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

Filename  
Browse... No file selected.

Attachments to Document:  No  Yes

Next Clear

4. Review this screen for the total amount. Click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Notice of Deposit of Unclaimed Funds:**

[21-20104-beh Evelyn D. Hackl](#)

Type: bk Chapter: 13 v Office: 2 (Milwaukee)  
Assets: y Judge: beh Case Flag: PlnDue, CounDue, DebtEd, MONEY

Fee: 70.27

Next Clear

5. Review the docket text for accuracy and click **Next**.

Please note: if the 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**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Notice of Deposit of Unclaimed Funds:**

[21-20104-beh Evelyn D. Hackl](#)

Type: bk Chapter: 13 v Office: 2 (Milwaukee)  
Assets: y Judge: beh Case Flag: PlnDue, CounDue, DebtEd

**Docket Text: Modify as Appropriate.**

**Notice of Deposit of Unclaimed Funds in the Total Amount of \$ 70.27 with the Clerk, United States Bankruptcy Court for American Express Suite 0001 Chicago, IL 60679-0001 in the amount of \$ 20.89; Ameritech Bill Payment Center Saginaw, MI 48663 in the amount of \$ 4.02; Wisconsin Finance Corp. 25A North Main Street Fond Du Lac, WI 54935 in the amount of \$ 45.36; (Smith, Matt)**

Next Clear

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

**CM ECF** Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Notice of Deposit of Unclaimed Funds:**

[21-20104-beh Evelyn D. Hackl](#)

Type: bk Chapter: 13 v Office: 2 (Milwaukee)  
Assets: y Judge: beh Case Flag: PlnDue, CounDue, DebtEd

**Docket Text: Final Text**

Notice of Deposit of Unclaimed Funds in the Total Amount of [\$ 70.27] with the Clerk, United States Bankruptcy Court for American Express Suite 0001 Chicago, IL 60679-0001 in the amount of \$ 20.89; Ameritech Bill Payment Center Saginaw, MI 48663 in the amount of \$ 4.02; Wisconsin Finance Corp. 25A North Main Street Fond Du Lac, WI 54935 in the amount of \$ 45.36; (Smith, Matt)

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

Have you redacted?

Next Clear

## 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.**

1. Select **Pay Now**.

Date Incurred	Description	Amount
2021-06-15 14:17:32	Notice of Deposit of Funds with the USBC Clerk( 21-20104-beh) [trustee,unclfnd] ( 70.27)	\$ 70.27

Total: \$ 70.27

Pay Now

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

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2021-06-15 14:17:32	Notice of Deposit of Funds with the USBC Clerk(21-20104-bch) [trustee,unclnd] (70.27)	\$ 70.27

Next Clear

3. Confirm the payment amount and click **Pay Now**.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Internet Payments Due

Date Incurred	Description	Amount
2021-06-15 14:17:32	Notice of Deposit of Funds with the USBC Clerk(21-20104-bch) [trustee,unclnd] (70.27)	\$ 70.27
<b>Total: \$70.27</b>		

Pay Now

4. You are then redirected to PACER. Select the radio button next to **Enter an ACH account** and then click **Next**.

An official website of the United States government. Here's how you know Log in to PACER System

PACER Public Access To Court Electronic Records

## Manage My Account

TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ...

Matt Smith

Account Number	7042057
Username	mattsmith
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Pay Filing Fee for Wisconsin Eastern Bankruptcy Court (test)

\* Required Information

Payment Amount
Amount Due * <b>\$70.27</b>

Select a Payment Method

Matt Smith  
XXXXXXXXXXXX4747  
01/2040

Enter a credit card

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

5. Enter in the information for your account, including account holder name, account number, routing number, and bank account type.

An official website of the United States government. Here's how you know. Log in to PACER Systems

**PACER**  
Public Access To Court Electronic Records

## Manage My Account

TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TR

Matt Smith

<b>Account Number</b>	7042057
<b>Username</b>	mattsmith
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account


### Pay Filing Fee for Wisconsin Eastern Bankruptcy Court (test)

**\* Required Information**

#### Payment Amount

Amount Due \* **\$70.27**

#### Select a Payment Method

 Matt Smith  
XXXXXXXXXXXX4747  
01/2040

Enter a credit card

Enter an ACH account

[ACH](#) [About ACH Debit](#)

<small>(Routing Number)</small>	<small>(Account Number)</small>	<small>(Check Number)</small>
234 56 7890	234 56 7890*	234

Account Holder Name \* Matt Smith

Account Number \* 58669

Confirm Account Number \* 58669

Routing Number \* 042000424

Bank Account Type \* Business Checking

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**

Next Cancel

6. Confirm the payment method, payment details, and the email receipt. Then click the box indicating authorization to debit your account for the amount listed.

Matt Smith ▾

<b>Account Number</b>	7042057
<b>Username</b>	mattsmith
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**Pay Filing Fee for Wisconsin Eastern Bankruptcy Court (test)**

Payment Summary	
<b>Payment Method</b>	<b>Payment Details</b>
<input type="checkbox"/> <b>ACH</b> X8669 042000424  Matt Smith	<b>Payment Amount</b> \$70.27 <b>Fee Type</b> Filing Fee

**Email Receipt**

Email	<input type="text" value="wiebcso+mattsmith@gmail.com"/>
Confirm Email	<input type="text" value="wiebcso+mattsmith@gmail.com"/>
Additional Email Addresses	<input style="height: 40px;" type="text"/>

**Authorization**

I authorize an electronic debit from my account for the amount above. \*

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**

PACER FAQ
Privacy & Security

7. You will then receive confirmation of your transaction, along with the ability to print a copy of your transaction receipt. An email notification of your transaction will also be sent to your address.

**CM ECF**
Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

**U.S. Bankruptcy Court**  
**Eastern District of Wisconsin(TEST)**

Thank you. Your transaction in the amount of \$ 70.27 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **A390730**.

**Detail description:**  
 Notice of Deposit of Funds with the USBC Clerk([21-20104-beh](#)) [trustee,unclfnd] ( 70.27)