

Unclaimed Funds User Guide - WIEB

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)

4. File corrections after receiving notice from the Court

NOTE:

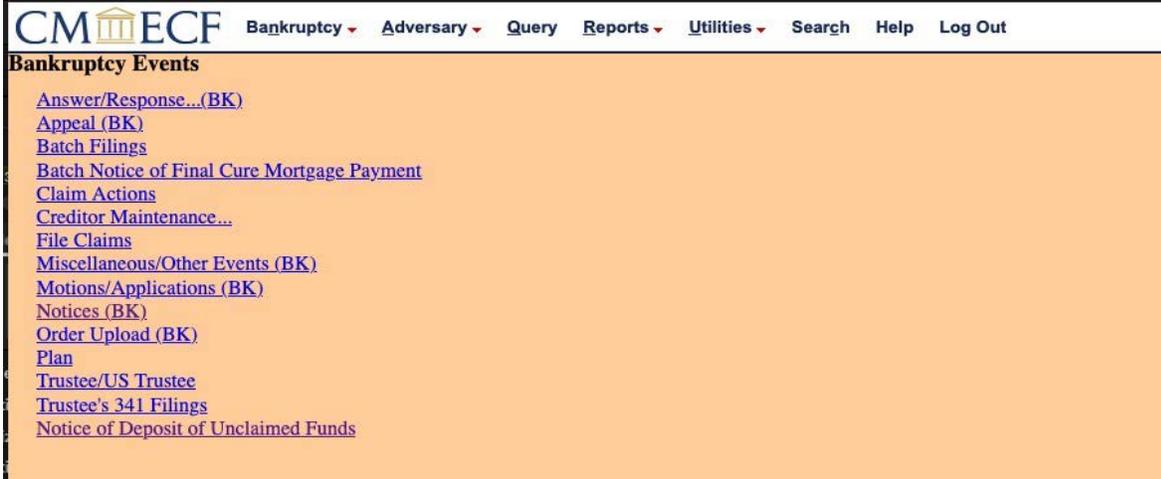
All Notices of Deposit of Unclaimed Funds **MUST** be remitted to the court electronically using the following procedures. Every effort must be made to review all information entered for accuracy and make any necessary edits **BEFORE** committing the transaction.

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

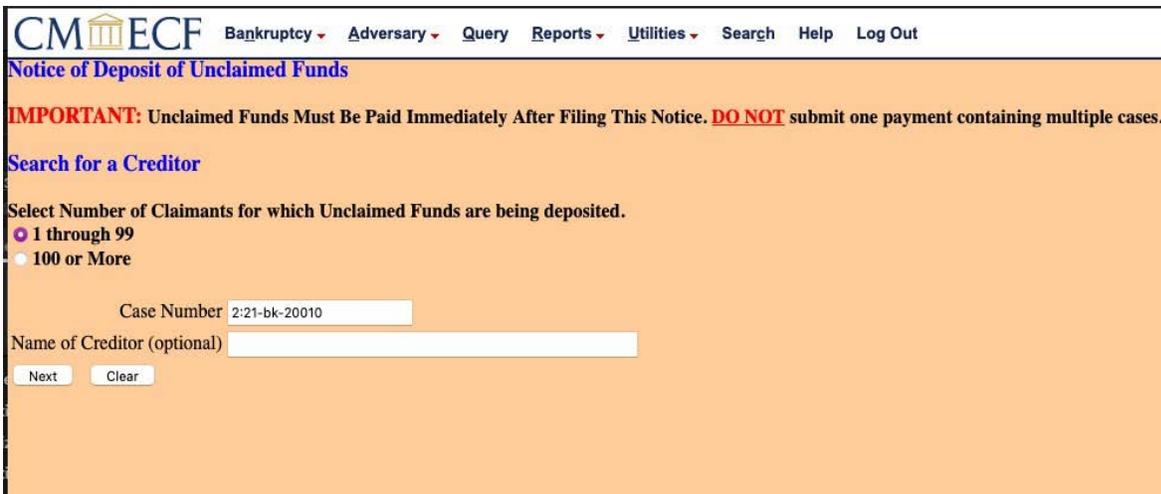
Notice of Deposit of Unclaimed Funds

1. Select Bankruptcy – Notice of Deposit of Unclaimed Funds



The screenshot shows the CM/ECF website interface. At the top, there is a navigation bar with the CM/ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Bankruptcy Events". A list of links is displayed, including: Answer/Response...(BK), Appeal (BK), Batch Filings, Batch Notice of Final Cure Mortgage Payment, Claim Actions, Creditor Maintenance..., File Claims, Miscellaneous/Other Events (BK), Motions/Applications (BK), Notices (BK), Order Upload (BK), Plan, Trustee/US Trustee, Trustee's 341 Filings, and Notice of Deposit of Unclaimed Funds. The "Notice of Deposit of Unclaimed Funds" link is highlighted in purple.

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.



The screenshot shows the CM/ECF website interface for the "Notice of Deposit of Unclaimed Funds" form. At the top, there is a navigation bar with the CM/ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Notice of Deposit of Unclaimed Funds". A red warning message reads: "IMPORTANT: Unclaimed Funds Must Be Paid Immediately After Filing This Notice. DO NOT submit one payment containing multiple cases." Below the warning, there is a section titled "Search for a Creditor". Under this section, there is a prompt: "Select Number of Claimants for which Unclaimed Funds are being deposited." There are two radio button options: "1 through 99" (which is selected) and "100 or More". Below the radio buttons, there is a "Case Number" field with the value "2:21-bk-20010" entered. Below the "Case Number" field, there is a "Name of Creditor (optional)" field. At the bottom of the form, there are two buttons: "Next" and "Clear".

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**.

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](#)

Next Clear

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

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: \$ 20.89
* Do not enter Dollar Sign or Comma

Date Filed: 6/15/2021

Next Clear

5. Review the **Summary Deposit of Unclaimed Funds**.

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

Editing

Edit Incorrect Amount

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.

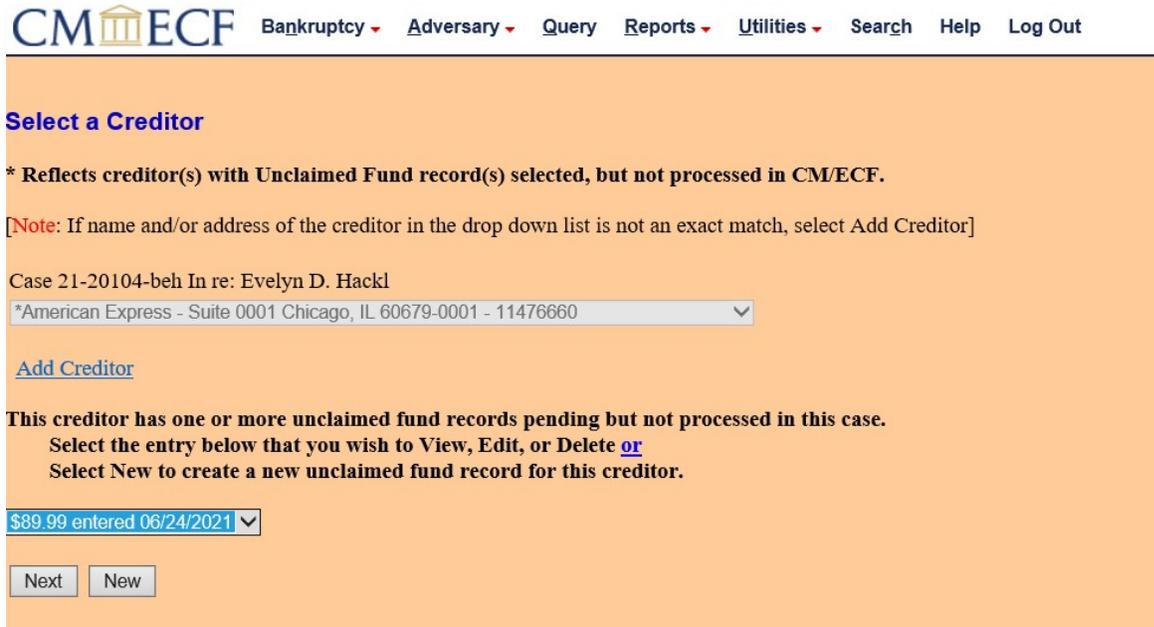
[Note: If name and/or address of the creditor in the drop down list is not an exact match, select Add Creditor]

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 message states: '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. 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 '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 <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**.

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.

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.

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
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[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.

The screenshot shows the CM ECF interface for filing a Notice of Deposit of Unclaimed Funds. The header includes navigation links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The main content area displays case information for 21-20104-beh, Evelyn D. Hackl, including Type: bk, Chapter: 13 v, Office: 2 (Milwaukee), Assets: y, Judge: beh, and Case Flag: PlnDue, CounDue, DebtEd. A yellow highlighted box contains the docket 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)". Below this, a red warning states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?". At the bottom, there are "Next" and "Clear" buttons.

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**.

The screenshot shows a window titled "Summary of current charges" with a close button (X) in the top right corner. It contains a table with the following data:

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

At the bottom of the window, there is a "Pay Now" button.

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

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

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

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
Total:		\$70.27

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

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 * **\$70.27**

Select a Payment Method

VISA
 Matt Smith
 XXXXXXXXXXXXX4747
 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 ... TR

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 * **\$70.27**

Select a Payment Method

 VISA
Matt Smith
XXXXXXXXXXXX4747
01/2040

Enter a credit card

Enter an ACH account

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

<small>(Routing Number)</small> 2 34 56 78 90	<small>(Account Number)</small> 2 34 56 78 90*	<small>(Check Number)</small> 2 34
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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 ▾

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)

Payment Summary					
Payment Method <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">ACH</div> X8669 042000424 Matt Smith	Payment Details <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Payment Amount</td> <td style="padding: 2px;">\$70.27</td> </tr> <tr> <td style="padding: 2px;">Fee Type</td> <td style="padding: 2px;">Filing Fee</td> </tr> </table>	Payment Amount	\$70.27	Fee Type	Filing Fee
Payment Amount	\$70.27				
Fee Type	Filing Fee				

Email Receipt

Email	wiebcso+mattsmith@gmail.com
Confirm Email	wiebcso+mattsmith@gmail.com
Additional Email Addresses	

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.

Submit
Back
Cancel

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)	
<p>Thank you. Your transaction in the amount of \$ 70.27 has been completed.</p> <p>Please print a copy of your transaction receipt for future reference. The transaction number is A390730.</p> <p>Detail description: Notice of Deposit of Funds with the USBC Clerk(21-20104-beh) [trustee,unclfnd] (70.27)</p>	

Corrections to the Notice of Deposit of Unclaimed Funds

In the event a Notice of Deposit of Unclaimed Funds needs correcting, the Clerk's Office will notify the Trustee via Defective Filing Notification on the docket. Instances where a Notice may require correction:

- Amount discrepancy between the Notice and amount deposited via ACH
- Creditor name on the Notice not matching creditor entered in CM/ECF
- Creditor address on the Notice not matching address entered in CM/ECF
- Notice entered in the incorrect case

Follow the instructions laid out in the Defective Filing Notification in filing any corrections. To aid in the processing of a correction, please note that the Defective Filing Notification references the **Correspondence-UCF** event from the **Trustee/US Trustee** menu.