

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEBRASKA
111 SO 18TH PLAZA, SUITE 1125
OMAHA, NE 68102-1321

DIANE L. ZECH
CLERK OF COURT

(402) 661-7444
FAX (402) 661-7492

Procedures to File Motion to Pay Unclaimed Funds

Things to Know:

- ▶ Please complete forms UC-1A, UC-1B, and UC-1C in their entirety and add any required or relevant documentation.
- ▶ UC-1A, UC-1B, and UC-1C can be located at:
www.neb.uscourts.gov > Court Info > Unclaimed Funds
Or directly at: http://www.neb.uscourts.gov/unclaimed_funds/form
- ▶ Any personal identifiers or private information should be redacted before the motion is filed. Any information not redacted will be placed on the docket viewable to the public.
- ▶ Any required forms that fail to be completed in its entirety may cause deficiencies and may cause a delay in the processing time of the application.
- ▶ If you are a first-time user (Attorney or Limited User) of CM/ECF, you must gain access to the CM/ECF system in order to file the Motion. Please view and complete the required documentation to be granted access rights to the CM/ECF system.
The form can be located at:
www.neb.uscourts.gov > CM/ECF Info > CM/ECF Forms
Or directly at: <http://www.neb.uscourts.gov/cmecf-forms>

To File as an Attorney:

1. Login to CM/ECF
2. Click Bankruptcy> Motions/Application> Enter Case Number> Next
3. Select "Payment of Unclaimed Funds"> Next
4. Do not check the box "Joint filing with other attorney"> Next
5. Select the correct Party. If the party does not exist, click Add/Create New Party
 - ▶ To Add/Create New Party
 - ✓ Enter First and Last Name> Search
 - ✓ If no person is found> Create New Party
 - ✓ Enter Role as Creditor > Submit
 - ✓ If the party is found > highlight the name > Select name from List
 - ✓ Enter Role as Creditor > Submit
 - ▶ Select the Party> Select the name > Next
6. If you receive a screen asking you to create an association to the party you selected or added, please check the box so you will receive electronic notification of this entry and all future entries docketed. > Next
7. Upload required and supporting documents > Attachments to Document should be checked "No." > Next
- ★ REMINDER: Ensure you have redacted all documents with personal identifiers as the documents placed on the docket will be available to the public for viewing.

To File as a Limited User¹:

1. Login to CM/ECF
2. Click Bankruptcy> Credit Claim Actions > Enter Case Number > Next
3. Select “Payment of Unclaimed Funds” > Next
4. Select or add Attorney, if applicable > Next
5. Select or add the correct Party. If the party does not exist, click Add/Create New Party
 - ▶ To Add/Create New Party
 - ✓ Enter First and Last Name> Search
 - ✓ If no person is found> Create New Party
 - ✓ Enter Role as Creditor > Submit
 - ✓ If the party is found > highlight the name > Select name from List
 - ✓ Enter Role as Creditor > Submit
 - ▶ Select the Party> Select the name > Next
6. Upload required and supporting documents > Attachments to Document should be checked “No.” > Next
- ★ REMINDER: Ensure you have redacted all documents with personal identifiers as the documents placed on the docket will be available to the public for viewing.

¹ A limited user may consist of an individual (former debtor), a creditor, a business, or a funds locator (entity or individual that files on behalf of a claimant, creditor, individual, or business).