

Payment of Unclaimed Funds (Filed by Limited User)

Updated: November 8, 2019

NOTE: Use the event [Unclaimed Funds Supporting Documentation](#) when filing documentation requested due to a Deficiency Notice or the AO213P Form.

1. Select **Bankruptcy > Creditor Claim Actions**
2. Enter **Case Number** (e.g. xx-xxxxx). Click **Next**.
3. Select **Payment of Unclaimed Funds** from the event list. Click **Next**.
4. Click **Next** to skip the "Select any Additional Attorney(s)" screen. Click **"OK"** regarding the "Note: you have not selected an attorney" message.
5. **Select the Party** filer. Click **Next**.
 - If the party is not listed, click on [Add/Create New Party](#).
 - The [Attorney/Party Association screen](#) may appear. If your party selection was correct, check the box to create an association.
6. Select **Choose File** to browse and select the pdf file. Click **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.
7. If needed, modify the text according to the court's procedures. Click **Next**.
8. Verify the final docket text before submitting. If correct, click **Next**.
CAUTION!! This is the last screen. Clicking **Next** will submit your document to CM/ECF. If the final docket text is incorrect, click the **Back** button to find the screen to modify or abort the transaction by clicking on **Bankruptcy** on the CM/ECF Menu bar.
9. Notice of Electronic Filing/Receipt screen displays.
The Notice of Electronic Filing certifies that this pleading is now an official court document.