

## APPLICATION TO PAY UNCLAIMED DIVIDENDS

5/2/2011

Description: This process shows the steps required for an external user to process an Application to Pay Unclaimed Dividends (under a separate docket event, the user should also submit Application to Pay Unclaimed Dividends – Exhibit B).

**STEP 1** – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** – The BANKRUPTCY EVENTS screen displays.

- Select the **Motions/Applications** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

**STEP 3** – The AVAILABLE EVENTS screen displays.

- Scroll to select **Pay Unclaimed Dividends** from the events list or start typing “Pay” in the text box to find the event.
- Click the **[Next]** button.

**STEP 4** – The ASSOCIATION screen appears.

- Click in the box if the document is being filed with another party.
- Click the **[Next]** button.

**STEP 5** – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

**STEP 6** – The SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event.
- Click the **[Next]** button.

**STEP 7** – The PARTY INFORMATION screen displays.

- Enter “to whom” in the text box.
- Enter in the “unclaimed” amount in the text box.
- Click the **[Next]** button.

**STEP 8** – The CERTIFICATE OF SERVICE screen displays.

- If the Certificate of Service is included, select the radio button **Yes**, if not, select **No**.
- Click the **[Next]** button.

**NOTE:** **Immediately Following This Event, Submit The Application To Pay Unclaimed Dividends Exhibit B with Included SSN or Tax ID and Attached Copy of Required Identification Using the E-Filing Event Titled: Pay Unclaimed Dividends – Exhibit B Redacted Personal Information.**

- Click the **[Next]** button.
- Click the **[Next]** button.

**STEP 9** – The FINAL DOCKET TEXT screen appears.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

**NOTE:** If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen for the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if docket text is correct.

**Sample Docket Text: Final Text**

**Application to Pay Unclaimed Dividends to ABC Company, in the Amount of 2300.00 with Certificate of Service. Filed by Bill Attorney on behalf of ABC Company. (Attorney, Bill)**

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

**Have you redacted?**

**STEP 10** – The NOTICE OF ELECTRONIC FILING screen appears.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It also includes the date and time of the transaction.