

TRUSTEE'S REPORT OF UNCLAIMED DIVIDENDS

5/2/2011

Description: This Participant's Guide is for Trustee's Office Only.

This process shows the steps required by the Trustee to process a Trustee's Report of Unclaimed Dividends. When the Trustee's submits a Report of Unclaimed Dividends, they are required to complete a certification in CM/ECF describing their efforts to locate the claimant and provide the claimant's last known address.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Trustee/US Trustee** 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 **Trustees Report of Unclaimed Dividends** from the events list or start typing "Trustees" in the text box to find the event.
- Click the **[Next]** button.

STEP 4 – The SELECT PARTY screen displays.

- Select the filing party 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 5 – The ASSOCIATION screen appears.

- Click in the box if the document is being filed with another party.
- 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 TRUSTEE ACTION screen displays.

- Enter the Creditor's Name.
- Enter the Unclaimed Dividend Amount.
- Enter the Last Known Mailing Address for this Creditor using this format:

123 Main Street, Columbia, SC 29063

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

STEP 8 – The SELECT APPROPRIATE STATEMENT screen displays.

- Select the appropriate statement below:
 - Statement 1: Certification that Unclaimed Funds are being deposited with the Court in compliance to 11 U.S.C section 347 and a diligent attempt was made to locate the creditor.
 - Statement 2: No attempt to make a disbursement or contact the creditor was made pursuant to Fed. R.Bankr. P. 3010.
- If Statement 1 is selected, please continue to **STEP 9**. If Statement 2 is selected, please skip to **STEP 12**.
- Click the **[Next]** button.

STEP 9 – The METHOD OF CONTACT screen displays:

- Select the method(s) in which attempts were made to contact the creditor. Select all that apply:
 - By Regular USPS Mail
 - By Certified Mail

- By Telephone
- By Telefax
- By Electronic Mail

- Enter Any Additional Methods of Contact in the text box provided.
- Click the **[Next]** button.
- Click the **[Next]** button.

STEP 10 – 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

Trustee's Report of Unclaimed Dividends RE: ABC Company in the Amount of : 2200.00. Certification that Unclaimed Funds are being deposited with the Court in compliance to 11 U.S.C. section 347 and a diligent attempt was made to locate the creditor. The Creditors Last Known Mailing Address was: 123 Main Street, Columbia, SC 29201. The Following Methods of Contacting the Creditor were Attempted: By Regular USPS Mail, By Electronic Mail. Filed by Bill Trustee. (Trustee, 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 11 – 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.

STEP 12 – The NOTICE APPROPRIATE STATEMENT screen displays.

- If Statement 2 is selected, No attempt to make a disbursement or contact the creditor was made pursuant to Fed. R.Bankr. P. 3010, click the **[Next]** button.
- Click the **[Next]** button.

STEP 13 – 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

Trustee's Report of Unclaimed Dividends RE: XYZ Company in the Amount of : 2200.00. No Attempt to make a disbursement or contact the creditor was made pursuant to Fed. R. Bankr. P. 3010. The Creditors Last Known Mailing Address was: 456 Main Street, Columbia, SC 29201. Filed by Bill Trustee. (Trustee, 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 14 – 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.