APPLICATION TO PAY UNCLAIMED DIVIDENDS
UPDATED 11/8/2021

Description: This process shows the steps required for an external user to process an Application to Pay Unclaimed Dividends and under a separate private docket event titled Pay Unclaimed Dividends – Supplement to Application, the user should also submit documents included in Part 2 of the Application to Pay Unclaimed Dividends.

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 **Help** button located on the CM/ECF menu bar.

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 JOINT FILING 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 **[Next].**
- On the next screen, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 6 – The VERIFICATION screen displays.

- Verify that the case number and name are correct.
- Click the **[Next]** button.

STEP 7 – The AMENDMENT screen displays.

- Is the application amending a previous application?
- Select the radio button, Yes or No. If **YES** is selected, continue to STEP 8. If **NO** is selected, SKIP to STEP 9.
- Select the **[Next]** button.

STEP 8 – The SELECT RELATED EVENT screen appears.

- Select the document or event for which the amendment relates to.
- Click the **[Next]** button and continue to STEP 9.

STEP 9 – The REQUIRED DOCUMENTS screen displays.

NOTE: The filer understands that the Court may deny relief without a hearing for any motion incorrectly scheduled, noticed, or docketed pursuant to SC LBR 9013-1.

This screen displays a list of documents that are required to be filed in Part 1 and Part 2 of the filing. Gather all documents and separate them according to documents which will be filed in CM/ECF as Part 1 and Part 2:

Part 1

- Motion in substantial conformance to SC LBR 3011-1.
- Certificate of Service indicating service on the United States Attorney for the District of South Carolina.
- Any other documents not requiring redaction.

Part 2

Documents filed in Part 2 should be filed separately using the CM/ECF private event, Pay Unclaimed Funds – Supplement to Application:

- Supplement to SC LBR 3011-1
- AO 213 or W-9
- Unexpired, unredacted, legible ID of the Applicant

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

STEP 10 – The PARTICIPANT GUIDE and LOCAL RULES screen displays.

- For assistance with filing the Application to Pay Unclaimed Dividends, click the link provided to display the Participant Guide.
- To review Local Rule 3011-1, Disposition of Unclaimed Dividends, click the link provided to display Local Rule 3011-1.
- Select the **[Next]** button.

STEP 11 – The TYPE OF CLAIMANT screen displays.

Select the type of claimant from the list below:

- Owner of Record – continue with STEP 12.
- Claimant Representative – continue with STEP 13.
- Successor Corporate Claimant – continue with STEP 14.
- Transfer Claimant – continue with STEP 15.
- Decedents Estate Claimant – continue with STEP 16.
- Click the **[Next]** button.

STEP 12 – The REQUIRED DOCUMENTS FOR OWNER OF RECORD screen displays.

The following documentation is required for **Owner of Record**:

Part 1

- Motion in substantial conformance with SC LBR 3011-1.
- Certificate of Service indicating service on the United States Attorney for the District of South Carolina.

Part 2

- Supplement to SC LBR 3011-1
- AO213 or W-9
- Proof of Identity

- Are all of the required documents prepared and separated in to Part 1 and Part 2?
- Select **YES** or **NO** from the radio buttons. If **YES** is selected, continue to STEP 17. If **NO** is selected, a WARNING message will appear: **ATTENTION**: All of the documents previously listed are REQUIRED. Docking of this event cannot continue.
- Click the **[Next]** button.

STEP 13 – The REQUIRED DOCUMENTS FOR CLAIMANT REPRESENTATIVE screen displays.

The following documentation is required for **Claimant Representative**:

Part 1

- Motion in substantial conformance with to SC LBR 3011-1.
- Certificate of Service indicating service on the United States Attorney for the District of South Carolina.
- A notarized original power of attorney signed by the claimant on whose behalf the representative is acting.
- Documentation sufficient to establish the claimant's entitlement to the funds.

Part 2

- Supplement to SC LBR 3011-1
- AO213 or W-9
- Proof of Identity of the Owner of Record
- Proof of Identity of the representative.

- Are all of the required documents prepared and separated in to Part 1 and Part 2?
- Select **YES** or **NO** from the radio buttons. If **YES** is selected, continue to STEP 17. If **NO** is selected, a WARNING message will appear: **ATTENTION**: All of the documents previously listed are REQUIRED. Docking of this event cannot continue.
- Click the **[Next]** button.

STEP 14 – The REQUIRED DOCUMENTS FOR SUCCESSOR CORPORATE CLAIMANT screen displays.

The following documentation is required for **Successor Corporate Claimant**:

Part 1

- Motion in substantial conformance to SC LBR 3011-1.
- Certificate of Service indicating service on the United States Attorney for the District of South Carolina.
- A statement of the signing officer's authority.
- Documentation establishing chain of ownership from the original business claimant.

Part 2

- Supplement to SC LBR 3011-1
- AO213 or W-9

- Proof of Identity of the Owner of Record
- A notarized power of attorney signed by an officer of the successor business.

- Are all of the required documents prepared and separated in to Part 1 and Part 2?
- Select **YES** or **NO** from the radio buttons. If **YES** is selected, continue to STEP 17. If **NO** is selected, a WARNING message will appear: **ATTENTION**: All of the documents previously listed are REQUIRED. Docking of this event cannot continue.
- Click the **[Next]** button.

STEP 15 – The REQUIRED DOCUMENTS FOR TRANSFER CLAIMANT screen displays.

The following documentation is required for **Transfer Claimant**:

Part 1

- Motion in substantial conformance to SC LBR 3011-1.
- Certificate of Service indicating service on the United States Attorney for the District of South Carolina.
- A statement of the signing officer's authority.
- Documentation evidencing the transfer of claim.

Part 2

- Supplement to SC LBR 3011-1
- AO213 or W-9
- Proof of Identity of the Owner of Record
- Proof of Identity of the successor claimant.

- Are all of the required documents prepared and separated in to Part 1 and Part 2?
- Select **YES** or **NO** from the radio buttons. If **YES** is selected, continue to STEP 17. If **NO** is selected, a WARNING message will appear: **ATTENTION**: All of the documents previously listed are REQUIRED. Docking of this event cannot continue.
- Click the **[Next]** button.

STEP 16 – The REQUIRED DOCUMENTS FOR DECEDENTS ESTATE CLAIMANT screen displays.

The following documentation is required for **Decedents Estate Claimant**:

Part 1

- Motion in substantial conformance to SC LBR 3011-1.
- Certificate of Service indicating service on the United States Attorney for the District of South Carolina.

- Certified copies of probate documents establishing the representatives right to act on behalf of the decedent's estate.

Part 2

- Supplement to SC LBR 3011-1
- AO213 or W-9
- Proof of Identity of the Owner of Record
- Proof of personal identity of the estate administrator.

- Are all of the required documents prepared and separated in to Part 1 and Part 2?
- Select **YES** or **NO** from the radio buttons. If **YES** is selected, continue to STEP 17. If **NO** is selected, a WARNING message will appear: **ATTENTION**: All of the documents previously listed are REQUIRED. Docking of this event cannot continue.
- Click the **[Next]** button.

STEP 17 – The UNCLAIMED DIVIDEND INFORMATION screen displays.

- Enter in the text box "to whom" the funds are due?
- Enter in the text box the "unclaimed amount"?
- Click the **[Next]** box.

STEP 18 – The SELECT PDF screen displays.

REMINDER **– ONLY include the Motion, Certificate of Service and any other documents NOT requiring redaction in this pdf.**

Immediately following this event, submit Supplement to Motion, AO213 or W-9, and unexpired, unredacted, legible ID of the applicate using the CM/ECF event titled, **Pay Unclaimed Dividends – Supplement to Application** **(which is a private event).**

- Select the .pdf file to associate with this event. If there are no attachments, click the [**Next**] button.
- Add attachments if applicable, i.e., a Certificate of Service. Chose the radio button for Yes and click the **[Next]** button.
- Browse to add the attachment, select the category, i.e., Proposed Order (no description will be required if a category from the drop-down is chosen).
- Click **[Add to List]** button.
- Click the **[Next]** button.

STEP 19 – The VERIFICATION screen displays.

- Verify that the case number and name are correct.
- Click the **[Next]** button.

STEP 20 – 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 or 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.
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OWNER OF RECORD

SAMPLE DOCKET TEXT: Final Text

Application to Pay Unclaimed Dividends to (Name of OWNER OF RECORD), in the Amount of 3000.00 with Certificate of Service. Filed by Bill Attorney on behalf of Joe Debtor. (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?

OWNER OF RECORD (AMENDED)

SAMPLE DOCKET TEXT: Final Text

Amended Application to Pay Unclaimed Dividends to (Name of OWNER OF RECORD), in the Amount of 1500.00 with Certificate of Service. Filed by Bill Attorney on behalf of Joe Debtor (related document(s) [21]). (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?

CLAIMANT REPRESENTATIVE

SAMPLE DOCKET TEXT: Final Text

Application to Pay Unclaimed Dividends to (Name of CLAIMANT REPRESENTATIVE), in the Amount of 2500.00 with Certificate of Service. Filed by Bill Attorney on behalf of Joe Debtor. (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?

SUCCESSOR CORPORATE CLAIMANT

SAMPLE DOCKET TEXT: Final Text

Application to Pay Unclaimed Dividends to (Name of SUCCESSOR CORPORATE CLAIMANT), in the Amount of 750.00 with Certificate of Service. Filed by Bill Attorney on behalf of Joe Debtor. (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?

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TRANSFER CLAIMANT

SAMPLE DOCKET TEXT: Final Text

Application to Pay Unclaimed Dividends to (Name of TRANSFER CLAIMANT), in the Amount of 2000.00 with Certificate of Service. Filed by Bill Attorney on behalf of Joe Debtor. (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?

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DECEDENTS ESTATE CLAIMANT

SAMPLE DOCKET TEXT: Final Text

Application to Pay Unclaimed Dividends to (Name of DECEDENTS ESTATE CLAIMANT), in the Amount of 550.00 with Certificate of Service. Filed by Bill Attorney on behalf of Joe Debtor. (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?

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STEP 21 – 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.

NOTE: Immediately following this process, submit all documents included in Part 2 of the application: Supplement to Motion, AO213 or W-9, and unexpired unredacted, legible ID, etc. This is a CM/ECF private event titled, Pay Unclaimed Dividends – Supplement to Application.

PAY UNCLAIMED DIVIDENDS – SUPPLEMENT TO APPLICATION

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **<u>Motions/Applications</u>** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the **HELP** button located on the CM/ECF menu bar.

STEP 3 – The AVAILABLE EVENTS screen displays.

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

STEP 4 – The JOINT FILING 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 **[Next].**
- On the next screen, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 6 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event. If there are no attachments, click the **[Next]** button.
- Add attachments if applicable, i.e., a Certificate of Service. Chose the radio button for Yes and click the **[Next]** button.
- Browse to add the attachment, select the category, i.e., Proposed Order (no description will be required if a category from the drop-down is chosen).
- Click **[Add to List]** button.
- Click the **[Next]** button.

STEP 7 – The SELECT RELATED EVENT screen appears.

- Select the document or event for which the amendment relates to.
- Click the **[Next]** button.

STEP 8 – The VERIFICATION screen appears.

- Verify that the case number and name are correct.
- 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 or 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 – Supplement Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [25]). (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.