

Instructions for Electronically Depositing Unclaimed Funds via ACH

The United States Bankruptcy Court for the District of Maryland accepts Unclaimed Funds electronically via CM/ECF. Deposits into the Court Registry may be made electronically through the ACH payment system, after entering the required information on the Unclaimed Funds/Batch screens.

Please follow the steps below to docket a Notice of Deposit of Unclaimed Funds Into Court Registry and to deposit the funds via ACH into the Court Registry.

STEP ONE:

If depositing unclaimed funds for one creditor, complete the form “Notice of Deposit of Into Court Registry”. If depositing unclaimed funds for multiple creditors in a case, complete the form “Notice of Deposit of Into Court Registry for Multiple Creditors”. Both forms require the claim number, creditor name, last known address of creditor, and amount of funds being deposited. You will then save these the document in pdf format, as you will upload that pdf file into CMECF in Step Two below. Notices in multiple cases may be filed at one time using the batch filing event.

STEP TWO:

1. Login to CMECF
2. Select Bankruptcy
3. Choose Batch Filings
4. Enter the Case Number, click NEXT (if you are entering more than one Case Number, enter one Case Number per line), click NEXT when finished entering Case Numbers.
5. File A Court Document Screen will appear, SELECT, Unclaimed Funds (Batch), click NEXT
6. File A Court Document Screen will appear, ENTER the total deposit amount in the box next to the Case Number. If you have multiple Case Numbers on this screen, please ensure that you enter the correct dollar amount next to the correct Case Number.

CLICK BROWSE and locate the pdf documents for the “Notice of Deposit of Into Court Registry” that you have completed in STEP ONE above. If you have entered more than one case number on this screen, please ensure that you are entering the correct pdf document in the same line order as the Case Numbers appear on that screen. Click OPEN, pdf will upload, Click NEXT

7. File a Court Document Screen appears, you may at this time enter docket text in the Unclaimed Funds Deposited with The Court by the Trustee. If you choose not to enter any text, (it is not required), CLICK NEXT

8. File a Court Document Screen Appears, CLICK NEXT, NEXT, NEXT

9. A Summary of Current Charges Screen Appears listing the transactions that you just entered in CMECF for Unclaimed Funds Deposit. REVIEW the screen for accuracy before CLICKING PAY NOW. This screen displays the Date Incurred, Description which includes the Case Number and dollar amount of the transaction. You may at this time continue filing if you have not completed this transaction. If you have completed filing, please CLICK PAY NOW. A Summary Screen will appear listing Internet Payments Due. Check the boxes of the fees that you choose to pay. Please note, if additional transactions are showing on the Summary Screen that are documents that you may have filed previously and you “do not” want to pay for those transactions using this ACH Account, please **ONLY** check the check boxes of the payments associated with the Unclaimed Funds Deposit ACH Payment you are about to process. Click NEXT. A list of the transactions that you are about to pay for will appear. Click PAY NOW. You will be directed to the payment screens to enter in your ACH payment information to pay for these transactions. **NOTE: Please confirm your account number and routing number with your financial institution before processing the ACH payment. Failure to enter the correct data will result in the failure of the ACH transaction from being processed.**