

**[Instructions for Attorneys and Fund Locators]**

**INFORMATION AND DOCUMENTATION REQUIRED  
FOR PETITION FOR UNCLAIMED FUNDS**

**I.** A request **BY AN OWNER OF RECORD** for payment of Unclaimed Funds must include the following documents:

- **Petition** for Payment of Unclaimed Funds, which must include the following:
  - The debtor's name
  - The Chapter number (7, 11, 12 or 13)
  - The case number including the judge's initials
  - The complete name of the party claiming the funds ("Claimant")
  - Claimant's previous address
  - Claimant's current address and telephone number
  - The amount of the claim
  - Claimant's signature

If Claimant is an **individual**, Claimant's signature must be **notarized** or, if the individual is represented by an attorney, the petition must be **verified**.

If Claimant is a **corporation**, the Petition must be signed by a corporate officer, must contain **the corporate seal** and must contain a statement of the signing officer's authority. If the corporation is represented by an attorney, the petition must be accompanied by a corporate resolution signed by a corporate officer, containing the corporate seal and containing a statement of the signing officer's authority.

If Claimant is a **partnership**, the Petition must be signed by the general partner(s) and must contain a statement of the signing person's authority. If the partnership is represented by an attorney, the petition must be **verified** by the general partner(s), containing a statement of the signing officer's authority.

- A **certificate of service** showing service of a copy of the petition
  - upon the U.S. Attorney and
  - upon any other party who may have an interest in the funds
- A proposed **order** directing payment to Claimant, and includes the following:
  - The date the funds were originally remitted to the Registry of the Court
  - The amount of the claim
  - Claimant's full name and correct address
- **Form W-9**, Request for Taxpayer Identification Number and Certification
  - Name or Business
  - Select classification
  - Current address
  - Social Security or Employer Identification number
  - Sign and date the form

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**II.** A request **BY A SUCCESSOR IN INTEREST** for payment of Unclaimed Funds must include the following documents:

- **Petition** for Payment of Unclaimed Funds, which must include the information set forth above, **plus the following:**
  - The full name of the original owner of the funds.
  - The original owner's previous address
  - A brief statement of the facts by which Claimant acquired the rights as successor in interest to the original owner of the funds.
  - Copies of documents which show that Claimant is entitled to payment of the funds as a successor in interest to the original owner of the funds should be attached to the Petition. Copies of any documents from a probate or other courts must be certified copies.
- A **certificate of service** showing service of a copy of the petition
  - upon the U.S. Attorney,
  - upon the original owner, if appropriate, and
  - upon any other party who may have an interest in the funds.
- A proposed **order** directing payment to Claimant, that includes the following:
  - The date the funds were originally remitted to the Registry of the Court and the name of the original owner
  - The amount of the claim
  - Claimant's full name and correct address
- **Form W-9, Request for Taxpayer Identification Number and Certification**
  - Name or Business
  - Select classification
  - Current address
  - Social Security or Employer Identification number
  - Sign and date the form

**III.** A request by **A REPRESENTATIVE CLAIMANT** (such as a Fund Locator) for payment of Unclaimed Funds must include the following documents:

- **Petition** for Payment of Unclaimed Funds, which must include all the information required in number I and II above (if applicable), **plus the following:**
  - If available, the original owner's current address.
  - A brief statement of the authority under which the Representative Claimant is asserting a claim to the funds.
- Copies of documents which show the authority under which the Representative Claimant is asserting a claim to the funds should be attached to the Petition, except that if the

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Representative Claimant is proceeding under a power of attorney, an original power of attorney form, which conforms to Georgia law and which contains a notarized signature.

- A **certificate of service** showing service of a copy of the petition
  - upon the U.S. Attorney,
  - upon the party for whose behalf the claim is asserted, and
  - upon any other party who may have an interest in the funds.
  
- A proposed **order** directing payment to Claimant, and includes the following:
  - The date the funds were originally remitted to the Registry of the Court and the name of the original owner
  - The amount of the claim
  - Claimant's full name and correct address
  
- **Form W-9**, Request for Taxpayer Identification Number and Certification
  - Name or Business
  - Select classification
  - Current address
  - Social Security or Employer Identification number
  - Sign and date the form

### **IV. Hearings**

The petition may be granted without a hearing. If a hearing is scheduled, the court will send a notice of the date and time for the hearing to all interested parties.

### **V. Fraud**

Any Petition for Unclaimed Funds which appears to be based upon fraud will be referred to the U.S. Attorney for investigation and prosecution.

### **VI. Forms**

Suggested format of petition and proposed order for use in connection with a Petition of Unclaimed Funds are attached to this information sheet.

**Mail original documents to:**  
U.S. Bankruptcy Court  
Northern District of Georgia  
1340 U.S. Courthouse  
75 Ted Turner Drive, SW  
Atlanta, Georgia 30303

**Mail copy of documents to:**  
U.S. Attorney's Office  
600 U.S. Courthouse  
75 Ted Turner Drive, SW  
Atlanta, Georgia 30303

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**U.S. Bankruptcy Judges for the Northern District of Georgia and initials:**

Judge Wendy L. Hagenau (wlh)  
Judge Paul W. Bonapfel (pwb)  
Judge W. H. Drake (whd)  
Judge Lisa Ritchey Craig (lrc)  
Judge Sage M. Sigler (sms)

Judge Paul Baisier (pmb)  
Judge Jeffery W. Cavender (jwc)  
Judge Barbara Ellis-Monro (bem)  
Judge James R. Sacca (jrs)

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UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
\_\_\_\_\_ DIVISION

IN RE: \_\_\_\_\_ : CASE NO. \_\_\_\_\_  
: :  
: : CHAPTER \_\_\_\_\_  
: :  
Debtor(s) \_\_\_\_\_ :

**PETITION FOR PAYMENT OF UNCLAIMED FUNDS**

A dividend check in the amount of \$\_\_\_\_\_ was issued in the above-styled bankruptcy case to \_\_\_\_\_, whose mailing address at the time of issue was: \_\_\_\_\_  
\_\_\_\_\_.

Because the check was not cashed by said payee, Trustee remitted those unclaimed funds to the Registry of the Clerk of the U.S. Bankruptcy Court on \_\_\_\_\_, 20\_\_\_\_, pursuant to 11 U.S.C. §347(a).

Application is hereby made to pay these unclaimed funds to the undersigned claimant.

Date: \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_

Claimant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Sworn to and subscribed to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

If applicable, affix  
Corporate Seal

\_\_\_\_\_  
Notary Public in and for the  
State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

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UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
\_\_\_\_\_ DIVISION

IN RE: \_\_\_\_\_ : CASE NO. \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: CHAPTER \_\_\_\_\_  
: \_\_\_\_\_  
Debtor(s) \_\_\_\_\_ :

**CERTIFICATE OF SERVICE**

I, the undersigned, hereby certify under penalty of perjury that I am, and at all times hereinafter mentioned, was more than 18 years of age, and that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served a copy of the foregoing Petition for Payment of Unclaimed Funds, upon the parties listed below by First Class Mail:

United States Attorney  
600 U.S. Courthouse  
75 Ted Turner Drive, SW  
Atlanta, Georgia 30303

[insert name and address of all other parties served]

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
\_\_\_\_\_ DIVISION

IN RE: \_\_\_\_\_ : CASE NO. \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
Debtor(s) : CHAPTER \_\_\_\_\_  
:

**ORDER FOR PAYMENT OF UNCLAIMED FUNDS**

On \_\_\_\_\_, 20\_\_\_\_, Trustee herein filed a Notice to Deposit Unclaimed Funds and issued a check in the amount of \$\_\_\_\_\_ to the Clerk, U.S. Bankruptcy Court, for deposit into the Registry of the Court on behalf of creditor:

\_\_\_\_\_ (the "Unclaimed Funds").

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
("Claimant") filed a Petition for Payment of Unclaimed Funds to collect them. The petition and the documents attached thereto establish that Claimant is entitled to the Unclaimed Funds; accordingly, it is hereby

ORDERED that the Clerk, U.S. Bankruptcy Court, shall issue a check in the amount of \$\_\_\_\_\_ payable to \_\_\_\_\_ and shall send said check to payee at the following address: \_\_\_\_\_

\_\_\_\_\_.

IT IS SO ORDERED this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
[Judge's Complete Name]  
UNITED STATES BANKRUPTCY JUDGE

Prepared by: \_\_\_\_\_ [name]  
State Bar No. \_\_\_\_\_  
\_\_\_\_\_ [address]  
\_\_\_\_\_ [telephone]  
\_\_\_\_\_ [email address]  
Counsel for \_\_\_\_\_ [party represented]

**[Attach a Distribution List as required by BLR 9013-2(2)]**