

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS**

**INSTRUCTIONS FOR SUBMISSION OF AN APPLICATION
FOR PAYMENT OF UNCLAIMED FUNDS**

For all applicants:

1. Submit a completed Application directly to the Court. Have your signature notarized. See Attachment (1).
2. Attach to the Application a certificate of service evidencing that a copy of the Application has been mailed to the proper office of the United States Attorney for the Eastern District of Texas (as determined by the case number) pursuant to Title 28 U.S.C. §2042. Notice to the United States Attorney is required in ALL instances. See Attachment (2).
3. Attach a proposed Order. See Attachment (3).
4. If the applicant is not the owner of record, additional information must be submitted with the application. Consult the court's website at www.txeb.uscourts.gov for complete requirements.
5. Mail a copy of the entire application packet to the United States Attorney's Office for the division indicated in the case number.

For claimants in multiple cases, a separate Application must be prepared for each case with all the above requirements attached to each Application.

All indications of fraud will be promptly forwarded to the United States Attorney for review.

Privacy Note: Because documents filed with the Court are available through the Internet, the Court is committed to the protection of personal identification information. It is also recommended that all but the last four digits of a Social Security number be blackened, for the same privacy reasons.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS**

IN RE:

_____ Debtor	_____ Bankruptcy Case Number
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APPLICATION FOR PAYMENT OF UNCLAIMED FUNDS

Comes now the Claimant identified below to make Application for an Order authorizing payment of unclaimed funds now on deposit in the Treasury of the United States for the benefit of Claimant. Claimant was a creditor/debtor in the above captioned bankruptcy case and has not received payment of these funds which are due and owing to the Claimant. Claimant further states that Claimant is:

NAME OF CLAIMANT: _____ PHONE NUMBER: _____ LAST FOUR DIGITS OF SOCIAL SECURITY NO: _____ MAILING ADDRESS: _____ _____ CITY: _____ STATE: _____ ZIP: _____
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and that a dividend in the amount of \$ _____ was awarded in this case which dividend is currently unclaimed and held by the Clerk of Court.

Claimant certifies that all statements made by Claimant on this Application and any attachments required for this Application are, to the best of Claimant's knowledge, true and correct. Accordingly, Claimant requests the Court to enter an Order authorizing payment of the pro rata dividend due upon this claim.

Date: _____	_____ Claimant's Signature _____ Co-claimant's Signature (if any)
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State of _____

County of _____

Subscribed and sworn to before me this ____ day of _____, 20__.

 Notary Public

My commission expires: _____

Mail to: United States Bankruptcy Court
 110 N. College Avenue, 8th Floor
 Tyler, TX 75702

CERTIFICATE OF SERVICE

In accordance with Title 28 U.S.C. Section 2042, the undersigned hereby certifies that on the date designated below a true copy of this application with all required attachments was mailed to [check one as applicable]:

For all cases in **Beaumont & Lufkin** divisions (five-digit case number beginning with 1 or 9):

☐ Office of the United States Attorney
Eastern District of Texas
Attn: Unclaimed Funds Requests
350 Magnolia Avenue, Suite 150
Beaumont, TX 77701-2248

For all cases in **Marshall & Tyler** divisions (five-digit case number beginning with 2 or 6):

☐ Office of the United States Attorney
Eastern District of Texas
Attn: Unclaimed Funds Requests
110 North College Avenue, Suite 700
Tyler, TX 75702-0204

For all cases in **Paris, Sherman, & Texarkana** divisions (five-digit case number beginning with 3, 4 or 5):

☐ Office of the United States Attorney
Eastern District of Texas
Attn: Unclaimed Funds Requests
101 East Park Boulevard, Suite 500
Plano, Texas 75074-8858

Date: _____

Claimant's Signature

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS**

Proposed Order (3)

IN RE:

 Debtor	 Bankruptcy Case Number
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**ORDER GRANTING APPLICATION FOR PAYMENT
OF UNCLAIMED FUNDS**

The Court having considered the Application for Payment of Unclaimed Funds filed by:

NAME OF CLAIMANT: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

("Claimant") for payment of a dividend from unclaimed funds in the amount of \$ _____,

and, it appearing to the Court that the Claimant is entitled to receive payment, and, these funds are now on deposit in the Treasury of the United States, and that proper notice of the Application was given to the United States Attorney for the Eastern District of Texas pursuant to Title 28 U.S.C. Section 2042,

IT IS THEREFORE ORDERED that the Clerk of the Bankruptcy Court direct the issuance of a draft upon the Treasury of the United States in the amount stated above and payable to the Claimant.