

**U.S. Bankruptcy Court
Northern District of Florida
110 East Park Avenue, Suite 100
Tallahassee, Florida 32301**

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

Pursuant to 28 U.S.C. § 2042, any claimant entitled to any unclaimed funds held by the court may, on petition to the court and upon notice to the United States Attorney and full proof of the right thereto, obtain an order directing payment to him/her. To search the court records to determine if this court holds unclaimed funds on your behalf, go to our website, www.flnb.uscourts.gov, and click on the link “Unclaimed Funds Query” located on the “Court Resources” page. If you find funds to which you believe you are entitled, proceed to complete the application with attached affidavit, provide information outlined below, and file the application, affidavit and supporting documents with the Court. If funds are found in multiple cases, a separate application, affidavit and supporting documentation will need to be filed in each case.

Applications for payment of unclaimed funds will only be processed when filed by either the owner of the funds or the owner’s duly authorized agent or representative. Supporting documentation must be provided including power of attorney, corporate power of attorney signed by the authorized officer of the company, and statement of the signing officer’s authority, as well as documents which establish the chain of ownership of the original corporate claimant. If the claimant has changed as a result of a merger, purchase, assigned or name change, provide supporting documents which substantiate the change. If the applicant is claiming funds on behalf of a deceased party, the application must include a copy of the death certificate and documents that substantiate the applicant’s right to act on behalf of the decedent’s estate, or the applicant’s right to the funds as a beneficiary of the estate.

Do not include documents copied from the Bankruptcy Court file.

Pursuant to Federal Rules of Bankruptcy Procedure 9037, the applicant should redact the following personal data identifiers from the application and any supporting documentation attached to the application before filing such documents: (1) all but the last four digits of a social security number; (2) all names of minor children (use initials only); (3) all but the last four digits of any bank, savings, or similar account numbers; and (4) all birth date information except the year. The responsibility for redacting personal data identifiers rests solely with the filing party. The Clerk will not review documents for compliance, whether filed electronically or on paper.

Original applications should be mailed to the court at the address listed above. Attorneys or parties with electronic court access may file affidavits electronically. All applications and affidavits must be notarized.

A copy of the application, affidavit, and supporting documentation must be served on the United States Attorney at the address provided below and also to any other party who may have an interest in the funds:

**United States Attorney
111 North Adams Street, 4th Floor
Tallahassee, Florida 32301-7730**

Upon receipt of the completed application, affidavit and supporting documentation, the financial department will review the filing for accuracy and validity, verify that the funds remain on deposit with the court, and forward the application and supporting documentation to the Bankruptcy Judge for final disposition. Be sure to include a daytime telephone number on the application. Additional information may be requested to support your ownership of the funds. The request for funds 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.

Any requests for unclaimed funds which appears to be based upon fraud will be referred to the U.S. Attorney for investigation and prosecution.

Questions concerning these procedures should be directed to Ne'Shoni Love-Beane at the above address or call (850) 521-5024 or you may email your questions to Neshoni_Love-Beane@flnb.uscourts.gov.