



**Instructions for Trustee Automated Clearing  
House (ACH) Payments for Unclaimed  
Funds or Dividends to the  
U.S. Bankruptcy Court of Arizona**

### Steps to file an application for payment of unclaimed funds/dividends.

1. Log into CM/ECF using your Trustee login and password.
2. Click on the **Bankruptcy** menu and select **Trustee/US Trustee**.
3. Enter the case number and click **Next** to continue.
4. From the drop-down menu select **Application to Pay Unclaimed Funds or Dividends to the Court**, click **Next** to continue.
5. Select the filing party, click **Next** to continue.
6. Click **Choose File** to upload a document, click **Next** to continue.
7. The date filed will default to today's date, click **Next** to continue. Review the ECF display instructions. Click **Next** to continue.
8. The docket text screen will display. Review and click **Next** to continue. This will submit your transaction.

### Steps to make an eTUF payment

1. After filing the application to pay unclaimed fees, return to the **Bankruptcy Menu** and under the category **eTUF**, click **Transfer of Unclaimed Funds**.
2. Enter the case number to which the unclaimed funds relate. (The name of the creditor is optional). Click **Next** to continue.
3. A list of creditors associated with the case will be displayed. From the drop-down menu select the appropriate creditor. If the creditor is not listed or if the address associated with the creditor is not correct, click on **Add Creditor** to add the information. Click **Next** to continue.
4. The claims entry will display. Enter the claim amount that corresponds with your pleading and click **Next**. (*The TUF # is a unique identifier for the unclaimed fund in each case. It is primarily for internal use.*)
5. Click **Add New Unclaimed Fund Record** for additional unclaimed funds for each case. Click **View Unclaimed Report** to complete the entry.
6. The Unclaimed Fund Report will display. Click **Run Report**.
7. The report will display the case number, claimant, amount and TUF number.
8. To complete unclaimed fund filing, click **Proceed to Upload PDF**. The document upload screen will display.
9. Click **Choose File** to upload the proposed unclaimed funds order.
10. Once the proposed order has been attached, click **Proceed to Pay**. A payment window will be displayed.

*Please note: You will have no further opportunity to edit or delete any entries, all creditor information should be verified with what is listed in eTUF.*

11. Click **Pay Now** for payment.
12. Check the box next to the transaction you wish to pay. Click **Next** to continue.

13. A confirmation screen with the amount due will display. Click **Pay Now** to continue. (*The Pay Now selection will prompt the ACH module to display.*)
14. Select the ACH account radio button. The prompts for the account, routing numbers and bank account type will display. Add the number and bank account type and verify they are correct. Click **Next** to continue.
15. Check the Authorization box and click **Submit**.

*The final display screen confirms the payment and receipt. This information is transmitted to the docket.*

*This process can only be done for a single case, repeat the steps for each case.*

**Steps to upload the order for signature.**

1. Return to the **Bankruptcy Menu** and select **Single Order Upload**.
2. Enter the case number and click **Next** to continue.
3. Select the **Unclaimed Funds** as the order type.
4. **Choose File** and upload the proposed order. Click **Next** to continue and submit. The display will confirm an order has been uploaded for signature.

*Questions? Please send an email to [Trustee\\_ECF\\_Payments@azb.uscourts.gov](mailto:Trustee_ECF_Payments@azb.uscourts.gov)*