

**UNITED STATES BANKRUPTCY COURT**  
**Southern District of Georgia**

**PROCEDURES FOR DISBURSEMENT  
OF UNCLAIMED FUNDS**

The following requirements will apply for the disbursement of unclaimed funds:

1. If claimant is the debtor or an individual appearing pro se, an Application for Disbursement of Unclaimed Funds, and a proposed Order, must be filed.
2. An Application for Disbursement of Unclaimed Funds must contain:
  - Name, address, and phone number of claimant;
  - Social Security or Tax ID number of claimant;
  - Statement that applicant has made sufficient inquiry and has no knowledge that any other party may be entitled to funds and is unaware of any dispute regarding the unclaimed funds
  - Certificate of Service of mailing to United States Attorney
3. If claimant is the debtor, or an individual filing the application pro se, photo identification must be provided in person or by submitting a copy of said identification with the application.
4. Once ownership rights have been determined, a check will be made payable to the owner and/or representative upon Order of the Court.
5. If the claimant is not the debtor or an individual filing the application pro se, an original Power of Attorney with notarized signature must accompany an Application for Disbursement of Unclaimed Funds, along with a proposed Order.
6. If claimant is a corporation or partnership, representation must be by an attorney who is admitted to practice in the Southern District of Georgia, and application must contain:
  - Corporate Power of Attorney signed by the CEO with the seal
  - Statement of signing officer's authority
  - Documents establishing ownership of original corporate claimant
7. If claimant is deceased, certified copies of all probate documents substantiating the representative's right to act on behalf of the deceased's estate.
8. If a Funds Locator has purchased/been assigned the claim or purchased the assets of the business, documents evidencing the transfer of claim or documentation which provides proof of purchase/sale of the assets must be provided.
9. If an application is deficient and is not resolved within 20 days of issuance of a Deficiency Notice mailed by the Clerk's Office, the deficient application will be denied.
10. A hearing may be held on the application if the Court is doubtful about document or a dispute arises.
11. Any indication of fraud will be referred to the United States Attorney.

**FOR THE COURT:**

Michael F. McHugh, Clerk

**DATED:**

July 28, 2004