

## **REQUESTS FOR UNCLAIMED FUNDS**

The Memphis office of The Bankruptcy Court maintains files on unclaimed funds for both the Western and Eastern Divisions. These files may be viewed at our office Monday through Friday from 8:30 a.m. to 3:00 p.m. These funds are not set up to be viewed online.

Procedures to claim unclaimed funds in our office include:

1. A motion or request for the payment of unclaimed funds which have been deposited with the court must be made through an attorney who is a member of the bar of this court, unless the entity entitled to receive payment is an individual person making the request on his/her own behalf and not as an agent or other representative of the claimant.
2. The motion shall be accompanied by any appropriate supporting documentation, a limited power of attorney, and/or any other affidavit demonstrating the claimant's entitlement to the funds, unless the entity entitled to receive payment is an individual person making the request on his/her own behalf and not as an agent or other representative of the claimant.
3. If payment of unclaimed funds is approved by order of this court, a payment voucher will be issued no earlier than 10 days after the signing of the order. Proper payee's information must be included in the order, including correct mailing address.