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Instructions for Submitting an Application for Unclaimed Dividends

Every application for unclaimed dividends must include a copy of the [Trustee](#)'s Notice of Unclaimed Dividends. The Trustee's Notice is available from the court where the case was filed.

Any Trustee's Notice of Unclaimed Dividends **filed after January 2005**, is available from the court's electronic docket for a modest fee. Please contact the division where the notice was filed for a copy of the notice. Provide the court with the case number, [debtor](#)'s name and tell them that you want a copy of the Trustee's Notice of Unclaimed Dividends. All of the bankruptcy court divisional offices have terminals available for public use. You can access a notice filed after January 2005 and have it printed for a modest fee. PACER (Public Access to Court Electronic Records) is also available for access to post January 2005 notices. Information on PACER is available at the court's website, www.canb.uscourts.gov. Click on the **Case Info** Tab. On the Case Information page, look for Public Access to Court Electronic Records (PACER). You will see information on PACER.

Any Trustee's Notice of Unclaimed Dividends, **filed before January 2005**, is only available in the court's paper files. To get a copy of the notice, submit a written request which includes the case number, name of the [creditor](#) and the debtor's name. Be sure to include your name, address and **telephone number** and a stamped self-addressed envelope which will be used to send the notice to you. If you are an individual, you must include the applicable SEARCH FEE (see [fee schedule](#)) in the form of **money order or cashier's check**, made payable to the Clerk of the Court. If you are a business or an attorney, a business check will be accepted. Send your request to the address listed at the bottom of these instructions. Please do not submit an application along with the search fee. If you submit an Application for Unclaimed Funds without a copy of the Trustee's Notice, your application will be considered deficient.

To expedite processing of applications for unclaimed funds, please be sure to submit all requested documents and any other documents that support your application for the funds.

Individual Creditors

A completed and notarized Application and Certificate of Service Form A Limited Power of Attorney

A completed Order

A copy of the Trustee's Notice(s) of Unclaimed Dividends A completed and signed W-9 form

The Limited Power of Attorney MUST include the following:

Debtor's name

Case number

Dollar amount to be collected

The creditor/claimant's signature and their name typed or printed Date document was signed.

The Limited Power of Attorney must be notarized.

Include legible copies of documentation, that support the creditor receiving mail at the **address indicated in the Trustee's Notice of Unclaimed Dividends**. Documents may include a copy of the "FILED" stamped [proof of claim](#)ⁱ, correspondence from the court, a copy of the original uncashed check, a copy of a utility bill, pay stub, **signed** tax return, etc. A photocopy of a driver license or other government issued picture identification.

Include legible copies of documentation, which support the creditor receiving mail at his or her **current address**. Documents may include a copy of the "FILED" stamped proof of claim, correspondence from the court, a copy of the original uncashed check, a copy of a utility bill, pay stub, signed tax return, driver license or other government issued picture identification.

If the claimant's name or address is **misspelled** on the Trustee's Notice of Unclaimed Dividends, please provide a document that briefly states the misspelling and the correct spelling of the claimant's name. End the document with a penalty of perjury statement (*I certify, under the penalty of perjury, under the laws of the United States of America, that the foregoing is true and correct.*). The **claimant** must and sign and date the document.

Creditor Companies

A completed Order

A completed and notarized Application and Certificate of Service Form A Copy of the Trustee's Notice(s) of Unclaimed Dividends
A Limited Power of Attorney

A completed and signed W-9 form

The Limited Power of Attorney (LPOA) MUST include the following:

Debtor's name

Case number

Dollar amount to be collected

The creditor/claimant's signature and their name typed or printed Date document was signed

The Corporate Seal should be affixed to the LPOA if it is available The Limited Power of Attorney must be notarized.

Include legible copies of documentation, that support the creditor receiving mail at the **address indicated in the Trustee's Notice of Unclaimed Dividends**. Documents may include a copy of the "FILED" stamped proof of claim, correspondence from the court, a copy of the original uncashed check, a copy of a utility bill, signed tax return, driver license etc. Businesses may include copies of business licenses, an original business card, invoices etc.

Include legible copies of documentation, which support the creditor receiving mail at their **current address**. Documents may include a copy of the "FILED" stamped proof of claim, correspondence from the court, a copy of an uncashed check, a copy of a utility bill, signed tax return, driver license etc. Businesses may include copies of business licenses, an original business card, invoices etc.

Please include a current phone number for your client.

If you are a making a [claim](#) for a small business, please submit an original business card along with documents that clearly define the claimant's role, i.e. sole owner, partner etc. Photocopies of business cards may be substituted if accompanied by a copy of government issued photo identification

If the person signing the LPOA is in partnership with one or more people, or is a stockholder, you must submit documents that support their authority to collect on behalf of the creditor.

Subsidiary and affiliate companies, not parent corporations, should make application for unclaimed dividends that rightfully belong to the subsidiary or affiliate. If a parent corporation makes application for unclaimed dividends, the check must be made payable to the subsidiary or affiliate shown on the Notice of Unclaimed Dividends. In the case of a merger of two companies, the surviving entity may make application for unclaimed dividends due one of the companies.

Proper proof of the merger must be submitted. Press releases alone will not establish your claim.

If the person signing the LPOA is **not** an officer in the company, you must submit a signed and notarized document from an officer in the company that gives the LPOA signer the

authority to collect funds on behalf of the company. The document must include the officer's signature, their printed name, their position in the company and their company address. Also, please include a business card from the person signing the authorization, or a copy of employer issued identification.

A declaration should be used to communicate facts or circumstances that would only be known by the creditor/claimant. The declaration must contain a penalty of perjury statement and must be signed and dated by the creditor/claimant.

You must serve (mail) a copy of the application on the Office of the United States Attorney in San Francisco. The address is on the application.

Your application must contain an original signature. Mail the application and the supporting documents to the address below.

United States Bankruptcy Court Attention: Chris Gundayao

450 Golden Gate Avenue

Mail Box 36099

San Francisco, CA 94102

If your application is deficient, you will receive a **Notice of Deficiencies in an Application for Unclaimed Dividends**. You will have 30 days to cure the deficiencies. If the information is not timely received by the court, you will receive a **Notice of Failure to Cure Deficiencies in an Application for Unclaimed Dividends**. When this notice is sent, the application will be deemed withdrawn and the court will take no further action. A new application must be submitted to start a new review process.

 [Fund locators UCDAApplication_W9_Order 09 18 15.pdf](#)

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