

# Trustee ACH Payment Procedures

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## Introduction

This document details the procedure for trustees to make payments through the Automated Clearing House (ACH) Direct Debit feature of Pay.gov. Trustees are normally exempt from paying fees in the CM/ECF system. However, they may use the ACH module in CM/ECF to pay for unclaimed funds or dividends under \$5, reopening fees, filing fees, and IFP/filing fees. For this purpose, each trustee will be assigned a special CM/ECF login ID.

- The Court has enabled trustee ACH Direct Debit payments for filing Transmittals of Unclaimed Funds and/or Reports of Dividends under \$5.
- Some of the fields in the screenshots have been blacked-out for security reasons.

## Prerequisite: Before You Begin

- You should have already received an email from ecf\_admin with your ECF login ID contained in the body, and this manual as an attachment. If you have not received this yet, or if you need help logging in with your ACH Trustee ECF login or password, please contact the I.T. Department at 330-458-2434.
- You will also need the appropriate checking account and routing number.
- If you are filing a Transmittal of Unclaimed Funds, you will need a copy of the transmittal of unclaimed funds in PDF format.

## How to File a Transmittal of Unclaimed Funds

1. Log in using your ACH login and click on the "Bankruptcy" link on the blue menu bar.
2. The only link that should be present is "ACH Direct Debit for Trustees." Click on the link.



3. The following screen should appear.

**ECF** Bankruptcy Adversary

**ACH Direct Debit for Trustees**

[Transmittal of Unclaimed Funds](#) [Payment of Reopening Filing Fees](#) **Reports** [Motions/Applications](#) [ACH Direct Debit Payment History](#)

Click on "Transmittal of Unclaimed Funds."

- Enter the case number of the case for which you would like to pay for unclaimed funds or dividends under \$5.00, and click "Next."

**Transmittal of Unclaimed Funds**

Case Number  
1:12-bk-19999

Next Clear

For this example, we'll use case 12-19999, a non-existent "dummy" case.

- Select the "Trustee Transmittal of Unclaimed Funds/Dividends under 5.00." event to add it to the "Selected Event" column, then click "Next."

Start typing to find another event.

**Available Events (click to select events)**

Amended Transmittal  
Motion for Refund  
Resubmitted Transmittal/PDF  
**Trustee Transmittal of Unclaimed Funds/Dividends under 5.00**

Next Clear

- On the next screen, click the "Browse" button.

Please attach a PDF copy of the Transmittal of Unclaimed Funds.

Filename

Attachments to Document:  No  Yes

Browse

Next Clear

Attach a PDF copy of the electronic Transmittal of unclaimed funds. Then click "Next."

Please attach a PDF copy of the Transmittal of Unclaimed Funds.

**Filename**  
C:\temp\transmittal.pdf

Attachments to Document:  No  Yes

NOTE: You *must* attach a PDF file of the Transmittal to continue.

- Enter the amount of the unclaimed fund and click "Next." Make sure the amount matches the total amount on the PDF Transmittal.

Enter in the amount of the unclaimed fund.  
The amount should match the total amount on the PDF transmittal.

Fee: \$ 81.62

- Please note: **The following step is optional.** If you would like to add a check number for your personal records, you can enter it in the textbox shown. Otherwise, simply leave it blank. In this example, we'll use a check number of "1001."

**Transmittal of Unclaimed Funds:**

[12-19999 John Doe](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Case Flag: CounDue, DebtEd, MissingSig, MEANSNO	

Optional: If you would like to enter a check number to help reconcile this upcoming transaction with your personal reports, please enter it now:

- The next screen shows the text as it will appear on the docket.

**Transmittal of Unclaimed Funds:**

[12-19999 John Doe](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Case Flag: CounDue, DebtEd, MissingSig, MEANSNO	

Docket Text: Modify as Appropriate.  
Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. Check Number: 1001.

Enter additional docket text in the textbox if desired (optional) and click "Next."

- Confirm that all information is correct and click "Next."

Docket Text: Modify as Appropriate.  
Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. Check Number: 1001.

11. A screen will appear displaying the total charges to be paid.

Summary of current charges		
Date incurred	Description	Amount
2012-11-28 08:33:05	Transmittal of Unclaimed Funds/Dividends under 5.00(12-19999-aih) [trustee, trsucfnd] ( 81.62)	\$ 81.62
<b>Total: \$ 81.62</b>		
<input type="button" value="Pay Now"/> <input type="button" value="Continue Filing"/>		

Click "Pay Now" to access Pay.gov.

NOTE: The payment on a Transmittal for a case must be made from the ACH account to which the case belongs. To help prevent paying from an incorrect Direct Debit account, it is recommended that filings through Pay.gov are entirely completed before filing a Transmittal for another case.

12. You will see two payment options – **Option 1: Pay Via Bank Account (ACH)** and **Option 2: Pay Via Plastic Card (PC)**. Enter the necessary payment information for that particular payment in Option 1.

**Important:** Make sure you enter the necessary information for Option 1. **Do not** use Option 2.

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

**Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)**

Required fields are indicated with a red asterisk \*

Account Holder Name:	*			
Payment Amount: \$81.62				
Account Type: Personal Checking *				
Routing Number: [REDACTED] *				
Account Number: [REDACTED] *				
Confirm Account Number: [REDACTED] *				
Check Number: [REDACTED]				
Routing Number		Account Number	Check Number	
[REDACTED] 0 26 946 783		[REDACTED] 9 243 76 7390	[REDACTED] 1 234	

Payment Date: 11/29/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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**Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk \*

Account Holder Name:	*			
Payment Amount: \$81.62				
Billing Address:				
Billing Address 2:				
City:				
State / Province: [REDACTED]				
Zip / Postal Code: [REDACTED]				
Country: United States				
Card Type: <input type="button" value="VISA"/> <input type="button" value="MasterCard"/> <input type="button" value="AMEX"/> <input type="button" value="DISCOVER"/> Card Number: [REDACTED] * (Card number value should not contain spaces or dashes)				
Security Code: [REDACTED] * <a href="#">Help finding your security code</a>				
Expiration Date: [REDACTED] / [REDACTED] *				

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**HINT: Make sure the payment and checking information match the correct case.**

Enter the necessary payment information and click "Continue with ACH Payment."

13. View the confirmation screen.

The screenshot shows a web form titled "Authorization and Disclosure". At the top, it says "Required fields are indicated with a red asterisk \*". Below this, there is a checkbox labeled "I agree to the authorization and disclosure language." A red circle highlights this checkbox. The text "Authorization and Disclosure--Consumers and Businesses" follows. The next section, "I. Consumers", contains "A. Authorization". The text states: "You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov." Below this is "B. Disclosure" and a link "View Authorization and Disclosure in a separate window". A note at the bottom says: "Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions." A red circle highlights the "Submit Payment" button. A yellow box at the bottom contains the note: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

Click the checkbox to confirm the authorization and click "Submit Payment."

14. A confirmation that the payment was successful should be received in ECF.

The screenshot shows a confirmation message in a box. It says: "Thank you. Your transaction in the amount of \$ 81.62 has been completed. Please [print a copy of](#) your transaction receipt for future reference. The transaction number is [REDACTED]". Below this, under "Detail description:", it says: "Transmittal of Unclaimed Funds/Dividends under 5.00(12-19999-aih) [trustee,trsucfnd] ( 81.62)". A red circle highlights the transaction number [REDACTED].

This completes the ACH Direct Debit payment process. In viewing the docket report for the case, the last two docket events indicate the initial filing of the Transmittal (steps 1-10) and the payment of the Transmittal (steps 10-14).

The screenshot shows a portion of the ECF docket report. It lists two entries: "Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. Check Number: 1001. ([REDACTED] ach) (Entered: 03/14/2013)" and "Receipt of Transmittal of Unclaimed Funds/Dividends under 5.00(12-19999) [trustee,trsucfnd] ( 81.62) Filing Fee. Receipt number [REDACTED]. Fee amount 81.62. (re:Doc# 2) (U.S. Treasury) (Entered: 03/14/2013)".

15. (Optional:) For filing Transmittals in other cases, repeat the procedure starting with Step 1.

16. When finished paying for all cases, log out of ECF and log back in using your regular login name.

## How to File a Deferred Reopening Fee

1. Log in using your ACH login and click on the "Bankruptcy" link on the blue menu bar.



2. The only link that should be present is "ACH Direct Debit for Trustees." Click on the link.



3. Click on "Payment of Reopening Filing Fees."



4. Enter the case number of the case for which you would like to pay the deferred reopening filing fee and click "Next." For this example we'll use a non-existent dummy case 12-19999 (John Doe).

A screenshot of the 'Payment of Reopening Filing Fees' page. The top navigation bar shows 'Bankruptcy'. The main content area has a 'Case Number' input field containing '12-19999'. Below the input field are 'Next' and 'Clear' buttons.

5. The Payment of Reopening Filing Fees screen will appear. Select the appropriate docket event based on the reopened date of the case, then click "Next."

**Payment of Reopening Filing Fees**

12-19999-aih John Doe

Type: bk      Chapter: 7 v      Office: 1 (Cleveland)  
Assets: n      Judge: aih  
Case Flag: CounDue, DebtEd, MissingSig, MEANSNO, OpenAP

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events (click to select events)**

Deferred Reopening Payment of Chapter 7 Case A: Cases Reopened 10/17/2005 - 03/31/2007  
Deferred Reopening Payment of Chapter 7 Case B: Cases Reopened 04/01/2007 - Today

**Next** **Clear**

NOTE: When the fee amount for a case reopening changes, additional events with different filing dates may appear on this list.

For our example, the case was reopened in 2013, so we choose "Deferred Reopening Payment of Chapter 7 Case B: Cases Reopened 04/01/2007 - Today."

6. One or more motion-type docket events will appear.

**Payment of Reopening Filing Fees:**

12-19999-aih John Doe

Type: bk      Chapter: 7 v      Office: 1 (Cleveland)  
Assets: n      Judge: aih  
Case Flag: CounDue, DebtEd, MissingSig, MEANSNO, OpenAP

Select the appropriate filing(s) to which your event relates:

06/05/2013 [3](#) Motion to Reopen Chapter 7 Case . Receipt Number cc, Fee Amount \$260 Filed by Debtor John Doe (estre crt)

**Next** **Clear**

Select the docket event that represents the filing of the motion to reopen, then click "Next."

7. The following screen will appear:

### **Payment of Reopening Filing Fees:**

12-19999-aih John Doe

Type: bk

Chapter: 7 v

Office: 1 (Cleveland)

Assets: n

Judge: aih

Case Flag: CounDue, DebtEd, MissingSig, MEANSNO, OpenAP

**Enter in the amount of the deferred chapter 7 reopening fee.**

Fee: \$ 260.00

**Next**

**Clear**

Because we chose the "Cases Reopened 04/01/2007 - Today" docket event in Step 5 above, the default amount for such a transaction is pre-populated.

If a *pro rata* payment is being submitted as payment in full, edit the dollar amount in the textbox. In this example, we'll assume that only \$100.00 of the \$260.00 fee will be paid. We change the value from \$260.00 to \$100.00, and then click "Next."

### **Payment of Reopening Filing Fees:**

12-19999-aih John Doe

Type: bk

Chapter: 7 v

Office: 1 (Cleveland)

Assets: n

Judge: aih

Case Flag: CounDue, DebtEd, MissingSig, MEANSNO, OpenAP

**Enter in the amount of the deferred chapter 7 reopening fee.**

Fee: \$ 100.00

**Next**

**Clear**

8. The docket event will be displayed.

### **Payment of Reopening Filing Fees:**

12-19999-aih John Doe

Type: bk

Chapter: 7 v

Office: 1 (Cleveland)

Assets: n

Judge: aih

Case Flag: CounDue, DebtEd, MissingSig, MEANSNO, OpenAP

Docket Text: Modify as Appropriate.

Deferred Reopening Payment of Chapter 7 Case Reopened 04/01/2007 - Today. Fee Amount: \$100.00. | ( [REDACTED] ach)

**Next**

**Clear**

Add additional docket text in the textbox (if desired), then click "Next."

9. Confirm that the amount and the text of the docket event are correct, then click "Next."

**Payment of Reopening Filing Fees:**[12-19999-aih John Doe](#)

Type: bk

Chapter: 7 v

Office: 1 (Cleveland)

Assets: n

Judge: aih

Case Flag: CounDue, DebtEd, MissingSig, MEANSNO, OpenAP

Docket Text: Final Text

**Deferred Reopening Payment of Chapter 7 Case Reopened 04/01/2007 - Today. Fee Amount: \$100.00. ( [REDACTED] ach)****Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
Have you redacted?**[Next](#)[Clear](#)

10. The Notice of Electronic Filing will be displayed, along with the Summary of Current Charges.

Summary of current charges		
Date Incurred	Description	Amount
2013-06-05 15:30:12	Deferred Reopening Payment of Chapter 7 Case Reopened 04/01/2007 - Today.(12-19999-aih) [trustee,trdefr72] ( 100.00)	\$ 100.00
Total: \$ 100.00		

We see that we owe \$100.00. Click the Pay Now button to proceed to Pay.gov.

*After clicking "Pay Now," enter the ACH payment information to pay the fee, similar to the Transmittal of Unclaimed Funds procedure.*

11. After payment through Pay.gov, a notification will be displayed indicating that the payment is successful.

U.S. Bankruptcy Court  
Northern District of Ohio

Thank you. Your transaction in the amount of \$ 100.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **26414361**.

**Detail description:**  
Deferred Reopening Payment of Chapter 7 Case Reopened 04/01/2007 - Today.(12-19999-aih) [trustee,trdefr72] ( 100.00)

*This ends the procedure for Deferred Payments for Reopening of Chapter 7 Cases.*

## How to File a Deferred Adversary Proceeding

1. Log in using your ACH login and click on the "Adversary" link on the blue menu bar.



2. The only link that should be present is "ACH Direct Debit for Trustees." Click on the link.



3. Click on "Payment of Deferred Adversary Fees."



4. Enter the case number of the adversary case to which the payment belongs and click "Next."

For this example, we'll use 12-1999-aih, a non-existent dummy adversary proceeding.

5. A list of docket events will appear.

## Payment of Deferred Adversary Fees

12-01999-aih Doe v. Doe

Type: ap

Office: 1 (Cleveland)

Judge: aih

Lead Case: 1-12-bk-19999

Case Flag: OpenAP

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events (click to select events)**

Deferred Adversary Payment A: Cases Filed 09/19/2005 and Before

Deferred Adversary Payment B: Cases Filed 09/20/2005 - 10/31/2011

**Deferred Adversary Payment C: Cases Filed 11/01/2011 - Today**

**Next**

**Clear**

Select the appropriate docket event based on the filing date of the adversary proceeding, then click "Next."

NOTE: When the fee amount for a case reopening changes, additional events with different filing dates may appear on this list.

For our example, the case was filed in 2013, so we will select "Deferred Adversary Payment C: Cases Filed 11/01/2011 - Today."

6. The docket event of the initial filing of the adversary proceeding will appear:

## Payment of Deferred Adversary Fees:

12-01999-aih Doe v. Doe

Type: ap

Office: 1 (Cleveland)

Judge: aih

Lead Case: 1-12-bk-19999

Case Flag: OpenAP

*Select the appropriate event(s) to which your event relates:*

04/29/2013 1 Adversary case 12-01999. Complaint by John Doe against John Doe . Receipt Number cc, Fee Amount \$293 Nature of Suit:01 (Determination of Removed Claim or Cause; Rule 7001(10)) (estre crt)

**Next**

**Clear**

Make sure the checkbox is checked and click "Next."

7. The following screen will appear:

**Payment of Deferred Adversary Fees:**

12-01999-aih Doe v. Doe

Type: ap	Office: 1 (Cleveland)	Judge: aih
Lead Case: 1-12-bk-19999	Case Flag: OpenAP	

Enter in the amount of the deferred adversary payment.

Fee: \$ 293.00

Because we chose the "Deferred Adversary Payment C: Cases Filed 11/01/2011 - Today" docket event in Step 3 above, the default amount for such a transaction is pre-populated. If a *pro-rata* payment is being submitted as payment in full, edit the dollar amount in the textbox. In this example, we'll assume that only \$100.00 of the \$293.00 fee can be paid. We change the value from \$293.00 to \$100.00, and then click Next.

**Payment of Deferred Adversary Fees:**

12-01999-aih Doe v. Doe

Type: ap	Office: 1 (Cleveland)	Judge: aih
Lead Case: 1-12-bk-19999	Case Flag: OpenAP	

Enter in the amount of the deferred adversary payment.

Fee: \$ 100.00

8. The docket event will be displayed.

**Payment of Deferred Adversary Fees:**

12-01999-aih Doe v. Doe

Type: ap	Office: 1 (Cleveland)	Judge: aih
Lead Case: 1-12-bk-19999	Case Flag: OpenAP	

Docket Text: Modify as Appropriate.

Deferred Adversary Payment for Cases Filed 11/01/2011 - Today. Fee Amount: \$100.00. | ( [REDACTED] ach)

Add additional docket text in the textbox (if desired), then click **Next**.

9. Confirm that the amount and the text of the docket event are correct, and then click **Next**.

**Payment of Deferred Adversary Fees:**

12-01999-aih Doe v. Doe

Type: ap	Office: 1 (Cleveland)	Judge: aih
Lead Case: 1-12-bk-19999	Case Flag: OpenAP	

Docket Text: Final Text

**Deferred Adversary Payment for Cases Filed 11/01/2011 - Today. Fee Amount: \$100.00. ( [REDACTED] ach)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?**

10. The **Notice of Electronic Filing** will be displayed, as well as the **Summary of Current Charges**.

Summary of current charges		
Date Incurred	Description	Amount
2013-06-05 16:11:29	Deferred Adversary Payment for Cases Filed 11/01/2011 - Today(12-01999-aih) [trustee,trdefap3] ( 100.00)	\$ 100.00
		<b>Total: \$ 100.00</b>

We see that we owe \$100.00. Click the "Pay Now" button to proceed to Pay.gov.

*After clicking "Pay Now," enter the ACH payment information to pay the fee, similar to the Transmittal of Unclaimed Funds procedure.*

11. After payment through Pay.gov, a notification will be displayed indicating that the payment is successful.

**U.S. Bankruptcy Court  
Northern District of Ohio**

Thank you. Your transaction in the amount of \$ 100.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **26414364**.

**Detail description:**  
Deferred Adversary Payment for Cases Filed 11/01/2011 - Today(12-01999-aih) [trustee,trdefap3] ( 100.00)

*This ends the procedure for Deferred Payments for Filing Fees for Adversary Proceedings.*

## How to File the "Chapter 7 IFP Granted and Assets Recovered" Event

1. Log in to ECF with your ACH Trustee account and go to **Bankruptcy → ACH Direct Debit for Trustees**.
2. The following screen will appear:

ACH Direct Debit for Trustees

Transmittal of Unclaimed Funds  
Payment of Reopening Filing Fees  
Reports  
ACH Motions/Applications  
ACH Direct Debit Payment History  
Chapter 7 IFP Granted and Assets Recovered

Click on **Chapter 7 IFP Granted and Assets Recovered**.

3. Enter in a case number that has had the “Order to Have Filing Fee Waived” dictionary event already docketed. In this example, we’ll use case #16-51207.

**Chapter 7 IFP Granted**

Case Number

5:16-bk-51207 (closed)

Next Clear

4. Select the appropriate dictionary event based on the filing date of the case.  
In this example, the case was filed before 12/1/2020, so we’ll select the first entry:

Start typing to find another event. Hold down Ctrl to add addit

**Available Events (click to select events)**

Chapter 7 IFP Granted and Assets Recovered A: For Cases Filed 6/1/2014 - 11/30/2020

Chapter 7 IFP Granted and Assets Recovered B: For Cases Filed 12/1/2020 - Today

Next Clear

5. Select the appropriate "Order to Have Filing Fee Waived" event to relate:

Select the appropriate event(s) to which your event relates:

06/25/2018 33 Order Granting Application to Have Chapter 7 Filing Fee Waived (Related Doc # 23) Signed on 6/25/2018. (kdege crt)

Next Clear

6. Enter in the amount of the filing fee to be paid:

**Enter in the amount of the filing fee to be paid.**

Fee: \$ 335.00

Note that there will be times when only a partial amount will be paid.

7. Should you wish to enter in a check number to help reconcile your records (similar to other ACH Trustee docket events) you may do so here:

**Optional:** If you would like to enter a check number to help reconcile this upcoming transaction with your personal reports, please enter it now: 5601

8. Enter in any optional text and click Next:

Docket Text: Modify as Appropriate.

Chapter 7 IFP Granted and Assets Recovered. Fee Amount: \$335.00. Check Number: 5601.  (ACH Trustee ach)

9. The event will appear on the docket. You may then pay the fee through Pay.gov per the usual procedures.

## Appendix I: Troubleshooting / Frequently Asked Questions (FAQ)

Q: When I pay my funds in Pay.gov, do I use ACH Direct Debit or Credit Card? Am I supposed to use my own personal account?

A: You should always select **Option 1: Pay Via Bank Account (ACH)**. You should never pay using your own personal account. Instead, you should pay using the account credentials of the debtor's estate on the case.

Q: The amount on the Transmittal is discovered to be incorrect. What do I do?

A: File a [Resubmitted Transmittal/PDF](#) with the corrected Transmittal PDF sheet attached.

Q: I accidentally entered the wrong case number while docketing a Transmittal of Unclaimed Funds. Now the event is docketed to the wrong case. However, the amount on the Transmittal PDF document is correct. What do I do?

A: Continue on and pay the fee in Pay.gov if you have not done so. Then file a Motion to Transfer Funds (see [Appendix VI: How to File a Motion to Transfer Funds](#)), as well as a proposed order. The motion and order should identify the correct and incorrect case numbers, and the specific amount of funds that should be transferred to the correct case. After the Motion to Transfer Funds is docketed and the order has been submitted, file a [Resubmitted Transmittal/PDF](#) on the correct case number (the case to which the funds should have been originally docketed), and include the Transmittal PDF if the original transaction was a Transmittal of Unclaimed Funds/Dividends under \$5.00. The judge on the case will sign the order approving the transfer.

Q: While entering the text, I accidentally entered an incorrect amount and already submitted the transaction. The correct amount is on the PDF Transmittal, but an incorrect amount is appearing on the docket. What do I do?

A: If the error is discovered prior to paying the fee in Pay.gov, please do the following:

Please contact the help desk at your court location. Contact information can be found here:  
<https://www.ohnb.uscourts.gov/courtinfo.htm>.

If the error is discovered after paying the fee in Pay.gov, but on the same day as the initial entry and during regular business hours, please contact the Administrative Technician at (216) 615-4348.

If the error is discovered more than one day afterwards, a Notice of Deficiency will be issued by the case administrator. Please do one of the following:

- *If the amount paid is less than the amount indicated on the Transmittal:*

Please file an Amended Transmittal in the amount of the difference. See [Appendix III: How to File an Amended Transmittal](#) for more information.

- *If the amount paid is greater than the amount indicated on the Transmittal:*

Please file a Motion for Refund in the amount of the difference. See [Appendix IV: How to File a Motion for Refund](#) for more information. Be advised, however, that due to the potential for invalid funds transfers, *we cannot refund an amount greater than the original amount collected.*

## Appendix II: Account Setup and Resetting Your Password

- From the ECF login screen, click the "Forgot Password?" link to begin retrieval of your ACH Trustee password.

The screenshot shows the 'Bankruptcy CM/ECF Filer or PACER Login' page. It includes a 'Notice' section, 'Instructions for viewing filed documents and case information', and 'Instructions for filing'. The 'Authentication' section contains fields for 'Login', 'Password', and 'Client code'. To the right of these fields is an 'IMPORTANT NOTICE OF REDACTION RESPONSIBILITY' about financial account numbers. Below the fields is a checkbox for accepting redaction rules. At the bottom are 'Login', 'Clear', and 'Forgot Password?' buttons, with 'Forgot Password?' being the one circled in red.

- The ECF Password Changes screen should appear.

The screenshot shows the 'ECF Password Changes - U.S. Bankruptcy Court for CM/ECF logins only' page. It includes a 'Notice' section, a note that it's for CM/ECF logins only, and a note for PACER accounts. It also includes a note for lost passwords. The 'Enter your login ID here and click on "Submit":' field is empty. Below it is a 'Captcha' field containing the word 'POOL'. At the bottom are 'Submit' and 'Reset' buttons.

Enter your **ACH Trustee login** that was emailed to you and the word on the Captcha image being displayed, then click "Submit."

- An email will be sent to your email address containing a link to change your ECF password. The email address will be the same as the one listed with your regular ECF account.

**ECF Password Changes - U.S. Bankruptcy Court for the Northern District of Ohio**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. All activities and access attempts are logged. Unsanctioned use is subject to prosecution under Title 18 of the U.S. Code. Some examples of unsanctioned use include unauthorized entry, unapproved use, or any attempt to circumvent access controls.

This page is for CM/ECF logins only, it will not work for PACER accounts.

For a lost password on a PACER account, please contact the [PACER Service Center](#).

E-Mail has been sent from [ecf\\_admin@ohnb.uscourts.gov](mailto:ecf_admin@ohnb.uscourts.gov).

Your password change request has been processed. An email containing a URL was sent to the email address of [REDACTED]. Please click on the URL in the email message to change your CM/ECF password. If you do not find the email in your spam email box or your inbox in 10 minutes, please contact the U.S. Bankruptcy Court for the Northern District of Ohio at (330) 458-2434.

4. Open the hyperlink located in the email to access the ECF Password Change screen.

**ECF Password Changes - U.S. Bankruptcy Court for the Northern District of Ohio**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. All activities and access attempts are logged. Unsanctioned use is subject to prosecution under Title 18 of the U.S. Code. Some examples of unsanctioned use include unauthorized entry, unapproved use, or any attempt to circumvent access controls.

This page is for CM/ECF logins only, it will not work for PACER accounts.

For a lost password on a PACER account, please contact the [PACER Service Center](#).

Enter your login ID and new password here then click on "Submit":

Requirements: **Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit.**

ECF ID:  Password:  Confirm Password:

Enter a new password and then click "Submit."

- Remember: Passwords must have at least eight characters, both uppercase and lowercase letters, and at least one digit.

5. This completes the account setup procedure.

## Appendix III: How to File an Amended Transmittal

This procedure applies when the amount paid is discovered to be less than the amount listed on the Transmittal.

1. Log in using your ACH login if you are not already logged in and click on the "Bankruptcy" menu.
2. As before, click on "ACH Direct Debit for Trustees," then "Transmittal of Unclaimed Funds," then enter the case number, and click "Next."



3. Select "Amended Transmittal" and click "Next."

Start typing to find an event.

Available Events (click to select events)

Amended Transmittal  
Motion for Refund  
Resubmitted Transmittal/PDF  
Trustee Transmittal of Unclaimed Funds/Dividends under 5.00

Next | Clear

4. A list of unclaimed funds for that case will appear.

Select the appropriate event(s) to which your event relates:

06/07/2011 90 Receipt of Trustee's Transmittal of Unclaimed Funds/Report of Dividends Under 5.00. Receipt Number: [REDACTED]. Amount: \$205.03. (croth) (Entered: 06/08/2011)

06/07/2011 91 Receipt of Trustee's Transmittal of Unclaimed Funds/Report of Dividends Under 5.00. Receipt Number: [REDACTED]. Amount: \$12.26. (croth) (Entered: 06/08/2011)

11/28/2012 95 Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. ([REDACTED] ach)

Next | Clear

Select the docket event that represents the original Transmittal and click "Next." Please select only one docket event.

5. In this example, we accidentally typed \$81.62 when the actual amount was \$816.20, so we need to deposit an extra \$734.58.

Enter in the amended amount to be added to the unclaimed fund.

Fee: \$ 734.58

Next | Clear

6. Edit the docket text if desired and click "Next."

Docket Text: Modify as Appropriate.  
Amended Transmittal of Unclaimed Funds/Dividends under \$5.00. (related document(s) [95]) Fee Amount: \$734.58 CORRECTIVE ENTRY ( [REDACTED] ach)

7. A final summary of the event will be displayed.

Docket Text: Final Text  
Amended Transmittal of Unclaimed Funds/Dividends under \$5.00. (related document(s) [95]) Fee Amount: \$734.58 CORRECTIVE ENTRY ( [REDACTED] ach)

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**  
Have you redacted?

Click "Next" to commit the transaction.

8. The remaining steps for paying an Amended Transmittal are the same as in the original procedure. Proceed as usual to Pay.gov.

## Appendix IV: How to File a Motion for Refund

This procedure applies when the amount paid is discovered to be greater than the amount listed on the Transmittal.

Please be advised that the following instructions relate only to the filing steps required in ECF. Please refer to the [Procedures Governing Submission of Proposed Orders page](#) and [Local Bankruptcy Rule 5080-1\(b\). Request for Refund](#) for additional assistance.

1. Log in using your ACH login if you are not already logged in and click on the "Bankruptcy" menu.
2. As before, click on "ACH Direct Debit for Trustees," then "Transmittal of Unclaimed Funds," then enter the case number, and click "Next."



3. When the screen of available docket events appears, select "Motion for Refund" and click "Next."

Available Events (click to select events)	
<input type="checkbox"/>	Amended Transmittal
<input checked="" type="checkbox"/>	Motion for Refund
<input type="checkbox"/>	Resubmitted Transmittal/PDF
<input type="checkbox"/>	Trustee Transmittal of Unclaimed Funds/Dividends under 5.00

Start typing to find another event

Next Clear

4. A list of unclaimed funds for that case will appear.

Select the appropriate event(s) to which your event relates:

<input type="checkbox"/> 06/07/2011 90 Receipt of Trustee's Transmittal of Unclaimed Funds/Report of Dividends Under 5.00. Receipt Number: [REDACTED]. Amount: \$205.03. (croth) (Entered: 06/08/2011)
<input type="checkbox"/> 06/07/2011 91 Receipt of Trustee's Transmittal of Unclaimed Funds/Report of Dividends Under 5.00. Receipt Number: [REDACTED]. Amount: \$12.26. (croth) (Entered: 06/08/2011)
<input checked="" type="checkbox"/> 11/28/2012 95 Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. ([REDACTED] ach)

Next Clear

Select the docket event in which the incorrect amount was paid. Let's assume for this example that we paid \$81.62, but we were only supposed to pay \$80.00, so we need to file a Motion for Refund in the amount of \$1.62.

5. Attach a PDF of the official Motion for Refund and click "Next."

Please attach a PDF copy of the official Motion for Refund.

Filename: C:\temp\motion\_for\_refund.pdf

Attachments to Document:  No  Yes

6. Enter the requested refund amount and click "Next."

Please enter the amount for refund: \$1.62

7. Enter any additional text, if desired, and click "Submit."

Docket Text: Modify as Appropriate.  
Motion for Refund for \$1.62. (related document(s) [95]) Amount entered in error. ( [REDACTED] ach)

8. A summary screen will be displayed. Verify that everything looks correct and click "Next."

Docket Text: Final Text  
Motion for Refund for \$1.62. (related document(s) [95]) Amount entered in error. ( [REDACTED] ach)

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**  
Have you redacted?

9. The Notice of Electronic Filing will appear.

U.S. Bankruptcy Court  
Northern District of Ohio

**Notice of Electronic Filing**

The following transaction was received from [REDACTED] entered on 11/28/2012 at 9:15 AM EST and filed on 11/28/2012

**Case Name:** John Doe  
**Case Number:** 12-19999-aih  
**Document Number:** 96

**Docket Text:**  
Motion for Refund for \$1.62. (related document(s) [95]) Amount entered in error. ( [REDACTED] ach)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** motion\_for\_refund.pdf  
**Electronic document Stamp:**

This completes the Motion for Refund request process.

## Appendix V: How to File a Resubmitted Transmittal/PDF

This procedure will allow you to resubmit the PDF to the docket, but it will not incur any additional fees. This is used when the amount indicated on the original Transmittal PDF is incorrect, but the amount that appears on the docket and the amount that was paid are both correct.

1. Log in using your ACH login if you are not already logged in and click on the "Bankruptcy" menu.
2. As before, click on "ACH Direct Debit for Trustees," then "Transmittal of Unclaimed Funds," then enter the case number, and click "Next."



3. When the screen of available docket events appears, select "Resubmitted Transmittal/PDF."

Available Events (click to select events)	
<input type="checkbox"/> Amended Transmittal	
<input type="checkbox"/> Motion for Refund	
<input type="checkbox"/> Resubmitted Transmittal/PDF	
<input type="checkbox"/> Trustee Transmittal of Unclaimed Funds/Dividends under 5.00	
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

4. Select the previous docket event that contains the incorrect Transmittal.

Select the appropriate event(s) to which your event relates:	
<input type="checkbox"/> 06/07/2011 <a href="#">90</a>	Receipt of Trustee's Transmittal of Unclaimed Funds/Report of Dividends Under 5.00. Receipt Number: [REDACTED]. Amount: \$205.03. (croth) (Entered: 06/08/2011)
<input type="checkbox"/> 06/07/2011 <a href="#">91</a>	Receipt of Trustee's Transmittal of Unclaimed Funds/Report of Dividends Under 5.00. Receipt Number: [REDACTED]. Amount: \$12.26. (croth) (Entered: 06/08/2011)
<input checked="" type="checkbox"/> 11/28/2012 <a href="#">95</a>	Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. ([REDACTED] ach)
<input type="button" value="Next"/>	
<input type="button" value="Clear"/>	

5. Browse for and select the correct PDF Transmittal.

Please attach the corrected PDF copy of the Transmittal of Unclaimed Funds.	
Filename C:\temp\transmittal_CORRECTION.pdf <input type="button" value="Browse..."/>	
Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes	
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

6. Enter additional text to the docket event, if desired, and click "Next."

Docket Text: Modify as Appropriate.	
Corrected Transmittal of Unclaimed Funds/Dividends under \$5.00. (related document(s) [95]) CORRECTIVE ENTRY ( [REDACTED] ach)	
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

7. A final summary of the docket text will be shown. Click "Next" if satisfied.

Docket Text: Final Text	
Corrected Transmittal of Unclaimed Funds/Dividends under \$5.00. (related document(s) [95]) CORRECTIVE ENTRY ( [REDACTED] ach)	
<b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b> Have you redacted?	
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

8. The Notice of Electronic Filing will appear.

U.S. Bankruptcy Court Northern District of Ohio	
<b>Notice of Electronic Filing</b>	
The following transaction was received from [REDACTED] entered on 11/28/2012 at 9:24 AM EST and filed on 11/28/2012	
Case Name: John Doe Case Number: <a href="#">12-19999-aih</a> Document Number: <a href="#">97</a>	
<b>Docket Text:</b> Corrected Transmittal of Unclaimed Funds/Dividends under \$5.00. (related document(s) [95]) CORRECTIVE ENTRY ( [REDACTED] ach)	
The following document(s) are associated with this transaction:	
Document description:Main Document Original filename:transmittal_CORRECTION.pdf Electronic document Stamp:	

Note that you will NOT see a screen of pending Pay.gov charges. No money is actually transferred with a Resubmitted Transmittal/PDF; only a PDF file is being corrected.

*This completes the Resubmitted Transmittal/PDF procedure.*

## Appendix VI: How to File a Motion to Transfer Funds

This procedure applies when funds have accidentally been docketed to the wrong case.

**NOTE: In order to file a Motion to Transfer Funds, you must have a PDF copy of the Deficiency Notice given to you by the case administrator.**

1. Log in using your ACH login if you are not already logged in and click on the "Bankruptcy" menu.
2. Click on "ACH Direct Debit for Trustees," then "Motions/Applications."

The screenshot shows the CM ECF interface. At the top, there's a blue header bar with the CM ECF logo on the left and a dropdown menu labeled 'Bankruptcy'. Below the header, the page title is 'Bankruptcy Events'. Underneath the title, there's a single blue link labeled 'ACH Direct Debit for Trustees'.

The screenshot shows the 'ACH Direct Debit for Trustees' page. At the top, it has a blue header bar with the CM ECF logo, 'Bankruptcy' dropdown, and 'Adversary' dropdown. Below the header, the page title is 'ACH Direct Debit for Trustees'. Underneath the title, there are several blue links: 'Transmittal of Unclaimed Funds', 'Payment of Reopening Filing Fees', 'Reports', 'Motions/Applications' (which is underlined), and 'ACH Direct Debit Payment History'.

3. Enter in the case number of the *incorrect case* (the case to which the funds have already been docketed erroneously).

The screenshot shows the 'File a Motion' page. At the top, it has a blue header bar with the CM ECF logo, 'Bankruptcy' dropdown, and 'Adversary' dropdown. Below the header, the page title is 'File a Motion'. There is a form field labeled 'Case Number' with a yellow border around it. Inside the field, the text '6:13-bk-99991' is entered. Below the input field are two buttons: 'Next' and 'Clear'.

In this example we'll use case 13-99991 (Jane Doe), a non-existent dummy case.

4. The following screen will appear:

A screenshot of a web-based application interface. At the top, there is a search bar with the placeholder text "Start typing...". Below the search bar, the text "Available Events (click to select events)" is displayed in orange. A list box contains the item "Trustee's Motion to Transfer Funds", which is highlighted with a blue background. At the bottom of the list box are two buttons: "Next" and "Clear".

Select "Trustee's Motion to Transfer Funds" from the list of available events and click **Next**.

5. The following screen will appear:

A screenshot of a web-based application interface. The main instruction is "Please attach a PDF that contains both the Motion to Transfer Funds and the Deficiency Notice." Below this, there is a section titled "Document number assignment:" with two radio button options: "Automatically assign number" (selected) and "Enter other document number". The next section is "Filename" with a "Browse..." button followed by the text "motion\_and\_deficiency\_notice.pdf". Under "Attachments to Document:", there are two radio buttons: "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

The Deficiency Notice must be included in the Motion to Transfer Funds PDF attachment. If you have not received a copy of the notice, please call the help desk of the U.S. Bankruptcy Court for the Northern District of Ohio. Please contact the help desk at your court location. Contact information can be found here: <https://www.ohnb.uscourts.gov/court-info/court-locations>

6. A list of docket events will appear.

A screenshot of a web-based application interface. The instruction is "Select the appropriate event(s) to which your event relates:". Below this, there is a list of events. The first event is checked and has the date "06/20/2013", the type "Transmittal of Unclaimed Funds/Dividends under \$5.00", the fee amount "\$100.00", and the check number "1234". The note "Test regular transmittal (ACH Trustee ach)" is also present. At the bottom are "Next" and "Clear" buttons.

Check the docket event that represents the erroneous filing and click Next. In this example, we accidentally docketed a Transmittal of Unclaimed Funds and paid \$100 on this case in error.

7. The following screen will appear. Enter the case number that is the destination case to which we wish to transfer the funds.

Enter in the case number to which the funds should have been docketed: <input type="text" value="13-99992"/>	
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

In this example, let's assume we originally meant to file a transmittal for case 13-99992 (another non-existent dummy case).

8. Enter the amount to be transferred and click Next.

Enter in the amount to be transferred:	
Fee: \$ 100.00	
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

9. The docket text will be displayed. Enter some additional text in the textbox, if desired, then click Next.

Docket Text: Modify as Appropriate. Trustee's Motion to Transfer Funds. (related document(s) [2]). Trustee requests funds in the amount of: \$100.00 to be transferred to case 13-99992. Funds entered in error. ( [REDACTED] ach)	
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

10. A final copy of the docket text will be displayed:

Docket Text: Final Text Trustee's Motion to Transfer Funds. (related document(s) [2]). Trustee requests funds in the amount of: \$100.00 to be transferred to case 13-99992. Funds entered in error. ( [REDACTED] ach)	
Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?	
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

Confirm that the text looks exactly as desired and click Next.

11. The Notice of Electronic Filing will be displayed.

U.S. Bankruptcy Court Northern District of Ohio
<b>Notice of Electronic Filing</b>
The following transaction was received from [REDACTED] entered on 6/21/2013 at 10:51 AM EDT and filed on 6/21/2013
<b>Case Name:</b> Jane Doe, I
<b>Case Number:</b> <a href="#">13-99991</a>
<b>Document Number:</b> 5
<b>Docket Text:</b> Trustee's Motion to Transfer Funds. (related document(s) [2]). Trustee requests funds in the amount of: \$100.00 to be transferred to case 13-99992. Funds entered in error. ( [REDACTED] ach)
The following document(s) are associated with this transaction:
<b>Document description:</b> Main Document <b>Original filename:</b> deficiency_notice.pdf <b>Electronic document Stamp:</b> [STAMP bkecfStamp_ID=985901243 [Date=6/21/2013] [FileNumber=38052132-0] [6ad655e4235c513caac0f33164a5c3fc07e9a8fcfa0e73a3913726e1440bc034649 def54ef761eb5341a62f79ebe52b19f877ba289f1892b21c943aa00cbd13e]]

*This completes the process for filing a Motion to Transfer Funds. Please be advised, however, that you must also file a Resubmitted Transmittal/PDF.*