

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. For this purpose only, 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/Dividends under \$5.00

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."

4. 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.

5. 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

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

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

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

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. (ach)

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. (ach)

11. A screen will appear displaying the total charges to be paid. Be advised that this screen is a bit misleading, as it is not a "summary of current charges"; it is a payment of unclaimed funds or dividends under \$5.00.

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
		Total: \$ 81.62

Pay Now 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: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26 94 67 83⑆ 9 24 37 67 390⑆ 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.

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:

Zip / Postal Code:

Country:

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

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.

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I agree to the authorization and disclosure language. ☒ *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

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.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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.

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]

Detail description:
Transmittal of Unclaimed Funds/Dividends under 5.00(12-19999-aih) [trustee,trsucfnd] (81.62)

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).

Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. Check Number: 1001. ([REDACTED] ach) (Entered: 03/14/2013)
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.

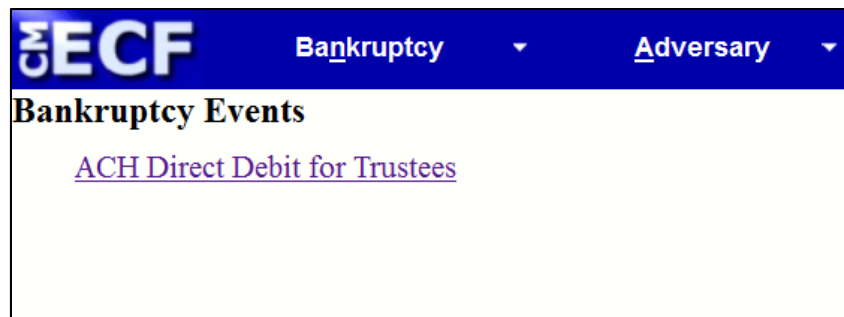
16. When finished paying for all cases, log out of ECF and log back in using your regular login name.

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).



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

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)

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

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

8. Enter in a check number, if desired.
9. 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. | (ach)

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

10. 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?

11. 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.

12. 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)

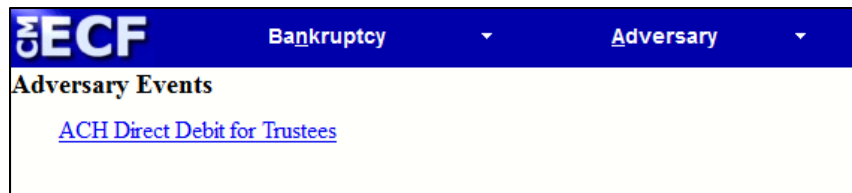
This ends the procedure for Deferred Payments for Reopening of Chapter 7 Cases.

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."

Payment of Deferred Adversary Fees

When filing Deferred Adversary Payments, be sure to enter in the Adversary case number, not the lead Bankruptcy case number.

Adversary Case Number

6:12-ap-1999

Next Clear

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 Doe v. Doe](#)

Type: ap Office: 6 (Canton)

Start typing to find another

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 - 05/31/2014
Deferred Adversary Payment D: Cases Filed 06/01/2014 - Today

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 adversary case was filed in June of 2014, so we will select "Deferred Adversary Payment D: Cases Filed 06/01/2014 - Today."

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

Payment of Deferred Adversary Fees:

[12-01999 Doe v. Doe](#)

Type: ap Office: 6 (Canton) Lead Case: 6-12-bk-19999

Case Flag: OpenAP

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

☒ 06/04/2014 1 Adversary case 12-01999. Complaint by John Doe against John Doe . Receipt Number etc, Fee Amount \$350 Nature of Suit:01 (Determination of Removed Claim or Cause; Rule 7001(10)) (estre crt)

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

7. The following screen will appear:

Payment of Deferred Adversary Fees:

[12-01999 Doe v. Doe](#)

Type: ap Office: 6 (Canton)

Case Flag: OpenAP

Enter in the amount of the deferred adversary payment.

Fee: \$ 350.00

Because we chose the "Deferred Adversary Payment D: Cases Filed 06/01/2014 - 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 \$350.00 fee can be paid. We change the value from \$350.00 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. **Optional:** Enter in a check number for the transaction, if desired.

Payment of Deferred Adversary Fees:

[12-01999 Doe v. Doe](#)

Type: ap Office: 6 (Canton) Lead Case: 6-12-bk-19999

Case Flag: OpenAP

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

1010

9. The docket event will be displayed.

[12-01999 Doe v. Doe](#)

Type: ap

Office: 6 (Canton)

Lead Case: 6-12-bk-19999

Case Flag: OpenAP

Docket Text: Modify as Appropriate.

Deferred Adversary Payment for Cases Filed 06/01/2014 - Today. Fee Amount: \$100.00. Check Number: 1010.

(ach)

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

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

Docket Text: Final Text

Deferred Adversary Payment for Cases Filed 06/01/2014 - Today. Fee Amount: \$100.00. Check Number: 1010. (ach)

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

Have you redacted?

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

Summary of current charges		
Date Incurred	Description	Amount
2014-06-04 12:06:21	Deferred Adversary Payment for Cases Filed 06/01/2014 - Today(12-01999) [trustee,trdefap4] (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.

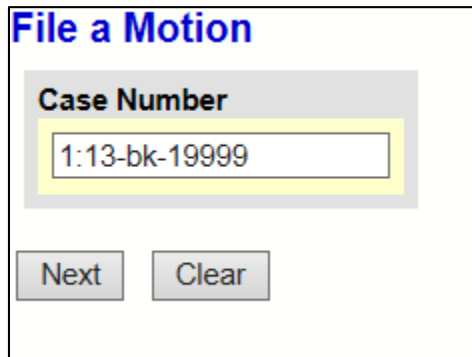
12. After payment through Pay.gov, a notification will displayed indicating that the payment is successful.

<p>Thank you. Your transaction in the amount of \$ 100.00 has been completed.</p> <p>Please print a copy of your transaction receipt for future reference. The transaction number is 26414364.</p>	<p>U.S. Bankruptcy Court Northern District of Ohio</p>
--	--

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

How to File a Motion to Sell Property Free and Clear of Liens

1. Login with your ACH Trustee account, and go to Bankruptcy → ACH Direct Debit for Trustees → Motions/Applications.
2. Enter in the relevant case number, then click Next.



File a Motion

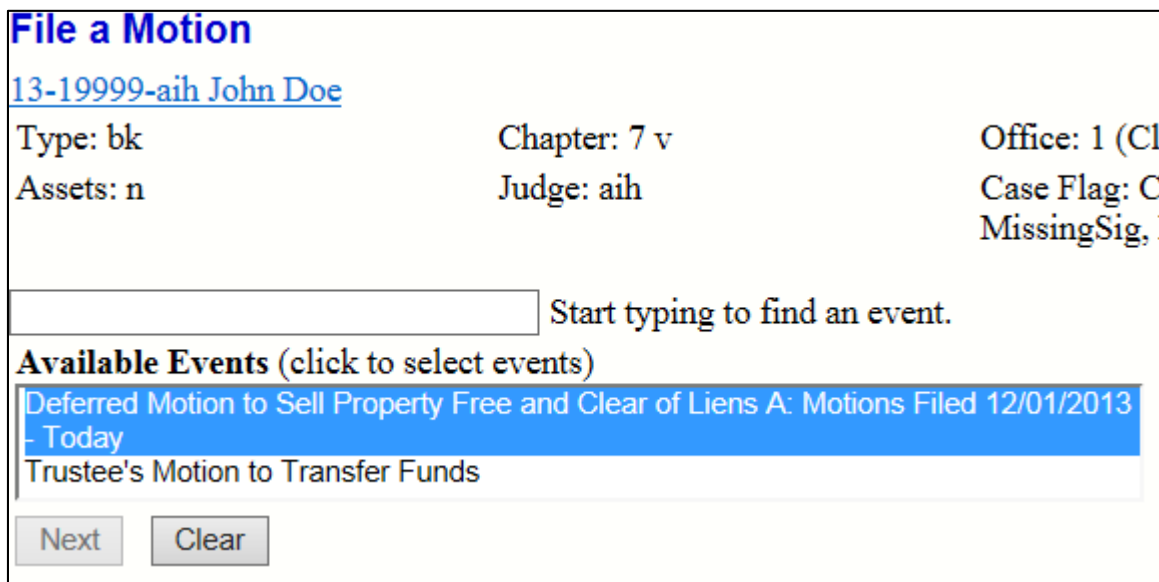
Case Number

1:13-bk-19999

Next Clear

For this example we'll use case #13-19999 (John Doe), a non-existent dummy case.

3. A list of docket events should appear:



File a Motion

[13-19999-aih John Doe](#)

Type: bk Chapter: 7 v Office: 1 (CL
Assets: n Judge: aih Case Flag: C
MissingSig,

Start typing to find an event.

Available Events (click to select events)

Deferred Motion to Sell Property Free and Clear of Liens A: Motions Filed 12/01/2013 - Today
Trustee's Motion to Transfer Funds

Next Clear

Select "Deferred Motion to Sell Property Free and Clear of Liens A: Motions Filed 12/01/2013 - Today," then click Next.

It should be noted that when this fee increases, we will add more docket events of this type on this screen, and it is important that you choose the correct docket event and therefore pay the correct amount.

4. A list of motion-type docket events will appear. Select the docket event that represents the filing of the original deferred motion to sell property free and clear of liens, then click Next.

☒ 11/27/2013 [2](#) Motion to Sell Property Free and Clear of Liens Filed by Debtor John Doe
(trtest tr)

Next Clear

5. The following screen should appear with the \$176 fee amount pre-populated:

Enter in the amount of the deferred motion to sell property free and clear of liens.

Fee: \$176.00

Next Clear

If this is a *pro rata* payment, and the actual amount is less than \$176, edit the textbox accordingly. If not, simply leave the amount as-is, and click Next.

6. Enter in the check number as indicated on the actual check, then click Next.

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

1010

Next Clear

7. Enter in any additional docket text, if desired, then click Next.

Docket Text: Modify as Appropriate.

Deferred Filing Fee for Motion to Sell Property Free and Clear of Liens. Fee Amount: \$176.00. Check Number: 1010.

(ACH Trustee ach)

Next Clear

8. Click Next again after viewing the final docket text summary.
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 ACH Trustee entered on 11/27/2013 at 4:21 PM EST and filed on 11/27/2013

Case Name: John Doe

Case Number: [13-19999-aih](#)

Document Number:

Docket Text:

Deferred Filing Fee for Motion to Sell Property Free and Clear of Liens. Fee Amount: \$176.00. Check Number: 1010. (ACH Trustee ach)

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

13-19999-aih Notice will be electronically mailed to the U.S. Trustee, and:

The event will be posted to the docket, and you will be charged the appropriate amount. Pay the fee by clicking on the "Pay Now" button, similar to other ACH Trustee transactions.

This ends the procedure for filing a Motion to Sell Property Free and Clear of Liens.

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: I am at the Pay.gov payment screen. For "Account Type," should I select "Personal Checking," "Personal Savings," "Business Checking," or "Business Savings"?

Online Payment
Step 1: Enter Payment Information
Pay Via Bank Account (ACH) [About ACH Debit](#)
Required fields are indicated with a red asterisk *

Account Holder Name: [Redacted] *

Payment Amount: \$2.00

Account Type: [Dropdown Menu] *

Routing Number: [Redacted] *

Account Number: [Redacted] *

Confirm Account Number: [Redacted] *

Check Number: [Redacted]

Account Type dropdown options: Personal Checking, Personal Savings, Business Checking, Business Savings

A: I think "Personal Checking" should work for all transactions.

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

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

Bankruptcy CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you can create one.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

Login:
Password:
Client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:
financial account numbers, in compliance with [Fed. R. Bankr. P. 9037](#).

☐ I understand that, if I file, I must comply with the redaction rules. If I do not, I may be subject to sanctions.

Login Clear **[Forgot Password?](#)**

2. The ECF Password Changes screen should appear.

ECF Password Changes - U.S. Bankruptcy Court for the District of Columbia

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 here and click on "Submit":

Before submitting, please type in the 'Captcha' word.



Submit Reset

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

3. 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. Unsolicited use is subject to prosecution under Title 18 of the U.S. Code. Some examples of unsolicited 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.

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. Unsolicited use is subject to prosecution under Title 18 of the U.S. Code. Some examples of unsolicited 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: [REDACTED]

Password: [REDACTED] Confirm Password: [REDACTED]

Enter a new password and then click "Submit."

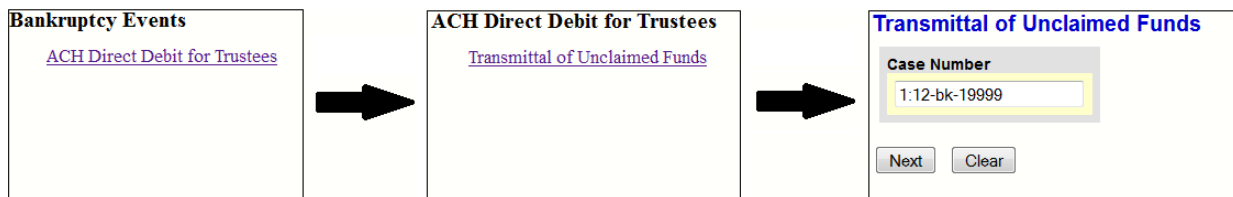
- Remember: Passwords must have at least eight characters, both uppercase and lowercase letters, and at least one digit.

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."

This screenshot shows a search bar with the placeholder text "Start typing to find an event." Below it is a dropdown menu titled "Available Events (click to select events)". The menu lists four options: "Amended Transmittal" (highlighted in blue), "Motion for Refund", "Resubmitted Transmittal/PDF", and "Trustee Transmittal of Unclaimed Funds/Dividends under 5.00". At the bottom of the menu are "Next" and "Clear" buttons.

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

This screenshot shows a screen titled "Select the appropriate event(s) to which your event relates:". It contains a list of three events, each with a checkbox, a date, a receipt number, and a description. The first two events are dated 06/07/2011 and have amounts of \$205.03 and \$12.26 respectively. The third event, dated 11/28/2012, is selected with a red circle around its checkbox and has a fee amount of \$81.62. At the bottom are "Next" and "Clear" buttons.

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.

This screenshot shows a screen titled "Enter in the amended amount to be added to the unclaimed fund." It features a "Fee: \$ 734.58" label and a "Next" button highlighted with a blue border. There is also a "Clear" button.

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** (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** (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."

The screenshot shows a search bar with the text "Start typing to find another". Below it is a section titled "Available Events (click to select events)". The dropdown menu is open, showing the following options: "Amended Transmittal", "Motion for Refund" (highlighted in blue), "Resubmitted Transmittal/PDF", and "Trustee Transmittal of Unclaimed Funds/Dividends under 5.00". At the bottom of the dropdown are "Next" and "Clear" buttons.

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

The screenshot shows a screen titled "Select the appropriate event(s) to which your event relates:". It contains a list of three items, each with a checkbox, a date, a link, and a description. The third item is selected with a red circle around its checkbox. The items are:
1. ☐ 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)
2. ☐ 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)
3. ☒ 11/28/2012 [95](#) Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. ([REDACTED] ach)
At the bottom are "Next" and "Clear" buttons.

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:

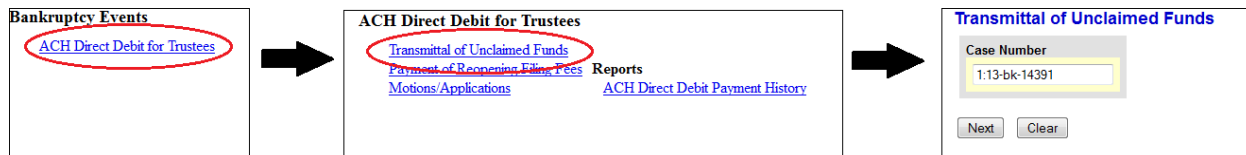
Document description: Main Document
Original filename: motion_for_refund.pdf
Electronic document Stamp:

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."

The screenshot shows a box titled 'Available Events (click to select events)'. It contains a list of events: 'Amended Transmittal', 'Motion for Refund', 'Resubmitted Transmittal/PDF' (highlighted in blue), and 'Trustee Transmittal of Unclaimed Funds/Dividends under 5.00'. At the bottom are 'Next' and 'Clear' buttons.

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

The screenshot shows a box titled 'Select the appropriate event(s) to which your event relates:'. It contains a list of events with checkboxes. The event '09/24/2013 5 Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$81.62. Check Number: 1001. [redacted] ach)' is selected with a red circle around the checkbox. At the bottom are 'Next' and 'Clear' buttons.

5. Browse for and select the correct PDF Transmittal, then click "Next."

The screenshot shows a box titled 'Please attach the corrected PDF copy of the Transmittal of Unclaimed Funds.'. It has a 'Filename' field with 'C:\temp\transmittal_CORRECTION.pdf' and a 'Browse...' button. Below it is an 'Attachments to Document:' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

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

Docket Text: Modify as Appropriate.

Resubmitted Transmittal/PDF. (related document(s) [5]) Correct PDF attached ([REDACTED] ach)

Next Clear

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

Docket Text: Final Text

Resubmitted Transmittal/PDF. (related document(s) [5]) Correct PDF attached ([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

8. 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 ACH Trustee entered on 9/24/2013 at 2:23 PM EDT and filed on 9/24/2013

Case Name: John Doe

Case Number: [13-14391-ah](#)

Document Number: [6](#)

Docket Text:
Resubmitted Transmittal/PDF. (related document(s) [5]) Correct PDF attached (ACH Trustee 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.

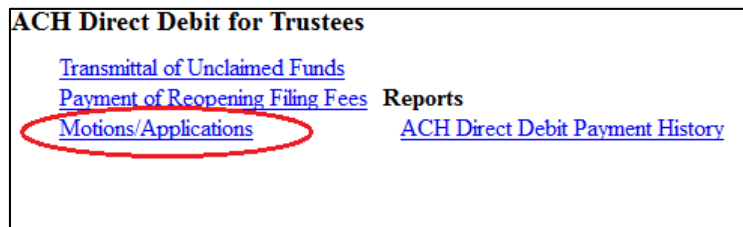
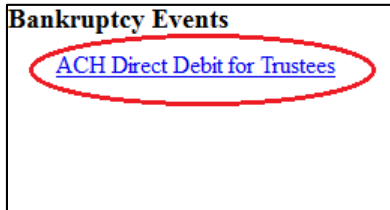
This completes the Resubmitted Transmittal/PDF procedure.

Appendix VI: How to File a Motion to Transfer Funds

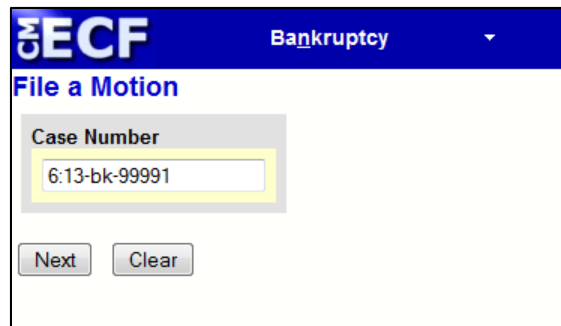
This procedure applies when funds have accidentally been docketed to the wrong case.

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."

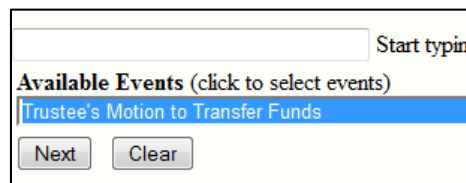


3. Enter in the case number of the *incorrect case* (the case to which the funds have already been docketed erroneously).

A screenshot of the ECF (Electronic Case Filing) system's "File a Motion" form. The form has a blue header with the ECF logo and a "Bankruptcy" dropdown menu. Below the header, there is a "Case Number" label and a text input field containing "6:13-bk-99991". At the bottom of the form are "Next" and "Clear" buttons.

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 dropdown menu titled "Available Events (click to select events)". The menu is open, showing a list of events. The first item, "Trustee's Motion to Transfer Funds", is highlighted in blue. Below the list are "Next" and "Clear" buttons.

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

5. The following screen will appear:

Please attach a PDF copy of the Notice of Filing Deficiency regarding the incorrect funds.

Filename
C:\temp\deficiency_notice.pdf

Attachments to Document: ☒ No ☐ Yes

You must attach a PDF copy of the Deficiency Notice before continuing. 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/courtinfo.htm>.

6. A list of docket events will appear.

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

☐ 06/20/2013 2 Transmittal of Unclaimed Funds/Dividends under \$5.00. Fee Amount: \$100.00. Check Number: 1234. Test regular transmittal ([REDACTED] ach)

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:

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

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)

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?

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

Notice of Electronic Filing

The following transaction was received from [REDACTED] entered on 6/21/2013 at 10:51 AM EDT and filed on 6/21/2013

Case Name: Jane Doe, I
Case Number: [13-99991](#)
Document Number: [5](#)

Docket 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)

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

Document description:Main Document
Original filename:deficiency_notice.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=985901243 [Date=6/21/2013] [FileNumber=38052132-0
] [6ad655e4235c513caac0f33164a5c3fc07e9a8fca60e73a3913726e1440bc034649
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 to docket the transmittal to the correct case ([Appendix V](#)).