

U.S. Bankruptcy Court
Northern District of Florida
110 East Park Avenue, Suite 100
Tallahassee, Florida 32301

INFORMATION AND DOCUMENTATION REQUIRED
FOR REQUESTING UNCLAIMED FUNDS

Pursuant to 28 U.S.C. § 2042, any claimant entitled to any unclaimed funds held by the court may, on petition to the court and upon notice to the United States Attorney and full proof of the right thereto, obtain an order directing payment to him. To search the court records to determine if this court holds unclaimed funds on your behalf, go to our website, www.flnb.uscourts.gov and click on the link Unclaimed Funds Query. If you find funds which you are entitled, proceed to complete the applicable affidavit (creditor affidavit or debtor affidavit), provide information outlined below, and file the affidavit and supporting documents with the Court.

Affidavits for Reimbursement of Unclaimed Dividend will only be processed when filed by either the owner of the funds or the owner's duly authorized agent or representative. Supporting documentation must be provided including power of attorney, corporate power of attorney signed by the CEO of the company, with a corporate seal and statement of the signing officer's authority, as well as documents which establish the chain of ownership of the original corporate claimant.

Original affidavits (see fillable PDF affidavit) should be mailed to the court at the address listed above. Attorneys with electronic court access may file affidavits electronically. **All** affidavits must be notarized.

A copy of the affidavit must be served on the U.S. Attorney at the address provided below and also to any other party who may have an interest in the funds.

(Gainesville, Tallahassee, and Panama City Divisions)
United States Attorney
111 N. Adams St., 4th Floor
Tallahassee, FL 32301

(Pensacola Division)
United States Attorney
21 E. Garden St., Suite 400
Pensacola, FL 32502

Upon receipt of the affidavit, the financial department will review the affidavit and supporting documentation for accuracy and validity, verify that the funds remain on deposit with the court, and forward the application and supporting documentation to the Bankruptcy Judge for final disposition. The request for funds may be granted without a hearing. If a hearing is scheduled, the court will send a notice of the date and time for the hearing to all interested parties.

Any requests for unclaimed funds which appears to be based upon fraud will be referred to the U.S. Attorney for investigation and prosecution.

Questions concerning these procedures should be directed to the Financial Administrator, at the above address or call (850)521-5024 or you may email your questions to Donna.Faircloth@flnb.uscourts.gov.