

## **Procedures for Filing Unclaimed Funds Electronic**

The following procedures are being implemented for filing an Application for Unclaimed Funds. (All prior requirements will still remain in effect and will be filed electronic with the application).

An Application for Limited Use/Claim Password for Electronic Case Filing Systems, Local Form No. 2 must be filled out and mailed or faxed to the address or phone number listed at the bottom of the form. You can go to the website address: [www.alsb.uscourts.gov](http://www.alsb.uscourts.gov), click on forms, Applications for CM/ECF Access, Applications for Creditor/Limited Use Password and download Local Form #2.

### **APPLICATION FOR LIMITED USE/CLAIM PASSWORD FOR ELECTRONIC CASE FILING SYSTEM.**

Proposed orders: Shall be submitted to the e-mail address listed below. (To be used exclusively for submitting proposed orders).

The order must be sent as an attachment to the email and must be in word processing format, **NOT** a \*.pdf file.

For the type of order you are submitting, you must title the subject of the email accordingly. Email orders will be sorted by the information typed in the subject line; therefore it's crucial to follow the correct format.

Format:

**7-digit case No.[one space] Debtor's last name**

Example:

(Case No. 02-10456-MAM-13 of James Smith)

To submit an order to the court, you must email the order to :

**[alsb\\_unclaimed@alsb.uscourts.gov](mailto:alsb_unclaimed@alsb.uscourts.gov)**

If you have any questions, you may e-mail me or you can call me at 251- 441-5391 X4109.