



**Instructions for Making Trustee Automated Clearing House (ACH)
Payments for Unclaimed Funds
U.S. Bankruptcy Court, District of Minnesota**

Overview

1. Log into CM/ECF with your **Trustee login and password**, click on the *Bankruptcy* menu and click *Trustee/Panel Trustee*.
2. Enter the case number.
3. Select the *Trustee's Remittance of Unclaimed Funds and/or Fees Less than 5.00 dollars* event.
4. Select the Party
5. Choose your PDF file (this is the documentation that would be mailed in to the Bankruptcy Clerks Finance Dept.), there should be no need for attachments.
6. Enter the Fee amount, **ensuring it's correct**.
7. The Modifying dropdown box is unlikely to be necessary.
8. Make sure the amount is correct. Click Next>Next
9. The Summary of current charges screen will pop up. Click Pay Now.
10. Check the box on *Check Fees to Pay*.
11. Click the Pay Now button, you may be prompted to reenter your password, this is a security feature in pay.gov.
12. Select the ACH account radio button, the prompts for the Account and Routing numbers and Bank Account Type will appear. Add the numbers and Bank Account Type **ensuring they're correct**.
13. Check the Authorization box and click Submit. The final screen confirms the payment and receipt. This information is transmitted to the docket.

Instructions with screenshots on the following pages, click the "Next" button as needed.

Step 1. Log into CM/ECF with your Trustee login and password, click on the *Bankruptcy* menu and click *Trustee/Panel Trustee*.

Bankruptcy Events	
Commencement Events Instructions Open Voluntary Case Upload list of creditors file Ch 7 Individual Ch 7 Non-individual Ch 11 Individual Ch 11 Small Business Ch 11 Non-individual Ch 12 Ch 13 Case Completion Amendments	Claim Events (cont.) Change of Address for Claimant Misc Limited Filer Events Limited Filer Non-Claim Events Post-Petition Events Add creditor to matrix Appeals (bankruptcy) Applications (bankruptcy) Conversions Debtor Certifications Motions (bankruptcy) Notices (bankruptcy) Other Case Events Plan/Disclosure Statement Response/Objection
Claim Events Claim Transfer/Withdrawal Claims Claim Amendment Claim Objections 3002.1 Rule Supplements	Trustee Events Chapter 13 Trustee Panel Trustee  U S Trustee Subchapter V Trustee

Step 2. Enter the case number

Trustee action

Case Number

4:17-bk-42973

Next Clear

Step 3. Select *Trustee's Remittance of Unclaimed Funds and/or Fees Less than 5.00 dollars.*

Trustee action

[17-42973 Brian Michael Turner and Lori Elizabeth Duke Turner](#) **Closed** 08/07/2023, **Debtor dismissed** 04/06/2023, **Joint debtor dismissed** 04/06/2023

Type: bk	Chapter: 13 v	Office: 4 (Minneapolis)
Assets: y	Debtor disposition: Dismissed for failure to make plan payments	Joint debtor disposition: Dismissed for failure to make plan payments
Judge: MER	Case Flag: CLOSED, DISMISSED	

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

Available Events (click to select events)	Selected Events (click to remove events)
<ul style="list-style-type: none"> Notice of Trustee's Final Report and Applications for Compensation and Deadline to Object Notice of assets and notice to creditors Notice of hearing Notice of non-concluded meeting of creditors - chapter 7 case Report of chapter 7 trustee - no objection re: motion or application Report of no distribution Report of trustee Report of trustee (re: sale, settlement or lease) Resignation Trustee Appointment Rejection (text only) Trustee Services Rendered Pursuant to 330(e) Trustee's Remittance of Unclaimed Funds and/or Fees Less than 5.00 Trustee's statement of insufficient funds to pay filing fees Withdrawal of Trustee Services Rendered Pursuant to 330(e) Withdrawal of chapter 7 trustee's report of no distribution Withdrawal of motion or objection (text only) 	<ul style="list-style-type: none"> Trustee's Remittance of Unclaimed Funds and/or Fees Less than 5.00

Step 4. Select the Attorney

Trustee action:

[17-42973 Brian Michael Turner and Lori Elizabeth Duke Turner](#) **Closed** 08/07/2023, **Debtor dismissed** 04/06/2023,

Type: bk	Chapter: 13 v	Office: 4 (Minneapolis)
Assets: y	Debtor disposition: Dismissed for failure to make plan payments	Joint debtor disposition: Dismissed for failure to make plan payments
Judge: MER	Case Flag: CLOSED, DISMISSED	

Select the attorney(s)

- Burrell, Gregory A [Trustee]
- Kipp, Orin J. [Interested Party]
- Kipp, Orin J. [Creditor]
- Scott, Wesley W. [Debtor 1]
- Scott, Wesley W. [Debtor 2]

Click an attorney to see the party s/he represents
[type of party shown in brackets]

[Add/create new attorney](#)

Step 5. Select the Party

Trustee action:

[17-42973 Brian Michael Turner and Lori Elizabeth Duke Turner](#)

Type: bk Chapter: 13 v Office: 4 (Minneapolis)
Assets: y Judge: MER
Brian Turner is eligible for the [DeBN notification program](#).
Lori Turner is eligible for the [DeBN notification program](#).

Select the Party:

Burrell, Gregory A [Trustee]
Turner, Brian Michael [Debtor 1]
Turner, Lori Elizabeth Duke [Debtor 2]
U.S. Bank National Association, [Interested Party]
U.S. Bank National Association, [Creditor]
U.S. Bank National Association, [Creditor]
U.S. Bank National Association successor by merger of U.S. Bank National Association ND, [Creditor]
US Bank NA, [Creditor]

Next Clear

Step 6. Depending on your type of browser this button may say "Browse" or "Choose File". Select your PDF, this is the documentation that used to be mailed to the Clerk of Court. Attachments to Documents, No.

Trustee action:

[17-42973 Brian Michael Turner and Lori Elizabeth Duke Turner](#) **Closed 0**

Type: bk Chapter: 13 v Office:
Assets: y Debtor disposition: Dismissed Joint
for failure to make plan Dism
payments plan
Judge: MER Case Flag: CLOSED,
DISMISSED

Trustee's Remittance of Unclaimed Funds and/or Fees Less than 5.00

Date filed

Filename
 No file chosen

Attachments to Document: No Yes

Next Clear



Step 7. Enter the amount, **ensuring it is correct.**

Trustee action:

[17-42973 Brian Michael Turner and Lori Elizabeth Duke Turner](#)

Type: bk Chapter: 13 v Office: 4 (Minneapolis)
Assets: y Judge: MER

Brian Turner is eligible for the [DeBN notification program](#).
Lori Turner is eligible for the [DeBN notification program](#).

Transmittal of Unclaimed Funds - Trustee, One (tr) - Outside

Enter the total amount you are submitting to be deposited.

Fee: \$ 

Step 8. The Modifying dropdown box is unlikely to be necessary. Double check the amount. Click Next.

Step 9. If the amount is correct, click Next.

Trustee action:

[17-42973 Brian Michael Turner and Lori Elizabeth Duke Turner](#)

Type: bk Chapter: 13 v Office: 4 (Minneapolis)
Assets: y Judge: MER

Brian Turner is eligible for the [DeBN notification program](#).
Lori Turner is eligible for the [DeBN notification program](#).

Transmittal of Unclaimed Funds - Trustee, One (tr) - Outside

Docket Text: Final Text
Transmittal of Unclaimed Funds in the Amount of \$ 373.38 filed by Trustee Gregory A Burrell. (Trustee, One)

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

Step 10. The Summary of current charges screen will pop up. Click Pay Now.

Trustee action:

[17-42973 Brian Michael Turner and Lori Eli](#)

Type: bk Chapter: 1
 Assets: y Judge: MI

Brian Turner is eligible for the [DeBN notific](#)
 Lori Turner is eligible for the [DeBN notific](#)

Transmittal of Unclaimed Funds - Trustee

Warning: The transaction you submitted for further instructions on how to void it about your original submission by view

Transaction Id	11883053
Date/Time of Submission	2023-06-05 15:26:30
Login	Trustee, One
Case Number	17-42973
Document Number	26
Text	Transmittal of U

Summary of current charges

Date Incurred	Description	Amount
2023-06-05 15:26:30	Transmittal of Unclaimed Funds(17-42973) [trustee,tranunfn] (373.38)	\$ 373.38
Total:		\$ 373.38

Step 11. Check the box on Fees to Pay.

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2023-06-05 15:26:30	Transmittal of Unclaimed Funds(17-42973) [trustee,tranunfn] (373.38)	\$ 373.38

Next Clear

Step 12. Click Pay Now, you may be prompted to reenter your password, this is a security feature in pay.gov.

Internet Payments Due		
Date Incurred	Description	Amount
2023-06-05 15:26:30	Transmittal of Unclaimed Funds(17-42973) [trustee,tranunfn] (373.38)	\$ 373.38
		Total: \$373.38



Step 13. Select the ACH account radio button, the prompts for the Account and Routing numbers and Bank Account Type will appear. Add the numbers and Bank Account Type **ensuring they're correct** then click Next

Account Number	7005581
Username	OneTrustee
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Minnesota Bankruptcy Court (test)

*** Required Information**

Payment Amount

Amount Due * **\$373.38**

Select a Payment Method

Enter a credit card

Enter an ACH account 

[ACH](#) [About ACH Debit](#)

Routing Number Account Number Check Number

Account Holder Name * ?

Account Number * ?

Confirm Account Number * ?

Routing Number *

Bank Account Type * ▼

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Step 14. Check the Authorization box and click Submit.

Pay Filing Fee for Minnesota Bankruptcy Court (test)

Payment Summary

Payment Method	Payment Details
ACH XX1111 042000424 One Trustee	Payment Amount \$373.38 Fee Type Filing Fee

Email Receipt

Email	<input type="text" value="mnb.uscourts.test+tr1@gmail.com"/>
Confirm Email	<input type="text" value="mnb.uscourts.test+tr1@gmail.com"/>
Additional Email Addresses	<input type="text"/>

Authorization

I authorize an electronic debit from my account for the amount above. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.



The final screen confirms the payment and receipt. This information is transmitted to the docket.

**US Bankruptcy Court
District of Minnesota**

Thank you. Your transaction in the amount of \$ **373.38** has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is **A11883191**.

Detail description:

Transmittal of Unclaimed Funds([17-42973](#)) [trustee,tranunfn] (373.38)