

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF LOUISIANA**

<b>IN THE MATTER OF</b>	§	
	§	<b>GENERAL ORDER 2024-1</b>
	§	
<b>GENERAL ORDER REGARDING</b>	§	
<b>APPLICATIONS FOR UNCLAIMED</b>	§	
<b>FUNDS.</b>	§	

**GENERAL ORDER REGARDING**  
**APPLICATIONS FOR PAYMENT OF UNCLAIMED FUNDS**

This General Order provides instructions for applicants seeking to claim unclaimed funds deposited in the Court’s Registry Fund. This General Order supplements the Procedures For Claiming Unclaimed Funds located on this Court’s website, <https://www.laeb.uscourts.gov/unclaimed-funds>. This General Order shall remain in effect until further Order of this Court.

To apply for unclaimed funds, an Application For Payment Of Unclaimed Funds, Form 1340 (“Application”) shall be filed on record in the particular case relating to the Application. The Application shall be filed on record by CM/ECF users using the “Payment of Unclaimed Funds (Application)” event code, then original paper documents mailed to the Court at U.S. Bankruptcy Court, 500 Poydras Street, Suite B-601, New Orleans, Louisiana 70130. All other applicants must submit the Application and supporting documentation in paper form to the Clerk’s Office via U.S. mail at the above-listed address. Any supporting documentation necessary to establish entitlement to the unclaimed funds shall be filed contemporaneously. Electronic filers must file supporting documentation in a separate, private, docket entry using the “Unclaimed Funds Supporting Documentation” event code. Upon filing of the Application, supporting documentation, W-9 or AO 213P form, the applicant shall e-mail a proposed order to

the Court via the Section A Orders Inbox ([SectionAOrders@laeb.uscourts.gov](mailto:SectionAOrders@laeb.uscourts.gov)).

For the Application to be successfully processed, the claimant's name and current mailing address in section 1 of the Application, the taxpayer identification/payee information in the W-9 or AO213P form, and the payee information in the proposed order must match exactly.

If the Application, supporting documentation, W-9 or AO 213P form, and proposed order do not comply with the instructions in this General Order, a deficiency with fourteen (14) days' leave to cure will be issued. If the deficiency is not cured by the fifteenth day, the Application will be denied without prejudice.

**SO ORDERED.**

New Orleans, Louisiana, this 8<sup>th</sup> day of February, 2024.

For the Court:



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MEREDITH S. GRABILL  
UNITED STATES BANKRUPTCY JUDGE