

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA

INSTRUCTIONS FOR SUBMISSION OF AN APPLICATION
FOR PAYMENT OF UNCLAIMED FUNDS

If the applicant is an individual, attach a photocopy of your current driver's license. If you do not have a current valid driver's license, other government issued identification which contains a photograph and current address is required. [The license or other documents provide proof of ownership of unclaimed funds]. SEE PRIVACY NOTE BELOW.

If the applicant is a corporation or business, attach documents which establish the right to payment.

For all applicants:

1. Submit a completed Application directly to the Court with the name, address and phone number of the claimant, a brief history of the claim and a notarized signature of the claimant.
See Attachment (1).
2. Complete W-9 form found at this link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=103>
3. Attach to the Application a certificate of service evidencing that a copy of the Application has been mailed to the Pittsburgh Office of the United States Attorney for the Western District of Pennsylvania (as determined by the case number) pursuant to Title 28 U.S.C. §2042. Notice to the United States Attorney is required in ALL instances. See Attachment (2).
4. Attach a proposed Order. See Attachment (3).
5. Attach proof of ownership as described above. This is particularly important when the applicant is different from the payee listed in the Court's records; additional information must be included which proves ownership by the applicant.
6. Mail a copy of the entire application packet to the United States Attorney's Office.
7. Mail the original documents to: United States District Court, Attn: Finance Office, P.O. Box 1805, Pittsburgh, PA 15230

For claimants in multiple cases, a separate application must be prepared for each case with all the above requirements attached to each application.

All indications of fraud will be promptly forwarded to the United States Attorney for review.

Privacy Note: Because documents filed with the Court are available through the Internet, the Court is committed to the protection of personal identification information. Therefore, it is recommended that an individual applicant's driver's license number attached to the application be blacked out for privacy considerations.

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA

_____)
Plaintiff)
)
V.) Case No. _____
)
_____)
Defendant)

APPLICATION FOR PAYMENT OF UNCLAIMED FUNDS

NAME, ADDRESS, AND PHONE NUMBER OF CLAIMANT:

The amount of \$ _____ which is currently unclaimed and held by the Clerk of Court.

BRIEF HISTORY OF CLAIM:

Claimant certifies under penalty of perjury that all statements made by Claimant on this Application and any attachments required for this Application are, to the best of Claimant's knowledge, true and correct.

CLAIMANT'S SIGNATURE

CERTIFICATE OF SERVICE

In accordance with Title 28 U.S.C. Section 2042, the undersigned hereby certifies that on the date designated below a true copy of this application with all required attachments was mailed to:

United States Attorney's Office
700 Grant Street
Suite 4000
Pittsburgh, PA 15219

DATE

CLAIMANT'S SIGNATURE

Attachment (2)

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA

_____))
Plaintiff))
))
V.) Case)
) No. _____)
))
_____))
Defendant))

ORDER GRANTING APPLICATION FOR PAYMENT
OF UNCLAIMED FUNDS

The Court having considered the Application for Payment of Unclaimed Funds filed by:

NAME, ADDRESS AND PHONE NUMBER OF CLAIMANT:

The amount of \$ _____ was awarded in this case which is currently unclaimed and held by the Clerk of Court.

The Claimant is entitled to receive payment, and, these funds are now on deposit in the Treasury of the United States, and that proper notice of the Application was given to the United States Attorney for the Western District of Pennsylvania pursuant to Title 28 U.S.C. Section 2042,

IT IS THEREFORE ORDERED that the Clerk of the District Court direct the issuance of a draft upon the Treasury of the United States in the amount stated above and payable to the Claimant.

UNITED STATES DISTRICT JUDGE

Attachment (3)