

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

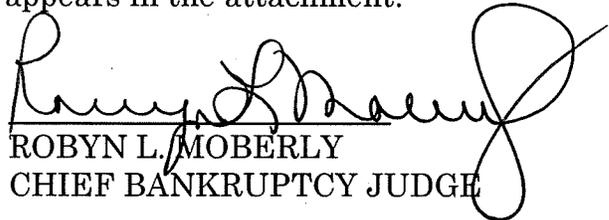
IN RE:)
)
REQUIRING TRUSTEE USE) GENERAL ORDER 20-0006
OF ACH TO REMIT FUNDS TO COURT)
)

ORDER

The Bankruptcy Clerk's office is operating with minimal onsite staff. Processing paper checks requires significantly more staff effort than processing of electronic payments and, because of the interactions necessary to comply with internal control requirements, inhibits efforts to maintain social distancing. Most of the paper checks received are from case trustees. Case trustees can remit funds, both fees owed by the estate and unclaimed funds, to the Court through Automated Clearing House ("ACH") transactions. Therefore, the Court now ORDERS that:

1. Case trustees who are receiving new case assignments shall not remit paper checks to the Court until this order is rescinded. (Trustees no longer being appointed in new cases are not covered by this order.)
2. Paper checks received from case trustees that are post-marked on or after Friday, April 10th shall be returned by the Bankruptcy Clerk to the trustee.
3. Trustees are reminded that instructions for remitting payments via ACH transaction have been provided previously, via email from the Clerk's 341 calendar team. Pertinent information from that email appears in the attachment.

Date: April 7, 2020


ROBYN L. MOBERLY
CHIEF BANKRUPTCY JUDGE

Attachment

Attachment to General Order 20-0006

Guidance on the deposit of unclaimed funds was provided previously. It is now captured in the Procedures Manual in the Trustee/US Trustee chapter under "Trustee's Notice of Deposit of Unclaimed Dividends". (The guidance is at the end of the filing procedure.)

For instructions on how to pay fees that you incur in the administration of the case and are paying at the time of filing, review the Court's Electronic Payment Guide, found on our website at Electronic Filing & Helpdesk>Electronic Payment Guide. Here's a direct link:

<https://www.insb.uscourts.gov/file/electronic-payment-guidepdf>

Payment of deferred fees or those incurred by the debtor or other parties that the estate has been directed to pay requires an additional step. Start by contacting the case administrator assigned to the case and ask that the fee be 'created' as the trustee's obligation. Then the fee will become available for payment by the process noted above.

If you have any questions about the process for paying fees electronically, contact finhelp@insb.uscourts.gov .