

**From:**  
**Sent:** Friday, June 26, 2015 12:53 PM  
**To:**

**Cc:**

**Subject:** Report of Returned Funds - Eastern VA  
**Attachments:** Chapter 7 Matters relating to TFRs, TDRs and Returned Monies;  
EVAFurtherDividend.pdf; EVAFurtherDividend.docx

As noted in my March 25 email (see attached), in order to standardize how we handle monies returned by creditors because they have been paid in full and/or the debt is no longer owed, we developed a Report of Returned Funds form (see attached). We have worked with the Bankruptcy Court to develop an ECF entry entitled:

**Bankruptcy Events → Trustee/US Trustee**  
Chapter 7 Trustee's Report of Returned Funds Available for Further Distribution

As you can see, the entry is listed in the Trustee/US Trustee menu. As stated in the previous email, this form would be completed by you and submitted to the applicable reviewer along with form 2 and bank statements from the time the TFR was submitted forward. The reviewer would review the report and notify you by email once their review is complete. You would then file the report along with form 2.

Please begin implementing this procedure immediately. I have contacted the major software vendors (BMS, Epiq, Trustee Solutions) and asked them to include this form in your software package.

UNITED STATES BANKRUPTCY COURT

FOR THE DISTRICT OF

In re:

Case No.

Debtor(s)

Chapter 7

REPORT OF RETURNED FUNDS AVAILABLE FOR FURTHER DISTRIBUTION

The undersigned trustee reports as follows:

1. That the trustee herein has received returned funds in the amount of \$x,xxx.xx from (Creditor Name), claim no. \_\_\_\_\_.
2. That the claimant has advised the trustee that its claim against the above-named debtor(s) has been satisfied or otherwise resolved.
3. That the trustee proposes a further distribution of \_\_\_\_\_% be paid to the following claimants. The claimants, claim numbers, and amount of claims to be paid are listed on the attachment.

The undersigned trustee certifies under penalty of perjury that the foregoing is true and correct to the best of his/her knowledge.

Dated:

\_\_\_\_\_  
, Trustee