

Requirements for Motion to Disburse Registry Funds:

All motions for disbursement of funds on deposit in the Registry of the United States District Court must specify the principal sum initially deposited, the amount or amounts of the principal funds to be disbursed and to whom, e.g. payee or attorney, including mailing instructions (full address with zip code). Each motion shall be accompanied by a proposed order, the ordering paragraph of which shall be substantially in this form:

... The Clerk is authorized and directed to draw a check (s) on the funds on deposit in the Registry of the Court in the principal amount of \$_____ plus all accrued interest, payable to [name of payee] and mail the check(s) to [payee or attorney - provide full address with zip code].

The parties should email a copy of the proposed Order, in Word Perfect or Word format, to the chambers of the presiding judge. (See chambers addresses on court's webpage). If more than one check is to be issued on a single Order, the portion of principal sum due each payee shall be set out separately. The division of interest should also be noted (percentage, prorated, etc.)

The parties must email an IRS W-9 form with the social security or tax identification number of each recipient of interest to Financial@alnd.uscourts.gov.