

(C) Disbursement of Registry Funds.

(1) **Generally.** Withdrawal of registry funds must be authorized by Court order.

(2) **Motion for Disbursement.** All motions for disbursement of registry funds must specify the principal sum initially deposited, the amount(s) of principal funds to be disbursed, to whom (payee or attorney) the disbursement is to be made, and complete mailing instructions (full address and zip code of payee or attorney). Each motion must include a proposed order of disbursement.

(3) **Orders of Disbursement.** Before they are presented to the judge, all orders for disbursement of registry funds must be presented to a financial deputy clerk for a certification of the amount of funds deposited in the registry of the Court, including any interest earned. If counsel does not present the order to a financial deputy clerk for certification, then chambers staff must do so. Each proposed order of disbursement must contain the following language: "The clerk is authorized and directed to ~~draw a check(s) on the~~disburse funds on deposit in the registry of this Court in the principal amount of \$_____ plus all accrued interest, minus any statutory users fees, via EFT or check payable to [name of payee] and ~~mail or deliver the check(s)~~send to [payee or attorney]." If more than one ~~check-payment~~ is to be issued on a single order, the portion of principal due each payee must be separately stated in the order.

(4) **Taxpayer Identification Numbers.** Social Security numbers, tax identification numbers, and mailing addresses will not be included in a proposed order of disbursement, but that information will be provided by counsel for each payee in a cover letter or other document conveyed to but not filed with the Court. ~~A-W-9 (Request for Taxpayer Identification Number and Certification)~~An AO213 (Request for Vendor Information and TIN Certification) form is required for each payee.

(5) **Payee Name.** On all ~~checks-payments~~ drawn by the clerk on deposits made into the registry of the Court, the name of the payee must be ~~written-recorded in~~ the payment document as that name appears in the Court's order providing for disbursement.

(6) Time of Disbursement. The clerk will issue disbursements as soon after receipt of the Order for Disbursement as the business of the clerk's office allows, except when it is necessary to allow time for a check or draft to clear or when an order is appealable. The disbursement may not be made until the time for appeal has expired.