

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF LOUISIANA**

<b>IN THE MATTER OF</b>	§	
	§	<b>GENERAL ORDER 2022-1</b>
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<b>GENERAL ORDER REGARDING WITHDRAWAL OF FUNDS IN THE COURT REGISTRY.</b>	§	
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**GENERAL ORDER REGARDING WITHDRAWAL  
OF FUNDS IN THE COURT REGISTRY**

This General Order provides instructions for movants seeking to withdraw funds deposited in the Court’s Registry. This General Order supersedes Local Rule 7067-1(D) by changing the procedure for withdrawal of registry funds as set forth below and supersedes Local Rule 7067-1(E) by rendering subpart (E) ineffective in its entirety. This General Order shall remain in effect until further Order of this Court.

To withdraw deposited funds, a motion for withdrawal and disbursement of registry funds (the “Motion”) shall be filed on record in the particular case relating to the Motion. Attached to the Motion should be any supporting documentation necessary to establish entitlement to the registry funds. Contemporaneously with the filing of the Motion, the movant shall also file using the “Tax Documents – Private” event code on the record in the case a W-9/AO 213 form and any Internal Revenue Service (“IRS”) forms regarding the reporting of earned interest.

Upon filing of the Motion, supporting documentation, W-9/AO 213 form, and IRS forms regarding reporting of earned income, the movant shall e-mail a proposed order to the Court via the Section A Orders Inbox ([SectionAOrders@laeb.uscourts.gov](mailto:SectionAOrders@laeb.uscourts.gov)). The payee information in the Motion, W-9/AO 213 form, and the proposed order must match exactly for payment to issue. The proposed order must also include the following information:

1. The principal sum initially deposited;
2. The amount of principal funds sought to be disbursed;
3. To whom the disbursement is to be made with full name and address and zip code that exactly matches the information on the W-9/AO 213 form; and
4. Specific instructions regarding distribution of accrued interest as stated in the IRS forms regarding reporting of earned interest.

If the Motion, supporting documentation, W-9/AO 213 form, IRS form regarding earned interest reporting, and proposed order do not comply with the instructions in this General Order, a deficiency with fourteen (14) days' leave to cure will be issued. If the deficiency is not cured by the fifteenth day, the Motion will be denied without prejudice.

**SO ORDERED.**

New Orleans, Louisiana, this 1st day of September, 2022.

For the Court:



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MEREDITH S. GRABILL  
UNITED STATES BANKRUPTCY JUDGE