

INSTRUCTIONS FOR CLAIMING UNCLAIMED FUNDS

These are instructions that apply to claiming funding that you were notified of in one of two ways:

1. The court contacted you directly letting you know that you've had funds held with the court for 3 years or more that, if not promptly claimed (within 45 days of posting), will be escheated into the court's general fund, or;
2. The court posted a Notice of Intent to Escheat (via newspaper, web paper, court website, or court bulletin board) and your name is on that list.

If you fall into either, or both, of these categories you will need the following documentation to be able to claim it:

- A filled-out Claim Affirmation Form
 - This form can be found on the court's website, or there will also be physical copies available at the clerk's window. **INCOMPLETE FORMS WILL NOT BE ACCEPTED.**
 - **NOTE: IF THE AMOUNT IS \$1,000.00 OR OVER YOU WILL NEED TO HAVE THE CLAIM AFFIRMATION FORM NOTARIZED. THESE CLAIMS \$1,000 OR OVER WILL NOT BE ACCEPTED WITHOUT NOTARIZATION.**
- A copy of your Driver's License or Identification Card.
- Proof of address
- A filled-out Claim For Money Held Form
 - This form can be found on the court's website, or there will also be physical copies available at the clerk's window. **INCOMPLETE FORMS WILL NOT BE ACCEPTED.**
- If you have had a name change we will require a document that proves that name change (marriage certificate, marriage dissolution, etc.)

If the original owner of the funds is deceased you will need this additional documentation:

- Death certificate of the deceased owner of the funds
- If probate of estate is open, the estate tax identification number and a copy of Currently Certified Letters Testamentary, dated within 6 months, appointing the executor or administrator of decedent's estate.

Once all this documentation is prepared, you may turn this documentation in by the following manner:

- Emailing it to fiscalservices@tuolumne.courts.ca.gov, or;
- Mailing it to Superior Court of California County of Tuolumne, 12855 Justice Center Drive Sonoma, CA 95370, ATTN Fiscal Services, or;
- Physically handing the form in at the Clerk's window