



Superior Court of California, County of San Joaquin  
Stockton Branch, Accounting Department  
180 E Weber Ave, 13<sup>th</sup> Floor  
Stockton, CA 95202

## **UNCLAIMED FUNDS INSTRUCTIONS and FORMS**

For Funds at the Superior Court

**This is not for funds held at the State Controller's Office**

If you are claiming funds, please complete the following:

STEP 1: Fill out the attached forms (Claim Affirmation Form and Claim For Money Held).

When completing the claim forms, please type or print legibly in blue or black ink. Claims that are illegible will be returned. Claims must be made using the Court's forms. Any modifications made to the Court's forms will not be accepted.

STEP 2: You must sign the Claim Affirmation Form and have it notarized if your claim is over \$1,000 or your claim will not be processed. Please read all the instructions and make copies of all required documents (driver's license, etc.). Owners or heirs are required to provide documentation to validate their claims.

STEP 3: Each claimant is required to fill out a separate Claim Affirmation Form and Claim For Reimbursement.

STEP 4: Please send the completed forms along with all the required materials to:

Superior Court of California, County of San Joaquin  
Accounting Department  
180 E. Weber Ave., Suite 1301L  
Stockton, California 95202

For additional questions, please call (209) 992-5257.