



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

### **CLAIM FORM INSTRUCTIONS**

If you are claiming funds, please complete the following:

**STEP 1:** Fill out the attached **Claim For Money Held** form. When completing the claim form, 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 form. Any modifications made to the court's form will not be accepted.

**STEP 2:** Please read all of 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:** Please send the completed form along with all the required materials to the above address:

#### **ORIGINAL OWNER FILING CLAIM:**

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim Form;
- Copy of current photo identification;
- Proof associating you to the Court and the funds being claimed
- The original instrument used such as a receipt, copy of check, judgment, etc.

#### **HEIR(S) OF DECEASED OWNER FILING CLAIM:**

The following is a checklist of the documentation required when sending in your claim:

- Completed and signed Claim Form;
- Death certificate of the deceased owner(s) of the funds;
- Proof associating the deceased owner to the Court and the funds being claimed;
- Copy of current photo identification for each heir(s);
- Proof associating each heir with the deceased owner;
- Proof that the deceased owner's property passes to each heir, and in what proportion;
- The original instrument used such as a receipt, copy of check, judgment, etc.;