[Your Court Name]

[Address]

[Phone Number]

MEMO

To: [insert name, title and position of person of your local government unit to whom you are sending the unclaimed property]

From: [insert your name and title]

Date:

Re: Unclaimed Property

In the situation where an individual amount is more than $50.00, the court is required to disburse the unclaimed property funds directly to the state. Here, the amount of unclaimed property is less than $50.00.

Attached is check #: \_\_\_\_\_\_\_\_\_\_ in the amount of $ \_\_\_\_\_\_\_\_\_\_\_ for unclaimed property the court is disbursing to the [insert name of local government].

Here is the detailed information on this unclaimed property:

|  |  |
| --- | --- |
| Payee: |  |
| Last Known Address: |  |
| Date of Birth: |  |
| Gender: |  |
| Case and case number: |  |
| Original Check number: |  |
| Date issued: |  |
| Amount: |  |
| Purpose of check: |  |
| Date due notice letter sent: |  |

If you have any questions, please contact me.