

## Unidentified Payments

### Resources:

- For specific CORIS instruction, see District [DCJUST Document](#)
- [Court LMS Learning Management System](#)

### Policy:

1. All reasonable efforts must be made to identify a payment before it is applied to Trust Without A Case.
2. Trust Without A Case is to be used only for funds which do not have enough information to credit a specific case.
3. Payments received in the Juvenile court which cannot yet be applied to an order must be receipted into a case holding account until a valid order has been created.

### Procedure:

#### Responsibility Action

#### District/Juvenile

1. Receipt the payment into Trust Without A Case.
2. Review Trust Without a Case monthly. The holding account at least weekly.
3. If a payment remains unidentified and unclaimed after one year from check date or date of judgment, forward the money to Unclaimed Property. (See Section 06 Trust, [06-11 Unclaimed Property](#)).
4. When the holding amount can be applied, transfer the holding amount to a valid order.
  - a. Create the appropriate order, if necessary.
  - b. Transfer the receipt.