

OVERDUE RECEIVABLES OWEND TO THE STATE OF UTAH IN CIVIL CASES

District court can manually refer the accounts receivable collection to the Office of State Debt collection (OSDC) on overdue receivables related to civil cases. To provide consistent information and procedure statewide, the following steps have been suggested:

1. Send the following information to the Office of State Debt Collection, 5110 State Office Building, SLC UT 84114:

If overdue receivable is related to a NSF check, send:

- Copy of NSF check
- Copy of Collection Letter
- Cover letter for referral (see "OSDC Civil Referral Form")

For other overdue receivables (contempt of court fees, etc) send:

- Copy of Case History
- Copy of Payment History
- Cover letter for referral (see "OSDC Civil Referral Form")

2. On CORIS:

- Adjust the account receivable amount due being sent to OSDC (see Section 03-07.00 Returned Checks)
- Enter a reason of "Account sent to OSDC"
- Enter a Case History Note
- Scan a copy of the Civil Referral form, classified as 'private'