2nd District Court		
Trust Check Signers Verification		
For the Month of:	Year:	
1st Check Signer:		
The first signer is required to access CORIS to review . compliance or review hard copy documentation. The		

The first signer is required to access CORIS to review Judicial orders, sentencing information, scanned documents, Accounting Manual compliance or review hard copy documentation. The 1st signer should verify: payee/victim; amount; address (changes to victim's name or address are proper and supported by written documentation.) The first signer shall also verify the number of checks and check numbers against the check register. Upon verification of the above information, the 1st check signer shall complete the Check Recap portion of this form indicating they have completed the verification required.

2nd Check Signer:

Check Recap:

1st Check Signer

2nd Check Signer

1st Check Signer

2nd Check Signer

The 2nd check signer may also review documentation as necessary. The 2nd check signer shall then verify the number of checks and check numbers against the check register and sign checks. Once signed, checks are to remain secured until sealed in an envelope for mailing and/or delivered to a cashier, if payable to the court revenue account. The 2nd check signer shall then complete the Check Recap portion of this form indicating they have completed the duties required of the 2nd signer. This completed form should then be returned to the trust check writer.

Total # of

	Beginning Check #	Ending Check #	Checks Reviewed	Date Reviewed	Reviewed by:
1st Check Signer					
2nd Check Signer					
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1st Check Signer					
2nd Check Signer					
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