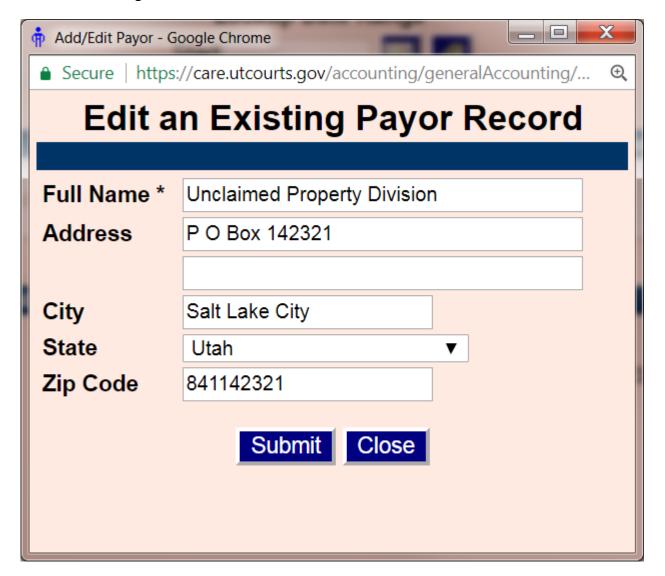
Trust without a Case

Trust without a Case is to be used only for funds which do not have enough information to credit to a specific case. If a payment remains unidentified and unclaimed, Select Acctg, General Accounting, Refund, and Trust w/o case. (NOTE: See Accounting Manual: Safeguarding of Cash found on Premises 01-04.00, Unidentified Payments 02-11.00 and Unclaimed Property 06-11.00)

	Home FindCase My Works	space Case Party Incident	Assess Petition Calendar eFile	eWarrant Protective Orders Minute	es Acctg Order Fulfill Victim CaseL	oad Service Admin eReferral Help Logout	÷
	Find Case Case I	Info. Relationships F	ederal Benefit\	Dispositions \ / Cust. & Prob. \ /	General Accounting Accounting Cutoff	Order Account Summary Time Pay Listing	7
17	Tilla				Collections	Receipting	
EARE	Case Number	→	First Name		Accounting Management RWF Administration	Non-Judicial Transfers	
Sheri Knighton Logout	Gender	▼	Middle Name		New Order Accounts (Petition)	Refund • Bail	
	Alias		Last Name		Accounting Reports Date of Birth - End	Tax Intercept Trust w/o Case	
Set Defaults My Cases							_
My Calendar Hearing Blocks	Name	Case #	Alias	Gender Address	Relation	iships DOB Age	
eFile Queue My eFiled My eFile Batch							
eFile New Last Case(s)							
CARE Icons	_						
UPDATES							
Releases Email HelpDesk							
Order Account Summary							
	Case # No Current Case						-

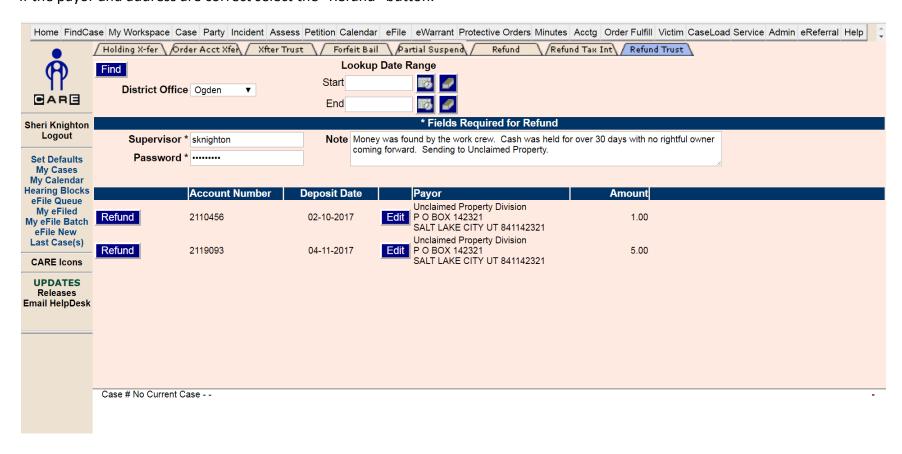
Select the district office and hit the "Find" button. It will pull up the cases in that district that have trust without a case. If the address is something other than Unclaimed Property Division you will need to select the "Edit" button and change the address to Unclaimed Property. Home FindCase My Workspace Sase Party Incident Assess Petition Calendar eFile eWarrant Protective Orders Minutes Acctg Order Fulfill Victim CaseLoad Service Admin eReferral Help Forfeit Bail Partial Suspend Order Acct Xfen Xfter Trust Refund Refund Tax Int\ / Refund Trust Lookup Date Range Find Start District Office Farmington ▼ CARE End * Fields Required for Refund Sheri Knighton Logout Supervisor * Note Password * **Set Defaults** My Cases My Calendar Hearing Blocks **Deposit Date** Account Number Payor **Amount** eFile Queue Linclaimed Property Division My eFiled Refund 2121184 04-26-2017 Edit P O BOX 142321 35.00 My eFile Batch SALT LAKE CITY UT 841142321 eFile New Last Case(s) **CARE Icons UPDATES** Releases **Email HelpDesk** Case # No Current Case - -

Enter the following information and select the "close" button.



You will need to have a supervisor enter their ID and password with a note as to why this is being sent to Unclaimed Property.

If the payor and address are correct select the "Refund" button.



A warning will show asking if you want to refund the money. Select Ok. The check is now ready to be processed. (NOTE: See instructions for Trust Check Writing).

