

8th District Court - Vernal
INSTRUCTIONS FOR CHECK SIGNERS
Check # _____ - _____

Checks are to be reviewed to ensure validity of payment. Authorizing signers are acting in behalf of the court system and should not take this responsibility lightly.

1st Check Signer

The first signer is required to access CORIS to review sentencing information, scanned documents or review hard copy documentation. Documentation may include: judicial orders, printed case history, or Revolving Trust Form. The 1st signer should verify: payee/victim/vendor; 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 or this form. 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

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 or this form; 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 (Candace Hall).

Check Recap

	beginning check #	ending check #	total # of checks reviewed	date reviewed	reviewed by
1 st Check Signer					
2 nd Check Signer					

8th District Juvenile Court - Duchesne
INSTRUCTIONS FOR CHECK SIGNERS

Check # _____ - _____

Checks are to be reviewed to ensure validity of payment. Authorizing signers are acting in behalf of the court system and should not take this responsibility lightly.

1st Check Signer

The first signer is required to access CARE or review hard copy documentation (court orders, non-judicial agreements or case history) verifying: payee/victim/vendor; 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 or this form. 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

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 or this form; 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 (Candace Hall).

Check Recap

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