

Void and Lost Checks

Resources:

- See Section 06-03.01 Forms and Instructions to view form/letter options giving notice a check has not cleared and request to reissue.
- [CORIS Voided Check Flow Chart](#) and [CORIS steps for voided checks](#) that clear the bank and the trust type “Trust Reimbursement” is utilized and [CARE steps](#) to un-void the check.
- [Section 06-11.00 Unclaimed Property](#) and [06-02.00 Outstanding Checks](#) (which contain sample letters)
- [Section 03-05.00 Overages and Shortages](#).

Policy:

1. Only clerks with trust check writing roles are authorized to void & reissue checks.
2. If a check to be voided will be ‘reissued’ to the payer, the court must confirm that the check did not clear the bank utilizing Zion’s Bank Treasury Gateway/Anytime Gateway software. This is required even if the physical check is in possession as the check could have been deposited using a mobile device.

Procedure:

Responsible Action

District/Juvenile Courts

1. Where possible, it is recommended that district checks not be voided the first few days of the month (due to CORIS trust reconciliation issues).
2. Voiding the check in CORIS and CARE creates an audit trail; therefore, no physical storage of voided checks is necessary.
3. If a check is damaged, printed wrong or is a duplicate check number, the check should be shredded immediately.
4. If a check is returned “undeliverable-wrong address” and a new address is found within 2 weeks, the check need not be voided/shredded. Update the address in the computer rather than void the check. The custodian or employee other than the trust check writer shall mail the check.
5. A check shall be voided once it has been outstanding for one year. Attempt to find the recipient as outlined in Section 06-11.00 Unclaimed Property. A stop payment is not required for checks going to unclaimed property.

If a new check is to be reissued

1. If the **recipient** is requesting a replacement check, the option of using the “Request to Reissue Trust Check” form is the discretion of the local court. A signed form is not required to be retained. If the court chooses not to require a signed form, the recipient can email the accountant with their current address or contact the court in writing. [See section 06-03.01 forms for sample letter and other optional forms.](#)

If a new check is to be reissued and a stop payment is required

1. The option of requesting a stop payment is the discretion of the local court, but the dollar amount must be \$75 or greater.
2. The court shall ensure the check has not cleared the bank utilizing Zion’s bank online Treasury Gateway/Anytime Gateway before voiding in the computer.
3. To initiate the request, complete the Google Doc form “Request Check Stop Payment.” (Contact AOC Finance to request access to the form)
4. Access the “Request Check Stop Payment (Response) document through Google Doc’s to verify the stop payment has been placed and to determine the required 48 hour hold from the time activated. (Note: Stop Payments are good for 3 years and the fee is not charged to the local court).

If a voided check is subsequently cashed

1. Contact the Court’s Help Desk to request the check be reflected as cleared (un-void) so the reconciler can appropriately ‘clear’ the check. District Court: Ask the help desk to create a Trust Overpayment trust type if so required. (See [District Flow Chart](#)).
2. If the individual has been overpaid **or** monies have been sent to Unclaimed Property, the Trust Account Summary will reflect a negative amount. In order for monies to be receipted properly once repaid, the courts shall proceed based on court level: Refer to [CARE](#) or [CORIS](#) for instructions and [District Court Flow chart](#) to help determine course of action.
3. For processes to recoup the funds see [Section 03-05.00 Overages and Shortages](#).