

(Please return form to accountant)

Check nos. _____ through _____

Date checks given to first signer: _____

As first check signer, I have accessed CORIS for sentencing information, scanned documents (judicial orders) or reviewed hard copy documentation, which may include: judicial orders, printed case history, or revolving trust form, to verify payee/victim, amount, and address.

First signer: _____

As second check signer, I have reviewed documentation as necessary, kept the checks secure, and placed them in a sealed envelope for mailing and/or delivered to a cashier if payable to the court revenue account on _____.

(Date)

Second signer: _____

(Please return form to accountant)

Check nos. _____ through _____

Date checks given to first signer: _____

As first check signer, I have accessed CORIS for sentencing information, scanned documents (judicial orders) or reviewed hard copy documentation, which may include: judicial orders, printed case history, or revolving trust form, to verify payee/victim, amount, and address.

First signer: _____

As second check signer, I have reviewed documentation as necessary, kept the checks secure, and placed them in a sealed envelope for mailing and/or delivered to a cashier if payable to the court revenue account on _____.

(Date)

Second signer: _____