



SUPERIOR COURT OF CALIFORNIA COUNTY OF SANTA CLARA

Finance Division – Revenue & Courthouse Accounting Unit
191 North First Street
San José, CA 95113

FOR DISTRIBUTION TO PARTIES WITH FUNDS DEPOSITED TO COURT TRUST:

RELEASE OF FUNDS DEPOSITED TO COURT DEPOSITS

Some civil cases, but not limited to interpleader or eminent domain cases, requires parties to deposit monies with the Court. These are accepted by the Court and the funds are deposited by the Court to the interest bearing account with a financial institution.

At the end of the hearing, the Judge orders monies to be paid to the respective parties. However, this judgment only addresses the recipient of any monetary judgment, but does not order the release of funds deposited with the Superior Court of Santa Clara County.

The recipient of the monetary judgment must submit the following to the Court before funds will be released:

1. An [Order for Payment from Court Deposit \(FN-022\)](#) must be prepared and submitted with the following information.
 - a. Case Number
 - b. Case Title (names of Plaintiff/Defendant)
 - c. The Superior Court of Santa Clara is ordered to draw a warrant against funds deposited on the case.
 - d. The name of the payees and the amounts to be paid to each party, with their mailing addresses, including their zip codes.
 - e. If interest is to be paid, the Order must specify that interest is to be paid and to whom.
2. A [Payee Data Record \(FN-030\)](#) must be prepared and signed. Each payee must sign and submit this form. (one form for each payee)
3. The **Order for Payment from Court Deposit (FN-022)** must be signed by the Judge. A clerk should verify the amount on the document prior to submitting to the Judge for signature.
4. The signed **Order for Payment from Court Deposit (FN-022)** should be filed with the Clerk's Office along with the **Payee Data Record (FN-030)** form. The Clerk must FILE STAMP, SIGN, and CERTIFY the **Order for Payment from Court Deposit (FN-022)** copy. The certification stamp must be an original (photocopies not acceptable). Applicable fees apply.
5. The certified copy of the **Order for Payment from Court Deposit (FN-022)** and the **Payee Data Record (FN-030)** must be forwarded to:

**Superior Court – Administration
Finance Division – Revenue & Courthouse Accounting Unit (RCAU)
191 North First Street
San José, CA 95113**

6. Upon receipt of the certified copy of the **Order for Payment from Court Deposit (FN-022)** and the **Payee Data Record (FN-030)**, the Finance Division will review the documents and if found in order, RCAU will email all pertinent data to the Administrative Office of the Courts (AOC) – Sacramento Office. AOC Sacramento will process a disbursement upload into the Phoenix Accounting System that will generate a disbursement check based on the data emailed by the Court. Disbursement data received by AOC before 4 p.m. each day will generate a check on the same day and will be mailed on the next business day.