



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA**

**Finance Division - Revenue Unit
191 N First Street
San Jose, Ca 95113**

Print Form

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 -according to the judgment - 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 completed **Order for Payment from Court Deposit (FN-022)** and **Payee Data Record (FN-030)** and a **copy of the judgment** should be submitted to the Civil Clerks/Calendar Office in hard copy form.
 - a. Processing fees \$100.50 (\$60.00 filing fee for the order, \$40.00 certification fee for the order for payment, and \$0.50 for the copy of the order)
 - b. Make payable to "Clerk of the Court"
 - c. Civil Calendar Office will verify the amount on the document then submit the **Order for Payment from Court Deposit (FN-022)** to the Case Manager Judge for signature.
4. After the order is signed the Civil Calendar Office Clerk will:
 - a. File Stamp, Sign, and Certify the **Order for Payment from Court Deposit (FN-022)**
5. The certified copy of the **Order for Payment from Court Deposit (FN-022)**; the **Payee Data Record (FN-030)** and the **copy of the judgment** will be forwarded by the Civil Calendar Office to:

Superior Court - Administration
Finance Division - Revenue Unit
191 North First Street
San Jose, CA 95113
6. Upon receipt of the certified copy of the **Order for Payment from Court Deposit (FN-022)**; the **Payee Data Record (FN-030)**; and the **copy of the judgment**, the Finance Division will review the documents and if found in order, Finance will email all pertinent data to the Judicial Council of California (JCC) - Sacramento Office. The JCC will then process a disbursement check and mail it from Sacramento.