

Instructions for Unclaimed Outstanding Checks

Per N.J.S.A. 46:30B-1 et seq., Annually, at the end of the State fiscal year (July 1-June 30), but before November 1, a Special Civil Part Officer must escheat unclaimed checks to the State of New Jersey Treasury, unclaimed Property section. You may use a feature in NJCC designed to facilitate this requirement.

Instructions:

- 1) Choose the Checks (7) section of the program
- 2) Next choose the Outstanding Checks (7) function.
- 3) Select all of the outstanding checks as necessary and then press the 'Toggle Status (Unclaimed)' button. This will mark all of the checks as unclaimed.
- 4) Select the Print Checks and Advice for Unclaimed Property button.
- 5) If you have checks marked as unclaimed, the total will be indicated and the 'Create/Print new check' button will be activated, verify that the check number matches the one you put into the printer and press the blue 'Create/Print new check' button. After the check has successfully been printed, Answer 'yes' to did the check print OK? This will post the database that these checks were escheated to the State and enter a line item in the history for each docket affected.
- 6) Next, select the check from the list of checks for unclaimed property and press the white 'Print Check Detail Sheet' button. First a listing for Pro-Se's will print out if available, then a list for Attorney disbursements. Both sheets will add up to the total of the check created for the State.

NOTE: You can return at any time in the future and re-print the advice sheets selecting the appropriate check from the list and then pressing the white 'Print Check Detail Sheet' button. You are required to keep this info in the computer system for 10 years.

NOTE: While the above method may seem cumbersome, it is necessary in order to maintain a complete audit trail of everything that the court issued and all of the money collected.