

# **Un-Cashed Juror Checks**

**Deadline to submit all claims is December 11, 2020.**

## **Required documentation to file a claim:**

1. Completed Request for Duplicate Check/Stop Payment Form
2. Copy of a valid driver's license
3. The List number or Check number for the amount you are requesting
  - a. Each List number or Check number will require a separate form

## **Claim Form Instructions:**

1. Print out the Request for Duplicate Check/Stop Payment form
2. Complete the following sections in the center of the form:
  - a. (1.) Print your full name as indicated on the list
  - b. (2.) Print your full mailing address
    - i. Street number
    - ii. Street name
    - iii. City
    - iv. State
    - v. Zip Code
  - c. (3.) Enter the check date as indicated on the list
  - d. (4.) Sign your full name as listed in (1.)
  - e. (5.) Provide a daytime telephone number

## **Where to submit your documentation:**

Submit your completed form, copy of your valid driver's license and your List or Check number to:

Via Mail:

Orange County Superior Court  
Attention: Accounting Services  
700 Civic Center Drive West  
Santa Ana, CA 92701

Via Email:

Email Address: [AccountingServices@occourts.org](mailto:AccountingServices@occourts.org)

Subject Line: Claim for Juror Check

