

Process for Depositing Funds With County Treasurer as to Unclaimed Funds for Unknown Heirs With Certified Order/Process for Releasing Funds On Deposit Through Certified Order.

The Tax Foreclosure/Unclaimed Funds Division of the Prosecutor's Office is located at:

Cuyahoga County Prosecutor's Office
Division of Tax Foreclosures/Unclaimed Funds
310 W. Lakeside Avenue
Suite 300
Contact: Sandy Smith (previously Roberta Arnold, who is now retired)
(216) 443-2076

Depositing Funds with the County Treasurer Requires the following:

1. Prepare pleading. The general motion template located at <https://probate.cuyahogacounty.us/pdf/est/GPMotionCFESTGRDPacket.pdf> can be used for filing. Caption the pleading "Motion to Deposit Unclaimed Funds with the Cuyahoga County Treasurer". Must include Certificate of Service to relevant parties.
2. **There is a \$27 filing fee for this Motion.**
3. If the Motion is granted, the Court will send a certified copy of the Judgment Entry.
4. Once the certified copy is obtained, they need to contact the Cuyahoga County Prosecutor's Office/Tax Foreclosures c/o Sandy Smith at the address or phone number provided above.
5. When the Entitled Beneficiary (person who was to inherit the funds who could not be located) is found/discovers the funds, they can gain access to the funds through a similar process.

Requesting Release of Unclaimed Funds Held on Deposit With County Treasurer requires the following:

1. Prepare pleading (the general motion template located <https://probate.cuyahogacounty.us/pdf/est/GPMotionCFESTGRDPacket.pdf> can be used) to be filed. Caption the Motion To Release Funds Held On Deposit with the Cuyahoga County Treasurer.
 - a. Must include Certificate of Service to relevant parties.
 - b. Include photocopy of ID at time of filing.
 - c. **There is a \$20 filing fee for this Motion.**
 - d. If the Motion is granted, the Court will send a certified copy of the Judgment Entry.
 - e. Once the certified copy is obtained, they need to contact the Cuyahoga County Prosecutor's Office/Tax Foreclosures c/o Sandy Smith at the address or phone number provided above.
 - f. Once the Prosecutor's Office does their verification process, they will work with the County Treasurer to have the funds released to the appropriate party.