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/GPMOTF.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/GPMOTF.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.