



FELICIA PITRE, DISTRICT CLERK
REGISTRY DEPOSIT INFORMATION SHEET
FOR MINORS, INTERPLEADERS & CASH BONDS

CASE # \_\_\_\_\_ AMOUNT \_\_\_\_\_

CHECK # \_\_\_\_\_

AMOUNT \_\_\_\_\_

BOND TYPE \_\_\_\_\_ CHECK # \_\_\_\_\_

CASE STYLE \_\_\_\_\_ vs. \_\_\_\_\_

ARE THESE FUNDS TO BE INVESTED? \_\_\_\_\_ YES \_\_\_\_\_ NO

TAX ID #. or SOC. SEC. # \_\_\_\_\_

(TRUST MUST HAVE A COPY TO HAVE FUNDS INVESTED)

PARTY NAME or MINOR'S NAME \_\_\_\_\_

(REQUIRED)

MINOR'S DATE OF BIRTH \_\_\_\_\_

(REQUIRED)

MINOR'S PARENT OR GUARDIAN NAME & ADDRESS, PH. # & DRIVERS LICENSE # \_\_\_\_\_

PH.# \_\_\_\_\_ D.L.# \_\_\_\_\_

(REQUIRED)

(REQUIRED)

PLAINTIFF ATTY. \_\_\_\_\_ DEFENDANT ATTY. or GAL. \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ PHONE # \_\_\_\_\_

NOTE: REGISTRY FUNDS WILL BE INVESTED ONLY IF A COPY OF SOCIAL SECURITY OR TAX ID NUMBER IS PROVIDED.

TYPES OF INTEREST BEARING ACCOUNTS ALLOWED PER SECTION 117.053 OF THE LOCAL GOVERNMENT CODE: INTERLOCAL INVESTMENT POOLS, LOCAL INTEREST BEARING DEPOSITS THAT ARE FDIC INSURED (CD, MMA'S, SAVINGS ACCOUNTS), UNITED STATES TREASURY BILLS AND NO LOAD MONEY MARKET MUTUAL FUNDS. ALL OF THESE INTEREST BEARING VEHICLES ARE SUBJECT TO THE STRICT GUIDELINES SET FORTH IN SECTION 117.053 OF THE LOCAL GOVERNMENT CODE. \*A FEE OF 10% OF THE INTEREST EARNED WILL BE ASSESSED AT THE TIME OF WITHDRAWAL ON INVESTED ACCOUNTS PER SECTION 117.122 OF THE LOCAL GOVERNMENT CODE.

IT IS DISTRICT CLERK POLICY REGARDING FINAL JUDGMENTS TO WAIT 30 DAYS TO DISPERSE REGISTRY FUNDS. THIS IS DUE TO THE FACT THAT THE CASE CAN BE APPEALED WITHIN 30 DAYS. THE EXCEPTION TO THIS IS: AGREED FINAL JUDGMENTS, OR THE FINAL JUDGMENT CONTAINS WORDING ORDERING THE DISTRICT CLERK TO FORGO THE 30 DAY WAIT. ALSO A NON-JUDGMENT ORDER OF THE COURT WILL SUFFICE IN ORDER TO RELEASE COURT REGISTRY FUNDS IMMEDIATELY. THE DISTRICT CLERK TRUST OFFICE WILL ALSO WAIT TO DISBURSE FUNDS FROM THE COURT'S REGISTRY IF THE DEPOSIT WAS RECENTLY MADE BY CHECK. THIS WILL ALLOW THE TRUST OFFICE ENOUGH TIME TO SEE IF THE CHECK HAS CLEARED.

IT IS THE RESPONSIBILITY OF THE ATTORNEYS OF RECORD TO SUBMIT A COURT ORDER TO REQUEST A DISBURSEMENT OF ANY MONIES DEPOSITED IN LIEU OF BOND OR INTERPLEADER ACTIONS AND TIMELY NOTIFY THE TRUST DEPARTMENT OF ANY INVESTMENT OR WITHDRAWAL. IF YOU WIRE TRANSFER FUNDS INTO THE COURT'S REGISTRY, THEN YOU NEED TO FILL OUT A REGISTRY DEPOSIT FORM LOCATED UNDER DOWNLOADABLE FORMS ONLINE UNDER THE DISTRICT CLERK'S WEB SITE https://www.dallascounty.org/department/districtclerk/ AND SUBMIT A COPY TO THE D.C. TRUST OFFICE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_