

**Fayette County Clerk of Courts**  
**Unclaimed Funds Procedure**  
**Sandra I. Wilson**  
**Clerk of Courts**

If a public party believes they are the owner of unclaimed funds, the claimant must follow the following procedures:

1. Fill out an "Unclaimed Funds" Form provided on this website and/or contact the Clerk of Court's office at 740-335-6371. The Accounting Clerk will send the form out via e-mail, or US regular mail. The form requires the following information to process all claims.
  - Current name and initials
  - Prior names used (such as maiden name)
  - Amount of unclaimed funds
  - Check or payment type
  - Original owner of the funds
  - Current Address with verification (Utility Bill, W2 form or 1099 form/Federal Tax Return Form, or Current Payroll Check stub-all items must be dated within the last month to be accepted as verification)
  - Phone number
  - Social Security Number or Tax ID number
  - Copy of Identification (Valid Drivers' License or State ID)
  - Form must be Notarized
  - Case Number with Plaintiff and Defendant as it appeared on the case
2. The claim must be completed, signed and notarized. If there are multiple claims, a form must be completed for each separate claim. The forms must be mailed to the following address.
  - Clerk of Courts  
110 East Court Street-Legal Division  
Washington Court House, Ohio 43160  
Attn: Accounting Clerk  
PH: 740-335-6371
3. Once the claim form is received in clerk's office, processing takes approximately 30 days.