

RECEIPTS FOR FUNDS DEPOSITED OR TRANSFERRED INTO BLOCKED ACCOUNTS

King County Superior Court Facilitators: Instruction # G-7
RCW 11.88.105

*Whenever a court order requires the deposit or transfer of funds or other assets into a blocked account, a **Receipt of Funds Into Blocked Account** is required by the court for each such deposit or transfer to confirm that the ordered deposit or transfer was made. The deposit or transfer should be made, and the Receipt filed with the court, within 30 days of entry of the order requiring the deposit or transfer.*

STEP 1: COMPLETE THE REQUIRED FORM

- **Receipt of Funds Into Blocked Account**

Fill in the caption, case number (including the SEA or KNT designation), the amount/value of the deposit, and the name of the Guardian, Personal Representative or attorney making the deposit. In some cases, such as those involving blocked securities accounts, it may be necessary to provide additional information about the nature of the deposit or transfer.

STEP 2: TALK TO AN ATTORNEY, IF POSSIBLE

These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. If you cannot afford to hire an attorney to represent you, you may be able to pay a lawyer to give you advice and review your paperwork for a lesser cost. Contact the King County Bar Association Lawyer Referral Line for information about limited services representation. If you cannot afford these costs, there are limited free legal services available to low income people. Contact the Facilitators' office for a *Legal Resource List* or the King County Bar Association Lawyer Referral Line for information about resources for low income people.

STEP 3: MAKE DEPOSIT OR TRANSFER AND OBTAIN SIGNATURE OF REPRESENTATIVE OF FINANCIAL INSTITUTION

At the time of making the deposit or transfer, tell the representative of the financial institution that the deposit or transfer is to be into a court ordered blocked account. A

representative of the financial institution must complete and sign a **Receipt for Funds Into Blocked Account** form. You should have with you a copy of the court's order requiring the deposit or transfer, as the financial institution's representative may wish to review and/or make a copy of the order. You should also have with you the **Receipt for Funds Into Blocked Account** form, filled out as indicated in Step 1. Following the deposit or transfer, ask the financial institution's representative to complete and sign the Receipt form, making sure the account number has been filled in correctly. Remember, a representative of the financial institution is to sign the Receipt, not you.

STEP 4: MAKE COPY AND FILE RECEIPT

Make one copy of the completed and signed **Receipt for Funds Into Blocked Account** for your records.

File the original in the Clerk's Office within 30 days of entry of the order requiring the deposit or transfer into a blocked account.

WARNING: These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. (You may be able to hire a lawyer for a small fee to review your completed forms and talk about your problem but not represent you in court). If you need a lawyer, contact the Family Law Facilitators' Office for a *Legal Resource List* or call the King County Bar Association.