

EXCESS PROCEEDS OF SALE

1

To File for Release of Funds

Law Library Resource Center

EXCESS PROCEEDS OF SALE

CHECKLIST

You may use these forms if the following factors apply to your situation:

- ✓ You are a former owner / trustor, (or the guardian/conservator of any owner who is still under the age of 18).
- ✓ The Mortgage or Deed of Trust was foreclosed on and the property sold, AND
- ✓ The property was sold for more than the amount owed to the lender, AND
- ✓ The lender's attorney deposited the excess funds with the County Treasurer, AND
- ✓ You want the money.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Law Library Resource Center website.

APPLICATION FOR RELEASE OF EXCESS PROCEEDS OF SALE

This packet contains court forms and instructions to file an application for release of excess proceeds of sale. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

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In the Superior Court of the State of Arizona
In and For the County of _____

Case Number _____

CIVIL COVER SHEET- NEW FILING ONLY
(Please Type or Print)

Plaintiff's Attorney _____

Attorney Bar Number _____

Is Interpreter Needed? ☐ Yes ☐ No

If yes, what language(s):

Plaintiff's Name(s): (List all)

Plaintiff's Address:

Phone #:

Email Address:

(List additional Plaintiffs on page two and/or attach a separate sheet).

Defendant's Name(s): (List All)

(List additional Defendants on page two and/or attach a separate sheet)

RULE 26.2 DISCOVERY TIER OR MONETARY RELIEF CLAIMED:

IMPORTANT: Any case category that has an asterisk (*) **MUST** have a dollar amount claimed or Tier selected. State the monetary amount in controversy or place an "X" next to the discovery tier to which the pleadings allege the case would belong under Rule 26.2.

☐ Amount Claimed \$_____

☐ Tier 1

☐ Tier 2

☐ Tier 3

NATURE OF ACTION

Place an "X" next to the **one** case category that most accurately describes your primary case. **Any case category that has an asterisk (*) MUST have a dollar amount claimed or Tier selected as indicated above.**

100 TORT MOTOR VEHICLE:

☐ 101 Non-Death/Personal Injury*

☐ 102 Property Damage*

☐ 103 Wrongful Death*

110 TORT NON-MOTOR VEHICLE:

- ☐ 111 Negligence*
- ☐ 112 Product Liability – Asbestos*
- ☐ 112 Product Liability – Tobacco*
- ☐ 112 Product Liability – Toxic/Other*
- ☐ 113 Intentional Tort*
- ☐ 114 Property Damage*
- ☐ 115 Legal Malpractice*
- ☐ 115 Malpractice – Other professional*
- ☐ 117 Premises Liability*
- ☐ 118 Slander/Libel/Defamation*
- ☐ 116 Other (Specify) _____ *

120 MEDICAL MALPRACTICE:

- ☐ 121 Physician M.D.* ☐ 123 Hospital*
- ☐ 122 Physician D.O.* ☐ 124 Other*

130 & 197 CONTRACTS:

- ☐ 131 Account (Open or Stated)*
- ☐ 132 Promissory Note*
- ☐ 133 Foreclosure*
- ☐ 138 Buyer-Plaintiff*
- ☐ 139 Fraud*
- ☐ 134 Other Contract (i.e. Breach of Contract)*
- ☐ 135 Excess Proceeds-Sale*
- ☐ Construction Defects (Residential/Commercial)*
- ☐ 136 Six to Nineteen Structures*
- ☐ 137 Twenty or More Structures*
- ☐ 197 Credit Card Debt (Yuma County Only)*

150-199 OTHER CIVIL CASE TYPES:

- ☐ 156 Eminent Domain/Condemnation*
- ☐ 151 Eviction Actions (Forcible and Special Detainers)*
- ☐ 152 Change of Name
- ☐ 153 Transcript of Judgment
- ☐ 154 Foreign Judgment

- ☐ 158 Quiet Title*
- ☐ 160 Forfeiture*
- ☐ 175 Election Challenge
- ☐ 179 NCC-Employer Sanction Action (A.R.S. §23-212)
- ☐ 180 Injunction against Workplace Harassment
- ☐ 181 Injunction against Harassment
- ☐ 182 Civil Penalty
- ☐ 186 Water Rights (Not General Stream Adjudication)*
- ☐ 187 Real Property *
- ☐ Special Action against Lower Courts
(See Lower Court Appeal cover sheet in Yuma)
- ☐ 194 Immigration Enforcement Challenge
(A.R.S. §§1-501, 1-502, 11-1051)

150-199 UNCLASSIFIED CIVIL:

- ☐ Administrative Review
(See Lower Court Appeal cover sheet in Yuma)
- ☐ 150 Tax Appeal
(All other tax matters must be filed in the AZ Tax Court)
- ☐ 155 Declaratory Judgment
- ☐ 157 Habeas Corpus
- ☐ 184 Landlord Tenant Dispute – Other*
- ☐ 190 Declaration of Factual Innocence (A.R.S. §12-771)
- ☐ 191 Declaration of Factual Improper Party Status
- ☐ 193 Vulnerable Adult (A.R.S. §46-451)*
- ☐ 165 Tribal Judgment
- ☐ 167 Structured Settlement (A.R.S. §12-2901)
- ☐ 169 Attorney Conservatorships (State Bar)
- ☐ 170 Unauthorized Practice of Law (State Bar)
- ☐ 171 Out-of-State Deposition for Foreign Jurisdiction
- ☐ 172 Secure Attendance of Prisoner
- ☐ 173 Assurance of Discontinuance
- ☐ 174 In-State Deposition for Foreign Jurisdiction
- ☐ 176 Eminent Domain– Light Rail Only*
- ☐ 177 Interpleader– Automobile Only*
- ☐ 178 Delayed Birth Certificate (A.R.S. §36-333.03)
- ☐ 183 Employment Dispute- Discrimination*

- ☐ 185 Employment Dispute-Other*
- ☐ 196 Verified Rule 45.2 Petition
- ☐ 195(a) Amendment of Marriage License
- ☐ 195(b) Amendment of Birth Certificate

☐ 163 Other*

(Specify)

EMERGENCY ORDER SOUGHT

- ☐ Temporary Restraining Order
- ☐ Provisional Remedy
- ☐ OSC
- ☐ Election Challenge
- ☐ Employer Sanction
- ☐ Other (Specify) _____

Additional Plaintiff(s):

Additional Defendant(s):

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PROCEDURES: HOW TO FILE FOR RELEASE OF EXCESS PROCEEDS OF SALE

STEP 1 Fill out the ***“Application for Release of Excess Proceeds of Sale”*** and make copies as directed on the separate instructions for this form.

STEP 2 **GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:** The Court is open from 8 a.m.-5 p.m., Monday-Friday. You should go to the Court at least two hours before it closes.

You may file your papers with the Clerk of the Superior Court at the following locations:

**Yuma County Justice Center
Clerk of Superior Court
250 W. 2nd Street
Yuma, Arizona 85364**

For information on “alternative” and “after hours” filing services, contact the Clerk of the Court, or visit the Clerk’s website.

FEES: A list of current fees is available from the Law Library Resource Center and from the Clerk of Court’s website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Law Library Resource Center.

PAPERS: Give the **original, plus 1 copy for EACH “interested party”** of the ***“Application”*** to the clerk at the Civil Filings Counter. The clerk will process your application and collect the filing fee (unless it has been deferred). **Make sure the clerk stamps and returns each copy to you.**

VERIFY YOUR CASE NUMBER after filing. It should remain the same as on the Complaint filed by the trustee depositing funds with the Treasurer’s Office. If the number is different, notify the Civil Filings clerk immediately as you are filing in response to *an existing case* and should be filing under *that* case number.

STEP 3 **NOTIFY “INTERESTED” PARTIES. Send copies of *“The Application”* to:**

- **each party** listed in the mailing list of the trustee’s complaint,
- **the Judge** assigned to your case, and
- **the Yuma County Treasurer’s Office**, “by any form of mail that requires a signed and returned receipt” (A.R.S. § 33-812(G), *such as*:
 - **Certified, with Return Receipt Requested, Priority Mail with Signature Confirmation,**
 - **Personal service by licensed process server,**
 - **(for the Treasurer’s copy ONLY) Hand Delivery with a request for a signature of receipt or an “Acceptance of Service” or with an extra copy to be stamped “Received”.**

Keep all returned receipts from the mailings, and all “undeliverable” returned mailings, unopened and in the original condition as received back from the Post Office, as well as any signed receipt, ***“Acceptance of Service”***, or copy stamped “Received” from the Treasurer’s Office.

Interested parties have 30 days from of the date their copy of the ***“Application”*** was *mailed* to file a response to object to your ***“Application”***. (A.R.S. §33-812 (H))

STEP 4

AFFIDAVIT OF MAILING.

Fill in the information requested about you at top left, and then the name of the plaintiff (the trustee) and case number (which should be the same as on your **"Application"**). Mark each box and fill in the information requested to indicate what method of delivery was attempted for each "interested party".

Do not sign the form until you are in the presence of a Deputy Clerk of Court or Notary Public.

NEXT: AFTER you have received back the signed return receipts and any original sealed "returned as non-deliverable" envelopes addressed to each of the "interested parties":

- **SIGN the original "Affidavit of Mailing"** in front of a Deputy Clerk of Court (at the filing counter) or a Notary Public.
- **MAKE TWO COPIES of the "Affidavit of Mailing" and all attachments** (return receipts and/or "undeliverable" returned envelopes).
- **FILE the original "Affidavit of Mailing" with the Clerk of Court at the Civil Filing Counter.** Attach copies of signed return receipts and copies of any sealed "returned-as-undeliverable" envelopes.
- **MAIL OR DELIVER A COPY TO THE ASSIGNED JUDGE of the "Affidavit" AND all attachments** (copies of signed return receipts and copies of any sealed "returned-as-undeliverable" envelopes) (Keep the second copy for your records). You may deliver the documents to the assigned Judge's office, or you may mail to the Judge in care of the Superior Court in Yuma County. If mailing, you may use this address:

The Honorable <insert Judge's name>
c/o Yuma County Superior Court
250 W. 2nd Street
Yuma, Arizona 85364

STEP 5

RESPONSE OR NO RESPONSE.

(A) IF A RESPONSE (Objection) TO YOUR REQUEST IS FILED: (if *no* response, go to (B))

A copy of any Response should be mailed to you at the address contained in the court records (Make sure you file a "Change of Address" with the court if you move.). You may then file a written reply (with copies to all parties) ***within 10 days of the date that Response was mailed to you.*** You may use the "blank pleading or motion form" from the Court or your own form, but make sure the name of the Plaintiff (the trustee) and the Defendant (Yuma County Treasurer), and the case number from the original complaint appear near the top of the first page.

After notifying all persons who have received a copy of the complaint or who have filed a responsive pleading, the court *may* hold a hearing. If there are competing claims to the proceeds, the Court *will* hold a hearing to determine who is entitled to the funds.

If the Court schedules a hearing, fill in the information requested at top left of the **"Order"** about you, the person filing the Application, then write in the name of the Plaintiff (the trustee) and the case number as from the Complaint on the **"Order to Release Excess Proceeds of Sale"**. Leave the rest of the form blank and wait for the Court's decision. Take the **"Order"** with you to the hearing in case the Judge wants to sign the Order at that time.

NOTE: If the court finds that a person *other than an applicant or respondent* has a superior right to the proceeds:

- The court shall not issue an order on the proceeds until 180 days from the date the complaint was filed.
- At any time before the expiration of the 180 day period, an applicant or respondent may move for a hearing to determine whether the claimed superior right is valid or enforceable and whether the claim is entitled to receive priority over the claim of the applicant or respondent.

- The motion shall set forth the specific facts and evidence that support the applicant's or respondent's position and shall be mailed to all persons who have received a copy of the complaint or filed a responsive pleading.
- If a response is not filed within the 180 day period by the person found by the court to have a superior right to the proceeds, the court shall enter an order in favor of any applicant or respondent entitled to the proceeds.
- On release of the proceeds, the county treasurer may assess and deduct from the proceeds a reasonable fee not to exceed one hundred dollars \$100.00 for the treasurer's costs associated with the civil action.

(B) IF AFTER 30 DAYS, NO RESPONSE HAS BEEN FILED:

Complete and submit the ***“Order to Release Excess Proceeds of Sale”*** to the assigned Judge for the Judge's signature. The ***“Order”*** should be for the same amount requested in the ***“Application”*** and not more than the amount deposited with the Treasurer (minus any Treasurer's fee).

Along with the original ***“Order”***, **MAKE SURE YOU INCLUDE:**

- **One (1) copy for each interested party**
- **One (1) copy for the Treasurer's Office**
- **One (1) copy for your records**
- **One (1) copy for the Court to certify**
- **One (1) stamped business envelope addressed to each interested party (including yourself)**

You may deliver the documents and envelopes to the assigned Judge's office, or you may mail to the Judge in care of the Superior Court in Yuma County at the address noted in **STEP 4**, above.

STEP 6

WAIT. The Judge may sign the Order, schedule a hearing, or reject the request. The decision will be mailed to you and to all interested parties. If a hearing is scheduled, you must wait for the hearing.

STEP 7

IF THE ORDER IS SIGNED . . .

- Get a certified copy of the ***“Order”*** (if one not sent by the Judge, see instructions below*).
- Submit the certified copy of the Order *and* an IRS form W-9 to the Treasurer's Office.

The W-9 form is available at the Treasurer's Office or you may download it in Adobe PDF format from the IRS web site. This is this is a statement ***under penalty of law*** that you have provided your correct Social Security Number (or Taxpayer Identification Number) and if applicable, a declaration that you are not subject to “backup withholding”. For further information, see the instructions attached to the W-9 form.

***To get a *certified copy* of your court order** you will need to present your Judge-signed copy along with to the Filing Counter within **48 hours**. If you need certified copies **after that time**, you will need to go to the Clerk of Superior Court at 250 W. 2nd Street, Yuma, Arizona 85364.

The Treasurer's Office will generally disburse monies within 72 hours of receipt of the *“Order”* and W-9. If you have not received payment within 5 business days after submitting the ***“Order”*** and W-9, you may contact the Treasurer's Office at .

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INSTRUCTIONS: HOW TO FILL OUT THE “APPLICATION FOR RELEASE OF EXCESS PROCEEDS OF SALE”

TO COMPLETE THIS FORM YOU WILL NEED THE CASE NUMBER AND OTHER INFORMATION FROM THE “COMPLAINT” FILED BY THE TRUSTEE AGAINST THE TREASURER THAT RESULTED IN THE EXCESS PROCEEDS BEING DEPOSITED WITH THE TREASURER’S OFFICE AFTER THE SALE OF YOUR PROPERTY. This information may be obtained by reviewing the case file at the Court’s Customer Service Center at 192 S. Maiden Ln. Yuma, Arizona 85364 OR via the Clerk of the Court’s website under “Court Case Information”. You may also search for information such as case number and amount of excess proceeds on deposit at the Treasurer’s website.

Match the numbered instruction below to the number on the form. Type or Print Neatly. Use black ink.

1. **Fill in the information** requested at top left about you, the person filing the Application.
2. **Case Caption:** List the same plaintiff (the trustee) and case number (beginning “CV”) as is listed on the original complaint (court case) filed to require the Treasurer to accept the deposit of excess proceeds that resulted from the trustee’s sale of your property.
3. **The Yuma County Treasurer** is the Defendant. This has already been filled in for you.
4. **For “Applicants”**, list your name and the name of your spouse or co-owner.
5. **For “property identified as”**, list one or more of the following:
 - STREET ADDRESS;
 - LEGAL DESCRIPTION of the property *as written on the DEED and attach copy of the deed*.

Copies of deeds may be obtained from the Recorder’s Office at 192 S. Maiden Lane, Suite B, Yuma, Arizona 85364 or from the Recorder’s web site.

6. **Verify** whether there are any liens or claims superior to yours listed in the Trustee’s Sale Guarantee attached to the Complaint and check the appropriate box.
7. **Enter the specific dollar amount** you are requesting to be released to you, not to exceed the amount on deposit with the Treasurer. The exact amount can be obtained online or by calling the Yuma County Treasurer’s Office at 602-506-7881.
8. **SIGN AND DATE** the “APPLICATION”. Signing this document is a statement to the Court that the information you have provided is true and correct to the best of your belief and knowledge, under penalty of law.

MAKE COPIES of the Application for all “interested parties”. The list of interested parties is the mailing list attached to or made part of the Complaint that resulted in the deposit of the excess proceeds with the Treasurer.

Make one copy for each of those parties **PLUS**:

- One (1) copy for the Treasurer,
- One (1) copy for the Judge,
- One (1) copy to be stamped by the Clerk of Court for you to keep for your records.

REFER TO THE “PROCEDURES” PAGE IN THIS PACKET FOR INSTRUCTIONS ON HOW TO FILE THIS DOCUMENT AND OTHER REQUIRED PAPERS AND HOW TO COMPLETE THE PROCESS.

Person Filing: (1) _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

FOR CLERK USE ONLY

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA IN YUMA COUNTY

(2) _____
Plaintiff (Trustee from Original Complaint)

(2) Case Number: _____

APPLICATION FOR RELEASE OF EXCESS PROCEEDS OF SALE BY OWNER

A.R.S. § 33-812

(3) YUMA COUNTY TREASURER
Defendant

Applicant(s) (4) _____,
(name(s))

hereby request(s) release of the excess proceeds on deposit with the Yuma County Treasurer under the above-captioned case number pursuant to A.R.S. § 33-812.

Applicant(s) is(are) the former owner(s) of the property identified as:

(5) _____
and sold at Trustee's sale and, as such, is (are) entitled to submit this Application for Release of Excess Proceeds. A copy of the deed to this property is attached.

(6) Applicant(s) has(have) reviewed the Trustee's Sale Guarantee and affirm to the Court there ☐ are ☐ are not liens superior to the interest of the Applicant(s).

Applicant(s) request(s) that the Court issue an order directing the Yuma County Treasurer to release to the above-named applicant(s) excess proceeds on deposit in the amount of _____, after presentation to the Treasurer of a certified copy of the signed Order, (or a certified copy of a "Minute Entry" signed by the Judge), a U. S. Treasury Form W-9, and the Treasurer's fee.

(8) Today's Date: _____ Applicant's Signature: _____

Today's Date: _____ Applicant's Signature: _____

Attachment – Deed/Deed of Trust

Attachment – Copy of "Interested Parties" list from original complaint against Treasurer.

Person Filing: (1) _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

FOR CLERK'S USE ONLY

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA IN YUMA COUNTY

(2) _____
Plaintiff (Trustee from Original Complaint)

(2) Case Number: _____

vs.

AFFIDAVIT OF MAILING APPLICATION FOR RELEASE OF EXCESS PROCEEDS OF SALE

A.R.S. § 33-812 (G)

(3) YUMA COUNTY TREASURER
Defendant.

"The applicant shall mail postage prepaid by any form of mail that requires a signed and returned receipt a copy of the application to the county treasurer and all persons at each of the addresses named on the list of persons that is incorporated in or attached to the complaint." A.R.S. § 33-812(G)

YOU MUST ATTACH A COPY OF SIGNED RETURN RECEIPTS FOR DELIVERED MAIL OR A COPY OF ORIGINAL SEALED ENVELOPE THAT WAS RETURNED AS UNCLAIMED OR UNDELIVERABLE.

The person who signs below swears or affirms the following to be true under penalty of perjury:

I provided copies of the "*Application for Release of Excess Proceeds of Sale*" to all interested parties as listed below:

A. Name YUMA COUNTY TREASURER

Date documents mailed, or if to Treasurer, hand-delivered: _____

How I mailed or delivered the documents:

- ☐ U.S. Mail (Express Mail, Priority Mail with Delivery or Signature Confirmation, Certified or Registered Mail **(Copy of Signed Receipt is attached)**)
- ☐ Commercial Delivery Service (UPS, FEDEX, DHL, etc.) **Copy of Signed Receipt is attached.**
- ☐ Hand Delivered (County Treasurer's Office ONLY) as acknowledged below:
(Treasurer's Office will sign and / or stamp an acknowledgment of receipt.)

B. **Name:** _____

Date documents mailed: _____

How I mailed the documents:

- ☐ U.S. Mail (Express Mail, Priority Mail with Delivery or Signature Confirmation, Certified or Registered Mail **(Copy of Signed Receipt is attached)**)
- ☐ Commercial Delivery Service (UPS, FEDEX, DHL, etc.) **Copy of Signed Receipt is attached.**
- ☐ Returned as unclaimed or undeliverable. Copy of original sealed, returned envelope is attached.

C. **Name:** _____

Date documents mailed: _____

How I mailed the documents:

- ☐ U.S. Mail (Express Mail, Priority Mail with Delivery or Signature Confirmation, Certified or Registered Mail **(Copy of Signed Receipt is attached)**)
- ☐ Commercial Delivery Service (UPS, FEDEX, DHL, etc.) **Copy of Signed Receipt is attached.**
- ☐ Returned as unclaimed or undeliverable. Copy of original sealed, returned envelope is attached.

D. Name: _____

Date documents mailed : _____

How I mailed the documents:

- ☐ U.S. Mail (Express Mail, Priority Mail with Delivery or Signature Confirmation, Certified or Registered Mail **(Copy of Signed Receipt is attached)**)
- ☐ Commercial Delivery Service (UPS, FEDEX, DHL, etc.) **Copy of Signed Receipt is attached.**
- ☐ Returned as unclaimed or undeliverable. Copy of original sealed, returned envelope is attached.

OATH OR AFFIRMATION OF APPLICANT

I state to the Court under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date (Month/Day/Year)

Signature

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
(date)

_____.

(notary seal)

Deputy Clerk or Notary Public

Person Filing:(1) _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

FOR CLERK'S USE ONLY

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA IN YUMA COUNTY

(2) _____
Plaintiff (Trustee from Original Complaint)

(2) Case Number: _____

ORDER FOR RELEASE OF EXCESS PROCEEDS OF SALE A.R.S. § 33-812

(3) YUMA COUNTY TREASURER
Defendant

Applicant(s) (4) _____,
(name(s))

having made application to this Court for an Order for Release of Excess Proceeds of Trustee Sale, no objection having been made, proper notice having been given to all interested parties as shown by Affidavit of Mailing, and good cause appearing,

IT IS ORDERED THAT

The Yuma County Treasurer, upon presentation of a certified copy of this Order and the U. S. Treasury Form W-9, is hereby directed to release the Excess Proceeds in the amount of (5) \$_____ to the Applicant(s) above-named. The Yuma County Treasurer shall deduct its fee pursuant to A.R.S. § 33-812(G).

DONE IN OPEN COURT _____

JUDGE/COMMISSIONER