

EXCESS PROCEEDS OF SALE

1

To File for Release of Funds



Self-Service 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 Self-Service Center website at www.superiorcourt.maricopa.gov/SSC

**In the Superior Court of the State of Arizona
In and For the County of Maricopa**

Do not type in ALL CAPS

Case Number:

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

Plaintiff's Attorney:

Attorney's Bar Number:

Is Interpreter Needed? Yes No

If yes, what language:

To the best of my knowledge, all information is true and correct.

Attorney/Pro Per Signature (If no attorney, YOUR signature)

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

Plaintiff's 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).

EMERGENCY ORDER SOUGHT: Temporary Restraining Order Provisional Remedy
(if applicable) OSC – Order to Show Cause Election Challenge
 Employer Sanction Other

RULE 8(i) COMPLEX LITIGATION DOES NOT APPLY. (Mark appropriate box under **Nature of Action**).

RULE 8(i) COMPLEX LITIGATION APPLIES Rule 8(i) of the Rules of Civil Procedure defines a "Complex Case" as civil actions that require continuous judicial management. A typical case involves a large number of witnesses, a substantial amount of documentary evidence, and a large number of separately represented parties. (Mark appropriate box on page two as to complexity, **in addition** to the Nature of Action case category).

NATURE OF ACTION

(Place an "X" next to the **one** case category that most accurately describes your primary case.)

100 TORT MOTOR VEHICLE:

- 101 Non-Death/Personal Injury
- 102 Property Damage
- 103 Wrongful Death

120 MEDICAL MALPRACTICE:

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

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)

130 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

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 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
- Sexually Violent Persons (A.R.S. §36-3704)
(Except Maricopa County)
- Minor Abortion (See Juvenile in Maricopa County)
- Special Action Against Lower Courts
(See lower court appeal cover sheet in Maricopa)
- 194 Immigration Enforcement Challenge
(§§ 1-501, 1-502, 11-1051)

150-199 UNCLASSIFIED CIVIL CASE TYPES:

- Administrative Review
(See lower court appeal cover sheet in Maricopa)
- 150 Tax Appeal (All other tax matters must be
filed in the AZ Tax Court)

Case Number:

- 155 Declaratory Judgment
- 157 Habeas Corpus
- 184 Landlord Tenant Dispute - Other
- 159 Restoration of Civil Rights (Federal)
- 159 Clearance of Records (A.R.S. §13-4051)
- 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
- 195(a) Amend Marriage License
- 195(b) Amend Birth Certificate
- 163 Other
(Specify)

COMPLEXITY OF THE CASE

If you marked the box on page one indicating that Complex Litigation applies, place an “X” in the box of no less than one of the following:

- Antitrust/Trade Regulation
- Construction Defect with many parties or structures
- Mass Tort
- Securities Litigation with many parties
- Environmental Toxic Tort with many parties
- Class Action Claims
- Insurance Coverage Claims arising from the above-listed case types
- A Complex Case as defined by Rule 8(i) ARCP

Additional Plaintiff(s)

Additional Defendant(s)

SELF-SERVICE CENTER

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 8am-5pm, 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:

Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Northeast Court Facility
18380 North 40th Street
Phoenix, AZ 85032

Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

For information on “alternative” and “after hours” filing services, contact the Clerk of the Court, or visit the Clerk’s website at: http://clerkofcourt.maricopa.gov/alternative_filing.asp

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, AMEX, or a personal check made payable to the “Clerk of Superior Court” are acceptable forms of payment. For a list of current fees, go online to <http://clerkofcourt.maricopa.gov/fees.asp>

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 Self-Service 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 Maricopa 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 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 Maricopa County. If mailing, you may use this address:

<p>The Honorable <insert Judge's name> c/o Maricopa County Superior Court 201 W Jefferson Street Phoenix, Arizona 85003</p>

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 (Maricopa 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 Maricopa 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 at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. 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 payment in cash, personal in-state check or money order (payable to "Clerk of Superior Court"), or VISA/Mastercard (for each certified copy) to the Filing Counter within **48 hours**. If you need certified copies **after that time**, you will need to go to the Court's Customer Service Center at 601 W. Jackson Street in Phoenix.

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 **602-506-7881**.

SELF-SERVICE CENTER

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 601 West Jackson Street, Phoenix, Arizona 85003 OR via the Clerk of the Court’s website at <http://clerkofcourt.maricopa.gov> 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 at <http://treasurer.maricopa.gov/excessproceeds/>

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 Maricopa 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 111 S. 3rd Avenue, Phoenix, Arizona 85003 or from the Recorder’s web site at:

<http://recorder.maricopa.gov/web/recorder.aspx>

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 at:
http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/Forms/CivilCases/civil_cvep1.asp
or by calling the Maricopa 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.

(1) Applicant: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____ / _____
Person Filing is: SELF (No Attorney) OR Attorney
If Attorney, Bar No. _____

FOR CLERK USE ONLY

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

(2) _____
Plaintiff (Trustee from Original Complaint)

(2) Case Number CV _____

APPLICATION FOR RELEASE OF EXCESS PROCEEDS OF SALE BY OWNER

A.R.S. § 33-812

(3) MARICOPA COUNTY TREASURER
Defendant

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

hereby request(s) release of the excess proceeds on deposit with the Maricopa 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 Maricopa County Treasurer to release to the above-named applicant(s) excess proceeds on deposit in the amount of (7) \$ _____, 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.

(1) Applicant: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____ / _____
Person Filing is: SELF (No Attorney) OR Attorney
If Attorney, Bar No. _____

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

(2) _____
Plaintiff (Trustee from Original Complaint)

(2) Case Number CV _____

vs.

(3) MARICOPA COUNTY TREASURER
Defendant.

AFFIDAVIT OF MAILING APPLICATION FOR RELEASE OF EXCESS PROCEEDS OF SALE

A.R.S. § 33-812 (G)

"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 MARICOPA 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.

Signature

Date (Month/Day/Year)

Signed, sworn to or affirmed before me this date: _____

Michael K. Jeanes, Clerk of Superior Court

Notary

OR

My commission expires: _____

By: _____
Deputy Clerk of Court

(1) Applicant: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____ / _____
Person Filing is: SELF (No Attorney) OR Attorney
If Attorney, Bar No. _____

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

(2) _____
Plaintiff (Trustee from Original Complaint)

(2) Case Number CV _____

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

(3) MARICOPA 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 Maricopa 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 Maricopa County Treasurer shall deduct its fee pursuant to A.R.S. § 33-812(G).

DONE IN OPEN COURT _____
JUDGE/COMMISSIONER