

# REPORT OF UNCLAIMED OR UNIDENTIFIABLE TRUST ACCOUNT FUNDS

To: Arkansas Access to Justice Foundation  
IOLTA Program  
1111 West 6<sup>th</sup> Street, Suite D  
Little Rock, AR 72201

CC: Arkansas Supreme Court Office of Professional Conduct  
2100 Riverfront Drive, Suite 200  
Little Rock, AR 72202-1747

Pursuant to Arkansas Rule of Professional Conduct 1.15(c), the undersigned hereby remits to the Arkansas Access to Justice Foundation, Inc., \$\_\_\_\_\_ from the [CLIENT, ATTORNEY, OR FIRM NAME ON ACCOUNT] trust account held at [NAME OF FINANCIAL INSTITUTION]. This amounts represents funds whose owner/owners (check one):

- I cannot locate.
- I cannot identify.

The name and last known address of each person appearing from the firm's records to be entitled to the funds are as follows (attach letter if additional space needed):

I have made reasonable efforts to identify or locate the owner of these funds, including the following (attach letter if additional space needed):

I have made such efforts for a period of at least two (2) years, to no avail.

\_\_\_\_\_  
SIGNATURE OF ATTORNEY OR ESTATE REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF FIRM OR ATTORNEY'S ESTATE

\_\_\_\_\_  
BAR #

Signer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## **INSTRUCTIONS**

This form should be completed by an attorney responsible for the IOLTA account from which the unclaimed or unidentifiable funds are being paid. If the funds are being paid from an IOLTA account belonging to a deceased attorney, the executor, executrix, or personal representative of the attorney's estate should complete the form.

Please provide the amount remitted, the name of the account as it reads on the bank statement (e.g., IOLTA Trust Account of the Jones Law Firm or Client Trust Account of Jane Doe) and the name of the financial institution where the account is held. If there are unclaimed funds for more than one client, a separate form should be submitted for each client.

If more than one party is potentially entitled to the funds remitted, last known contact information should be provided for all such parties.

Examples of efforts to identify or locate the rightful owner of funds may include, but are not limited to, the following:

- Reviewing all available trust account ledgers and bank statements;
- Attempting to send mail to the last known address of the rightful owner(s);
- Calling the last known phone number of the rightful owner(s);
- Contacting any known family members or friends of the rightful owner(s);
- Conducting online searches using Google, White Pages, social media, or public records databases; and
- Hiring a private investigator.

A greater outlay of time and expense may be warranted when larger amounts of money are at issue. For more information about what efforts are considered "reasonable" under the circumstances, please consult the *Arkansas Guidebook for Attorneys and Financial Institutions* available at [www.arkansasjustice.org/ioltarules](http://www.arkansasjustice.org/ioltarules).