6-35/114.00 Non-Originating Office Responsibilities

Monies and receipts brought to the office by the keeper shall be counted and signed for by the office supervisor or designee. If a large quantity of cash is collected, a special deposit shall be processed immediately. An inter-office bank deposit (special deposit) shall be made in addition to performing the following:

- Notifying the originating office by telephone.
- Entering a Comment in the legacy system, indicating the person notified, the amount collected and the keeper's receipt number. Enter seven (7) days to calendar the Comment to print at the originating Office. The originating office shall notify the receiving office if the deposit documents have not been received.
- Making copies of the Miscellaneous Receipt, Bank Deposit Slip and any checks levied upon. Batch these items on the non-originating office's Bank Deposit Spindle.

• 6-35/114.10 Bank Deposits

Personnel are reminded that bank deposits shall be made daily in compliance with Government Code Section 25303.4.

• 6-35/114.20 Keeper Related Documents

Any keeper related documents submitted to any non-originating office shall be forwarded without delay to the originating office.

• 6-35/114.30 Keeper Serving Process

If a Service Return is required due to the keeper serving a Summons or other process, the office staff shall assist the keeper in performing necessary duties, including, but not limited to the legacy system, preparing and mailing the applicable Notices and Proofs of Service, etc.