

Instructions for On Hold Checks

If court instructs you to HOLD a deposit that you have made into your trust account , you can mark it as 'On Hold'. After marking a check as 'On Hold', the system will automatically prevent the deposit from being disbursed. An 'H' will appear on the right side of the payment to indicate it is an 'On Hold' item.

For example:

If the defendant gives you a check (number 467) of \$100.00 on 3/10 for docket DC1234-00.

- 1) Go to the Lookup section and choose the Account Sheet form.
- 2) Select the docket (DC1234-00) and a listing of all the postings made for this docket will be listed in reverse order (the newest on top).
- 3) Select the deposit that will be placed 'On Hold'. Double click on the selection arrow on the left of the line item.
- 4) In the Modify a Posting form; simply check the 'On Hold' box with the left mouse button. The date of the hold will fill in automatically with today's date, you can change that if you wish. Click on the 'Done' button to accept the changes. Click on the 'Cancel' button to leave without making any changes to this deposit.

To remove a check from 'On Hold', follow the above steps and Uncheck the 'On Hold' box with the left mouse button and fill in the Date of Release and then click on the 'Done' button to accept the changes. A released check will automatically print out with the check run for the month in which it was released.