

**Colorado Lawyer Trust Account Foundation  
Procedures re Remittance of Unclaimed COLTAF Funds**

**Procedures for remittance to COLTAF of unclaimed funds held in a COLTAF account:**

1. Complete COLTAF's Unclaimed Funds Remittance Report (attached).
2. Send a check made payable to COLTAF in the amount of the unclaimed funds, together with the completed Unclaimed Funds Remittance Report, to COLTAF, 1120 Lincoln Street, #701, Denver, CO 80203.
3. Lawyers remitting unclaimed funds to COLTAF must keep a record of that remittance pursuant to Colorado Rule of Professional Conduct 1.15D(a)(1)(C).

**Procedures for the disposition of unclaimed funds held in the COLTAF account of a deceased lawyer:**

1. Reasonable efforts should be made to identify and locate the owners of all funds held in the COLTAF account of a deceased lawyer and to return those funds to the owners. Reasonable efforts include an audit of the COLTAF account to determine to whom all funds belong; attempted contact with owners using last known contact information; review of files to identify and contact third parties who may have information regarding the location of owners; and internet searches.
2. If, after reasonable efforts are made, the identity and the location of an owner cannot be determined, funds may be remitted to COLTAF in accordance with the procedures set forth above.