

**Michigan State Police
Forfeiture Worksheet**

Incident No.	
Date Seized	Claim Deadline

FORMS

- CIS-12** The Notice of Seizure and Intent to Forfeit is served on people, when appropriate (see below), notifying them their property was seized under a forfeiture statute.
- CIS-13** The Record of Seizure is used to list property which has been seized for forfeiture.
- CIS-14** The Notice of Claim is completed only when a claimant wishes to post bond on property taken from them.
- CIS-15** The Forfeiture Cash/Expense Report is the final forfeiture form which must be submitted upon completion of the forfeiture. This form lists cash seized which is still pending, bonds pending and expenses which must be paid.

INITIATING A FORFEITURE

The property section in the incident property book shall be highlighted in yellow when forfeiture proceedings are initiated.

YES NO

- Is property being seized under the CONTROLLED SUBSTANCES ARTICLE**
If yes and the total value of property is under \$50,000.
 - Complete the CIS-12 and CIS-13.
 - A CIS-12 shall be served on the person in possession of the property or money. When LEIN holders or multiple owners are involved, these subjects shall be served as soon as possible.
 - Wait 20 days to allow owner to file a claim on the seized property.
 - Claim not filed - See directions below under Closing Forfeiture
 - Claim filed - See instructions below under Notice of Claim.**If yes and total value of property is over \$50,000 or is real property:**
 - Immediately contact the prosecutor to initiate any court action.
 - Complete the CIS-13; discard the CIS-12.

- Is property being seized under CHOP SHOP**
If yes, contact the prosecutor immediately to initiate forfeiture action. The prosecutor may authorize the use of the CIS-12 as proof of service. If not, complete the CIS-13 and discard the CIS-12.

- Is property being seized under GAMING ACT?**
If yes, contact the prosecutor immediately to initiate forfeiture action. The prosecutor may authorize the use of the CIS-12 as proof of service. If not, complete the CIS-13 and discard the CIS-12.

- Is property being forfeited under the GENERAL FORFEITURE "OMNIBUS" ACT?**
If yes, contact the prosecutor immediately. Court action must be initiated within seven days from the date of seizure. The prosecutor may authorize the use of the CIS-12 as proof of service. If not, complete the CIS-13 and discard the CIS-12.

PROPERTY AND CASH

YES NO

- Was Cash Seized?**
 - Complete a UD-14 Property Report and ADM-27 Official Receipt. The cash receipt number must be entered on the UD-14. Money should be listed on a separate UD-14 by denominations, then totaled.
 - CASH NOT NEEDED FOR EVIDENCE:**
 - Deposit seized money in State of Michigan Treasurers Account.
 - Record the Deposit on the UD-14 "Seized/Receive by" section and keep the UD-14 open.
 - Complete an ADM-28 and immediately forward it along with two deposit receipts to Financial Management.
 - CASH TO BE HELD FOR EVIDENCE:**
 - This is done only when the specific cash itself must be retained at the request of the prosecutor, i.e. the cash is needed for court. The cash shall be retained in the property room, per Official Orders. The UD-14 will remain open.

- Was Property Seized?**
 - List property separately on the UD-14's, i.e., mobile phones, jewelry, pagers and vehicles. All property seized for forfeiture shall be labeled and held as evidence in accordance with Official Orders pending disposition of the criminal and forfeiture case. Drugs shall not be listed on the forfeiture form.

NOTICE OF CLAIM FILED (BOND)

YES **NO**

- Is the Notice of Claim (bond) being filed for the appropriate amount and prior to the claim deadline?**
- Have claimant complete and sign a CIS-14 listing the items being claimed. The social security number must be shown for the person claiming interest in the property, not the person posting bond.
 - Accept the bond and issue the claimant an ADM-27 Official Receipt and a copy of the CIS-14.
 - Contact the prosecutor immediately to initiate court action.
 - Turn the bond over to the prosecutor and have him or her sign the CIS-14 to acknowledge receipt.
 - Accept the bond and issue the claimant an ADM-27 Official Receipt and a copy of the CIS-14.
 - Complete a UD-14 for the bond amount. The UD-14 will remain open pending final disposition of the forfeiture case.
 - Deposit the bond in the State of Michigan Treasurers Account.
 - Complete an ADM-28 and immediately forward it along with two deposit receipts to Financial Management.

CLOSING A FORFEITURE:

Property is Forfeited - no bond filed (Administrative Forfeiture)
Court Order (federal or state) has been obtained to dispose of property
Property is returned to owner
Consent Agreement

- Are criminal charges pending and/or anticipated?**
If yes, obtain approval of the prosecutor on CIS-13, prior to disposing of property.
- Is there property or cash which has been held pending forfeiture?**
- Deposit any cash which was being held for evidence. Complete an ADM-28 and forward it immediately with two deposit receipts to Financial Management.
 - Sale or auction of the remaining property: Record the amount received for each item on the UD-14 in the "Forfeiture Use Only" column.
 - Complete an ADM-27 Official Receipt and deposit the proceeds in the State of Michigan Treasurers Account.
 - Complete an ADM-28 and forward it immediately with two deposit receipts to Financial Management.
 - If property is being sent to DMB for auction, complete a DMB-222. Obtain signature on UD-14 of person receiving property. File copy of DMB-222 with incident report.

Complete CIS-1 5:

- Complete Section 1 of CIS-15, listing any cash deposits which have been made. Do not list property which was returned or kept for official use.
- Complete Section 2 of CIS-15 showing any cash bond received and the final disposition of that bond.
- Complete Section 3 of CIS-15 listing all expenses that must be paid as a result of this forfeiture. You must show a Name, Address, and SS#, Federal ID# or a Vendor ID# for each payee listed. Payment of expenses will be handled by Financial Management, based on the CIS-15.

Send the completed packet to Financial Management:

- Completed CIS-15
- Copy of the court order or consent agreement if any
- Any original bills you have which will correspond to your entry on the CIS-15 "expense" column
- A machine copy of the DMB-222 for any property which was turned over to Management & Budget for auction.
- The original UD-14's for any cash that was deposited (seized, bonds, etc.)

NOTE: Multi-jurisdictional Task Forces shall handle all cash transactions according to their internal policies and procedures as approved by their Board of Directors.