

Matthew S. D'Abusco (SBN 251116)
Cynthia S. Sandoval (SBN 191390)
ARES LAW GROUP, P.C.
23 Corporate Plaza Drive, Suite 150
Newport Beach, California 92660
Telephone: (949) 629-2519
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Email: Cynthia@areslawgroup.com

Attorneys for Plaintiff
AMBER BARRETT

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF RIVERSIDE**

AMBER BARRETT, as an aggrieved employee
pursuant to the Private Attorneys General Act
("PAGA");

PLAINTIFF,

vs.

SIERRA PACIFIC MORTGAGE CO., INC., a
California Corporation, SIERRA PACIFIC
MORTGAGE, INC., a California Corporation;
and DOES 1 through 20,

Defendants.

Case No.: Case No.: CVRI2000156

PAGA ENFORCEMENT ACTION

**DECLARATION OF MATTHEW S.
D'ABUSCO IN SUPPORT OF MOTION FOR
APPROVAL OF PAGA SETTLEMENT**

Date: January 3, 2022

Time: 8:30 a.m.

Dept: 6

[Reservation No. 199341625129]

[Filed concurrently with Notice of Motion;
Memorandum of Points and Authorities;
Declaration of Cynthia S. Sandoval; Declaration
of Amber Barrett; Declaration of Michael Bui; and
[Proposed] Judgment]

Complaint Filed: November 10, 2020

Trial Date: None

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I, Mathew S. D'Abusco, hereby declare as follows:

1. My name is Matthew S. D’Abusco. I am an attorney at law licensed to practice in all of the Courts in the State of California as well as the United States District Court in the Central District of California. I am a Partner with the law firm Ares Law Group, P.C. (“ALG”), counsel of record for Plaintiff Amber Barrett (“Plaintiff”) in the above-captioned matter. I am one of the ALG attorneys primarily responsible for the handling of this case and make this declaration in support of the Motion for PAGA Approval. I am personally familiar with ALG’s files and records regarding this litigation. All of the facts set forth below are of my own personal knowledge and, if called as a witness, I could and would competently testify as to each of them.

PAGA CASE MANAGEMENT ORDER NO.1—SECTION 3(b) to (d)

2. Since the inception of this this case, ALG evaluated extensive factual evidence through, among other things, a detailed and continuing investigation, communications with counsel for Defendant Sierra Pacific Mortgage Company, Inc. (“Defendant”), a review of Defendant’s policies and procedures, a review of time and pay records of Plaintiff and other aggrieved employees.

3. Ultimately, Plaintiff and Defendant agreed to submit this case to mediation. Before doing so, however, Plaintiff and Defendant agreed to an information exchange covering a wide scope of records and material. This included, among other things, Defendant providing Plaintiff a random sampling of 20% of the aggrieved employees' timekeeping and payroll records; Defendant's policies and procedures with respect to timekeeping and employee compensation; and statistical information related to aggrieved employees. As a result, to prepare for mediation, ALG spent more than thirty (30) hours analyzing these documents and records to assess the merits of Plaintiff's claims as well as the potential damages.

4. Based upon the PAGA letter Plaintiff submitted to the LWDA and the filing of the Complaint, the applicable statutory period is November 10, 2019, through the date Defendant corrected the unlawful wage practices in August 2020. Since Defendant maintains a bi-weekly payroll practice, there are twenty-nine (29) penalty periods at issue. Defendant employed a total of 243 aggrieved employees within the statutory period, however, only 191 were subject to the wage violation. After an investigation and review of the facts and records in this matter, Plaintiff concluded each employee suffered

violations during approximately fourteen (14) of the twenty-nine (29) penalty periods.

5. If Plaintiff proved a violation for each of the 191 aggrieved employees who suffered a violation for each of the fourteen (14) payroll periods at trial, Defendant would be subject to a maximum penalty assessment of \$267,400.00 (100.00 PAGA penalty x 14 penalty periods x 191 aggrieved employees).

PAGA CASE MANAGEMENT ORDER NO. 1—SECTION 3(g)

6. When negotiating the settlement of this case, Plaintiff used the base \$100.00 penalty assessment provided by PAGA. Although PAGA does allow for penalties to be increased to \$200.00 per pay period for subsequent violations, based on the position most Courts have taken with respect to limiting the imposition of the increased penalty, Plaintiff did not do so in this case. While ALG does not believe this determination is necessarily determinative, we nonetheless recognize that this interpretation has gained traction with courts and elected therefore to conservatively estimate Defendant's potential exposure for PAGA penalties by assessing a \$100.00 penalty for the pay periods during the statute of limitation period in which there was a violation. Incorporating the \$100.00 penalty, ALG then calculated the approximate number of pay periods in which aggrieved employees suffered violations based on a review of the facts ascertained through our investigation and review of relevant documents and records.

7. Applying that information to create a fair and reasonable estimate of penalties, ALG concluded fourteen (14) pay period violations—or 1/2 of the total possible pay periods—represented a reasonable damages assessment per aggrieved employee especially considering the technical violations at issue. Accordingly, under this liability framework, ALG calculated Defendants' potential PAGA exposure at approximately \$267,400.00 for the relevant claims (\$100.00 PAGA Penalty x 14 violation pay periods x 191 aggrieved employees).

8. After calculating Defendant's exposure under PAGA, ALG then discounted that exposure for settlement purposes to account for the risks of continued litigation, including: (i) the strength of Defendant's defenses on the merits; (ii) the risk of losing on any of a number of dispositive motions that could have been brought between now and trial which may have eliminated all or some of the covered claims, or barred evidence necessary to prove such claims; (iii) the risk of the Court not allowing this action to proceed on a representative basis because of purported "manageability" concerns; (iv) the risk

1 of losing at trial or prevailing only on some of the claims; (v) the risk that the Court would exercise its
2 discretion under PAGA to significantly reduce the maximum civil penalties available by statute; and (vi)
3 the chances of a favorable verdict being reversed on appeal.

4 9. Considering the above contingencies, ALG determined a settlement in the range of 50% of
5 Defendant's potential exposure would prove to be a significant result that was warranted by the
6 circumstances of the case. Ultimately, the case settled in a far better range amount, at 65% of Defendant's
7 potential exposure—a settlement equal to an all-in penalty assessment of approximately \$916.23 per
8 aggrieved employee (before costs and fees). This is a fair and reasonable penalty and, similarly, there is
9 no evidence to suggest that the imposition of this amount of statutory penalties is unjust, arbitrary and
10 oppressive or confiscatory.

11 **PAGA CASE MANAGEMENT ORDER NO. 1—SECTION 4**

12 10. In June 2004, I graduated from the University of California at Irvine with a Bachelor of
13 Arts Degree in Political Science. In May 2007, I graduated from Chapman University School of Law with
14 a Juris Doctorate.

15 11. I passed the California bar examination in November 2007 and was admitted to practice
16 law in all courts in the State of California, as well as the United States District Court for the Central
17 District of California, that same month.

18 12. Beginning in May 2006, following my second year of law school, I worked as a law clerk
19 in the employment department at Atkinson, Andelson, Loya, Ruud and Romo ("AALRR") in Cerritos,
20 California. AALRR is a statewide law firm with more than 135 attorneys spread between eight (8) offices.
21 I continued working as a law clerk at AALRR until November 2007 when, after being admitted to practice,
22 I became an associate attorney with the firm.

23 13. Throughout my tenure at AALRR, I was a member of the firm's employment law,
24 litigation, and class action defense practice groups. Employment related litigation, both general and
25 complex, was the focus of my practice and I handled a wide variety of cases involving breach of contract,
26 unfair competition, wage and hour, discrimination, harassment, retaliation, and wrongful termination
27 claims in both State and Federal Court. My litigation experience ranged from the initial pleading phase
28 through trial. While the majority of my practice was devoted to defense work, from time to time, I also

1 prosecuted claims on behalf of employer clients. Among other things, this included being lead counsel in
2 two (2) successful trials in California Superior Court, second chairing multiple arbitrations, and being lead
3 counsel in a number of governmental administrative hearings.

4 14. From the inception of my career, and even as a law clerk, I have been actively and
5 substantially involved in the handling of class action employment litigation. During my time at AALRR,
6 I was a member of the class action defense practice group—the team of attorneys specializing in the
7 handling of employment class actions. Specifically, between 2006 and 2012, I was one of the attorneys
8 primarily responsible for litigating more than ten (10) different class actions. This included working on
9 all aspects and phases of litigation ranging from pleading disputes, to class discovery, to the preparation
10 and gathering of evidence to oppose certification, to contentious law and motion disputes, to mediation,
11 as well as opposing class certification.

12 15. In August 2012, I joined Jackson Lewis P.C. as an associate attorney. Jackson Lewis is
13 nationally recognized as one of the leading labor and employment law firms in the United States. While
14 at Jackson Lewis, I represented local, national, and international clients, including Fortune 100 and 500
15 companies, in all types of employment matters including cases involving discrimination, harassment,
16 retaliation, wrongful termination, wage and hour issues (such as unpaid minimum wages, unpaid overtime,
17 meal and rest periods, commissions, travel time, bonuses and expense reimbursement), leaves of absence,
18 and employment contracts. My experience in such matters again covered the full litigation spectrum from
19 initial case investigation and evaluation, to defense strategy, to governmental adjudicative hearings, to
20 discovery, to summary judgment, and appellate work. As one example, I was lead counsel responsible
21 for more than five (5) separate arbitrations in 2014 alone, litigating and obtaining outright dismissals all
22 but one, which I successfully arbitrated to a full defense decision.

23 16. During my time at Jackson Lewis, I continued to maintain a significant employment class
24 action caseload. From August 2012 to March 2015, I was one of the attorneys primarily responsible for
25 five (5) different class actions and I also provided significant assistance on an additional five (5) class
26 actions.

27 17. With respect to those cases in which I was one of the primary responsible attorneys, I was
28 involved in all aspects of handling litigation. This included initial case review and investigation,

1 determining defense strategy, implementing defense strategy in litigation, leading teams of attorneys to
2 execute case strategy and prepare for class certification, discovery, drafting and arguing motions and
3 briefs, taking and defending depositions, handling mediations, and facilitating approval of class
4 settlement.

5 18. In April 2015, I founded Ares Law Group, LLP with another former Jackson Lewis
6 attorney, which exclusively represented individuals in employment related disputes, including class and
7 California Private Attorneys' General Act actions. Between Ares Law Group, LLP and ALG, I have
8 handled more than fourteen (14) employment class actions and representative claims under the California
9 Private Attorney General Act.

10 19. In sum, since I was admitted to practice in November 2007, I either primarily handled, or
11 significantly contributed to, more than thirty-four (34) different employment class actions and California
12 Private Attorneys' General Act cases.

13 20. In my experience handling both employment class actions as well as California Private
14 Attorneys' General Act cases, I have extensive experience analyzing time and payroll records and
15 preparing corresponding data analysis for purposes of evaluating potential liability exposure. I have
16 performed this work on behalf of employers, putative classes, and aggrieved employees.

17 21. Overall, ALG performed an exhaustive investigation into the claims at issue, which
18 included: (1) determining Plaintiff's suitability as a private attorney general through legal research,
19 interviews, and analyses of her employment files and related records; (2) evaluating all of Plaintiff's
20 potential predicate claims for PAGA civil penalties; (3) researching similar wage and hour actions as to
21 the claims brought, the nature of the positions, and the type of employer; (4) analyzing each of the
22 Defendant's employment policies and practices; (5) researching settlements in similar cases as well as
23 outstanding issues which could affect settlement approval; (6) analyzing time and payroll records to
24 determine Defendant's potential liability for each claim for purposes of settlement; (7) preparing for
25 mediation and drafting the mediation brief; and (8) participating in the mediation. The extensive document
26 and data exchanges have allowed ALG to fully assess the nature and magnitude of the PAGA claims being
27 settled, as well as the impediments to recovery, to allow for an independent assessment of the
28 reasonableness of the terms to which the Parties have agreed.

22. On June 11, 2021, the Parties participated in a full day mediation with the Honorable Francisco Firmat (Ret.). Judge Firmat assisted the Parties by providing a useful, neutral analysis of the issues and risks to both sides with respect to legal liability. As a result of the mediation, the Parties agreed to the principal terms of a settlement of PAGA civil penalties. The complete and final terms of the Parties' settlement are now set forth in the PAGA Settlement Agreement. At all times, the Parties' negotiations were adversarial and non-collusive, and the Settlement thus constitutes a fair, adequate, and reasonable compromise of the claims at issue.

23. The complete and final terms of the Parties' settlement are now set forth in the PAGA Settlement Agreement. At all times, the Parties' negotiations were adversarial and non-collusive, and the Settlement thus constitutes a fair, adequate, and reasonable compromise of the claims at issue.

24. Based upon my employment litigation experience representing both employers and employees over the past fourteen (14) years, my hourly rate is \$650.00. This hourly rate was approved in Los Angeles County Superior Court on June 10, 2021 (*Los Angeles Superior Court Case No. 19STCV39303*). My hourly rates have previously been approved by Los Angeles County, Riverside County, and San Bernardino County Superior Courts as well as the United States District Court—Central District of California in other PAGA actions. To that effect, it is my understanding this hourly rate is reasonable and consistent with attorneys in Southern California with similar practices and experience.

25. ALG has incurred approximately \$5,600.65 in costs. Those costs are specifically itemized as follows:

Date	Fee	Explanation
November 10, 2020	\$1,627.00	Initial PAGA Filing Fee (\$1,450.00) + First Legal Court Service Fee (\$177.00)
January 19, 2021	\$32.00	PAGA Joint Report Filing Fee
February 10, 2021	\$32.00	Notice of Acknowledgement of Service of Complaint Filing Fee
April 22, 2021	\$32.00	OSC Declaration Filing Fee
June 11, 2021	\$3,625.00	Judge Firmat Mediation Fee
July 2, 2021	\$66.00	Motion for Approval (July 2020) Filing Fee
July 28, 2021	\$100.95	Motion for Approval (October 2020) Filing Fee

October 4, 2021	\$85.70	PAGA Joint Report Filing Fee (\$34.95 + \$50.75 for courtesy copies)
TOTAL	\$5,600.65	

True and correct copies for each invoice from First Legal, which is the legal filing service used by ALG are attached hereto as Exhibit “1.”

PAGA CASE MANAGEMENT ORDER NO. 1—Section 9 (a)

26. The Parties propose that the Court appoint Simpluris Settlement Administrators to serve as the Settlement Administrator. ALG sought three (3) updated bids from separate, independent third-party administrators for the administration of this PAGA Settlement. All were from third-party administrators experienced in administering class action and representative settlements. Simpluris provided the lowest bid for administration and, in conjunction with their experience, was selected as the third-party administrator.

PAGA CASE MANAGEMENT ORDER NO. 1—Section 11

27. On October 20, 2021, I emailed the State Controller’s Office—Unclaimed Property Division, to inquire whether the Division would accept uncashed checks. The State Controller’s Office—Unclaimed Property Division verified checks in the amount at issue in this case would be accepted. A true and correct copy of the October 20, 2021 email exchange between me and the State Controller’s Office is attached hereto as Exhibit “2.”

I declare the foregoing is true and correct to the best of my knowledge under penalty of perjury under the laws of the United States of America and the State of California.

On this 2nd day of December, 2021 in Newport Beach, California.



MATTHEW S. D’ABUSCO

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EXHIBIT 1



First Legal Network, LLC
P.O. Box 743451
Los Angeles CA 90074-3451

TAX ID# 27-3093840

INVOICE

Invoice No.	Customer No.
30143863	83638
Invoice Date	Total Due
11/30/20	2,233.50

ARES LAW GROUP, P.C.
ATTN: MATT D'ABUSCO
23 CORPORATE PLAZA, SUITE 150
NEWPORT BEACH, CA 92660

BILLING/PAYMENT QUESTIONS
CLIENT CARE (877)350-8698

			Customer No.	Invoice No.	Period Ending	Amount Due	Pg		
			83638	30143863	11/30/20	2,233.50	1		
Date	Ord# No.	Svc	Service Detail					Charges	Total
11/10/20	11599554	EFL	ARES LAW GROUP, P.C. 23 CORPORATE PLAZA NEWPORT BEACH CA 92660 Caller: CYNTHIA SANDOVAL NEW CASE BARRETT VS SIERRA SUMMONS & COMPLAINT Adv.Fee: FILING FEE Signed: Accepted					RCSC-RIVERSIDE 4050 MAIN STREET RIVERSIDE CA 92501 FILE/CONFORM/RETURN Ref: BARRETT VS SIERRA	Base Chg : 32.00 Adv/Wit Ck: 1450.00 Check Chg : 145.00 1,627.00
E-FILING			Total Charges for Ref. - BARRETT VS SIERRA: 1,627.00						

INVOICE PAYMENT DUE UPON RECEIPT



First Legal Network, LLC
P.O. Box 743451
Los Angeles CA 90074-3451

TAX ID# 27-3093840

INVOICE

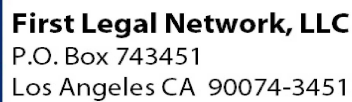
Invoice No.	Customer No.
30151790	83638
Invoice Date	Total Due
2/28/21	128.00

ARES LAW GROUP, P.C.
ATTN: MATT D'ABUSCO
23 CORPORATE PLAZA, SUITE 150
NEWPORT BEACH, CA 92660

BILLING/PAYMENT QUESTIONS
CLIENT CARE (877)350-8698

			Customer No.	Invoice No.	Period Ending	Amount Due	Pg		
			83638	30151790	2/28/21	128.00	1		
Date	Ord#	Svc	Service Detail					Charges	Total
1/19/21 E-FILING	11619302	EFL	ARES LAW GROUP, P.C. 23 CORPORATE PLAZA NEWPORT BEACH CA 92660 Caller: CYNTHIA SANDOVAL CVRI2000156 BARRETT V SIERRA PACIFIC MORTGAGE CO., INC., ET JNT STMT OF MATTERS AGREED UPON Signed: accepted					RCSC-RIVERSIDE 4050 MAIN STREET RIVERSIDE CA 92501 FILE/CONFORM/RETURN Ref: AMBER BARRETT V SIERRA	Base Chg : 32.00
						Total Charges for Ref. - AMBER BARRETT V SIERRA:		32.00	32.00

INVOICE PAYMENT DUE UPON RECEIPT

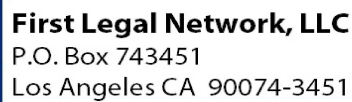


ARES LAW GROUP, P.C.
ATTN: MATT D'ABUSCO
23 CORPORATE PLAZA, SUITE 150
NEWPORT BEACH, CA 92660

Invoice No.	Customer No.
30151790	83638
Invoice Date	Total Due
2/28/21	128.00

Customer No.	Invoice No.	Period Ending	Amount Due	Pg
83638	30151790	2/28/21	128.00	2

INVOICE PAYMENT DUE UPON RECEIPT



ARES LAW GROUP, P.C.
ATTN: MATT D'ABUSCO
23 CORPORATE PLAZA, SUITE 150
NEWPORT BEACH, CA 92660

Invoice No.	Customer No.
30157205	83638
Invoice Date	Total Due
4/20/21	321.39

BILLING/PAYMENT QUESTIONS
CLIENT CARE (877)350-8698

Date	Ord No.	Svc	Service Detail		Charges	Total
4/22/21	11651707	EFL	ARES LAW GROUP, P.C. 23 CORPORATE PLAZA NEWPORT BEACH CA 92660 Caller: CYNTHIA SANDOVAL CVRI2000156 BARRETT V SIERRA PACIFIC MORGAGE CO., INC., ET AL DECL OF MATTHEW S. D'ABUSCO Signed: Accepted/fc Total Charges for Ref. - AMBER BARRETT V SIERRA:	RCSC-RIVERSIDE 4050 MAIN STREET RIVERSIDE CA 92501 FILE/CONFORM/RETURN INC., ET AL Phone: 949 629-2519 Ref: AMBER BARRETT V SIERRA	Base Chg : 32.00	32.00

INVOICE PAYMENT DUE UPON RECEIPT

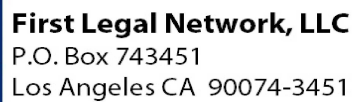


ARES LAW GROUP, P.C.
ATTN: MATT D'ABUSCO
23 CORPORATE PLAZA, SUITE 150
NEWPORT BEACH, CA 92660

Invoice No.	Customer No.
30166104	83638
Invoice Date	Total Due
7/31/21	1,194.35

Customer No.	Invoice No.	Period Ending	Amount Due	Pg
83638	30166104	7/31/21	1,194.35	1

INVOICE PAYMENT DUE UPON RECEIPT



ARES LAW GROUP, P.C.
ATTN: MATT D'ABUSCO
23 CORPORATE PLAZA, SUITE 150
NEWPORT BEACH, CA 92660

Invoice No.	Customer No.
30169457	83638
Invoice Date	Total Due
8/31/21	100.95

Customer No.	Invoice No.	Period Ending	Amount Due	Pg
83638	30169457	8/31/21	100.95	1

INVOICE PAYMENT DUE UPON RECEIPT



First Legal Network, LLC
P.O. Box 743451
Los Angeles CA 90074-3451

TAX ID# 27-3093840

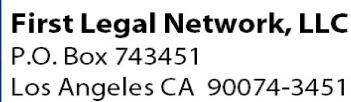
INVOICE

Invoice No.	Customer No.
30169457	83638
Invoice Date	Total Due
8/31/21	100.95

ARES LAW GROUP, P.C.
ATTN: MATT D'ABUSCO
23 CORPORATE PLAZA, SUITE 150
NEWPORT BEACH, CA 92660

BILLING/PAYMENT QUESTIONS
CLIENT CARE (877)350-8698

			Customer No.	Invoice No.	Period Ending	Amount Due	Pg		
			83638	30169457	8/31/21	100.95	2		
Date	Ord# No.	Svc	Service Detail					Charges	Total
			Reference	Description	Orders	Total	Amt		
			AMBER BARRETT V SIERRA		1	100.95			
				Reference Totals :	1	100.95			
				Total Amount Due :	1	100.95			



ARES LAW GROUP, P.C.
ATTN: MATT D'ABUSCO
23 CORPORATE PLAZA, SUITE 150
NEWPORT BEACH, CA 92660

Invoice No.	Customer No.
30175932	83638
Invoice Date	Total Due
10/31/21	119.95

Customer No.	Invoice No.	Period Ending	Amount Due	Pg
83638	30175932	10/31/21	119.95	1

INVOICE PAYMENT DUE UPON RECEIPT

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EXHIBIT 2



Matt D'Abusco <matt@areslawgroup.com>

RE: Inquiry Regarding Unclaimed Property

3 messages

CSURESEARCH <CSURESEARCH@sco.ca.gov>
To: "matt@areslawgroup.com" <matt@areslawgroup.com>

Wed, Oct 20, 2021 at 11:19 AM

Thank you for contacting the State Controller's Office, Unclaimed Property Division, in the State of California.

In response to your inquiry, your email has been forwarded to the evaluator who processed your claim. Please allow 2 business days to be contacted.

If you have any further questions, please contact our office at (800) 992-4647 or (916) 323-2827 for international calls. You may also visit our website at www.claimit.ca.gov for additional program information.

We want to hear from you! Please take this [quick survey](#) and let us know how we did. The Research and Public Response unit is committed to providing great customer service. Your feedback is appreciated, thank you.

Representative #YT

Office of State Controller Betty T. Yee

Unclaimed Property Division

Research and Public Response Unit

-----Original Message-----

From: DO_NOT_REPLY_webform@sco.ca.gov <DO_NOT_REPLY_webform@sco.ca.gov>

Sent: Tuesday, October 19, 2021 11:23 AM

To: CSURESEARCH <CSURESEARCH@sco.ca.gov>

Subject: Inquiry Regarding Unclaimed Property

CAUTION:

This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Unclaimed Property Division Staff

Inquiry Regarding Unclaimed Property

Subject:

Company Name: Ares Law Group PC

First Name: Matt

Last Name: D'Abusco

Email Address: matt@areslawgroup.com

Address: [23 Corporate Plaza](#)

Apt./Suite Num: 150

City: Newport Beach

State: CA

Zip Code: 92660

Country: USA

Phone: 9496292519

Property ID Number:

Date Mailed:

Message:

As part of a representative legal settlement, we are trying to issue unclaimed checks to your department, but were advised you no longer accept checks. How do we deliver unclaimed funds to you?

UCPREPORTING <CREPORTING@sco.ca.gov>
To: "matt@areslawgroup.com" <matt@areslawgroup.com>

Wed, Oct 20, 2021 at 11:30 AM

Hello Matt,

We do accept check for amount under \$20,000. You may not preemptively send a Check/ACH/EFT transfer at during the preliminary Notice cycle since this amount may change during your Remittance due date. Attached is a guide to assist you in filing your unclaimed property reports.

We are accepting reports via email. Please follow the instructions below.

The contact information for our Holder Outreach Unit is at the bottom for further assistance.

At this time, the Reporting Section is accepting reports via email when mutually beneficial. Please follow the guidelines below when submitting your report(s) via email to updreportupload@sco.ca.gov. Please note that .hde files are naturally encrypted. Whenever possible, please do not use your company's email encryption service, as the State Controller's Office encounters difficulty in opening up certain outside encrypted emails.

1. Subject line should read: Report Submission: [Holder Name] [Notice or Remit]
2. Attach only completed components. Forms still require signatures.
3. Attach all required reporting components in one email.
 - a. Notice Reports require:
Completed and signed UFS-1 (electronic signature is acceptable)
Property owner listing (electronic .hde or .txt file)
 - b. Remit Reports require:
Completed and signed UFS-1 (electronic signature is acceptable)
Signed 14F
Property owner listing (electronic .hde or .txt file)

- FOR REMIT AND OUT-OF-BUSINESSES REPORTS ONLY: If you are mailing a check, please write the Report ID somewhere on the check and print out a copy of the report submission email and mail altogether so the payment will be matched with the report. Please do not make a payment during the preliminary cycle or your report will be declined and payment will be refused which may result in interest fees.

The Outreach and Compliance Unit (OCU) of the State Controller's Office, Unclaimed Property Division (916-464-6088) is hosting Introduction to Reporting Unclaimed Property webinars. During these webinars, the OCU will provide an overview of California's Unclaimed Property Law and mandated reporting requirements, review common terms, and discuss how to avoid common reporting and remitting errors. Holders can also sign up to receive instant notification of holder outreach events (webinars, in-person events, etc.) by clicking on the next link down and subscribing to the automatic email. There is no fee for attending these webinars. Dates for these webinars can be found here. https://www.sco.ca.gov/upd_events.html

For further assistance please contact: upholderoutreach@sco.ca.gov.

Reporting Intake Unit (mb)
Office of State Controller Betty T. Yee
Unclaimed Property Division, Holder Operations Bureau
10600 White Rock Rd, Ste 141
Rancho Cordova, CA 95670 | (916) 464-6284 | (916) 464-6223 - Fax

Please take this quick survey and share your experience with us. Your feedback is valuable and will help us continue to improve.

-----Original Message-----

From: CSURESEARCH <CSURESEARCH@sco.ca.gov>
Sent: Wednesday, October 20, 2021 11:17 AM
To: UCPREPORTING <CREPORTING@sco.ca.gov>
Subject: FW: Inquiry Regarding Unclaimed Property

Please see inquiry below. Please assist.

[Quoted text hidden]