PURPOSE

This manual change updates Forms RW 9-19, RW 9-20, and RW 9-21 to reflect the terminology used in the Advantage system. It also transmits these forms from the Department's Caltrans Electronic Forms System (CEFS) to Chapter 9 in the Right of Way Manual.

<table>
<thead>
<tr>
<th>Form No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RW 9-19</td>
<td>Request for Transfer of Funds</td>
</tr>
<tr>
<td>RW 9-20</td>
<td>Condemnation Check Request – Invoice</td>
</tr>
<tr>
<td>RW 9-21</td>
<td>Release of Condemnation Deposit</td>
</tr>
</tbody>
</table>

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Remove Old Pages</th>
<th>Insert New/Revised Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Remove the following in its entirety:</td>
<td>Replace with the following in its entirety:</td>
</tr>
<tr>
<td>9 - Forms</td>
<td>Table of Contents (REV 12/2006)</td>
<td>Table of Contents (REV 6/2012)</td>
</tr>
</tbody>
</table>
### CHAPTER 9

**Condemnation**

#### Table of Contents

#### FORMS

<table>
<thead>
<tr>
<th>Form No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RW 9-1</td>
<td>Hold for Future Use</td>
</tr>
<tr>
<td>RW 9-2</td>
<td>Hold for Future Use</td>
</tr>
<tr>
<td>RW 9-3</td>
<td>Hold for Future Use</td>
</tr>
<tr>
<td>RW 9-4</td>
<td>Hold for Future Use</td>
</tr>
<tr>
<td>RW 9-5</td>
<td>Hold for Future Use</td>
</tr>
<tr>
<td>RW 9-6</td>
<td>Hold for Future Use</td>
</tr>
<tr>
<td>RW 9-7</td>
<td>Hold for Future Use</td>
</tr>
<tr>
<td>RW 9-8</td>
<td>Resolution of Necessity Request</td>
</tr>
<tr>
<td>RW 9-9</td>
<td>Consent to Substitute Condemnation</td>
</tr>
<tr>
<td>RW 9-10</td>
<td>Substitute Condemnation for Private Utility Service or Access Road</td>
</tr>
<tr>
<td>RW 9-11</td>
<td>Consent to Condemnation of Excess Lands</td>
</tr>
<tr>
<td>RW 9-12</td>
<td>Consent to Acquisition of and Easement to Remove Improvements Straddling the Right of Way Line</td>
</tr>
<tr>
<td>RW 9-13</td>
<td>Proof of Service</td>
</tr>
<tr>
<td>RW 9-14</td>
<td>Declaration of Mailing (Summons)</td>
</tr>
<tr>
<td>RW 9-15</td>
<td>Declaration of Mailing (Notice of Intent)</td>
</tr>
<tr>
<td>RW 9-16</td>
<td>Acknowledgement of Receipt of Summons and Complaint</td>
</tr>
<tr>
<td>RW 9-17</td>
<td>Application for Fee Appraiser</td>
</tr>
<tr>
<td>RW 9-18</td>
<td>Independent Expert Claim</td>
</tr>
<tr>
<td>RW 9-19</td>
<td>Request for Transfer of Funds</td>
</tr>
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</table>

(REV 6/2012)
STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
REQUEST FOR TRANSFER OF FUNDS
RW 9-19 (REV. 6/2012)

TO:  1. R/W Planning & Management Branch
   2. R/W Accounting Section
   3. HQ Cashiering
   4. Forward to District R/W Planning and Management
   5. Forward to R/W Acquisition/Condemnation

FROM:  RIGHT OF WAY ACQUISITION/CONDEMNATION

It is requested that a deposit with the State Treasurer be
Executed for an Order for Possession in the following case:

People vs. _______________________
County of _______________________
Court Case No. ___________________

<table>
<thead>
<tr>
<th>CONDEMNATION DEPOSIT</th>
<th>Federal Eligible</th>
<th>Federal Ineligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAND:</td>
<td>Right of Way</td>
<td></td>
</tr>
<tr>
<td>IMPROVEMENTS:</td>
<td>Right of Way</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personality</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Machinery and Equipment</td>
<td></td>
</tr>
<tr>
<td>DAMAGES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOODWILL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL AMOUNT OF THE DEPOSIT</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Differences between requested deposits and approved appraisals or
authorized appraisals are to be explained.

CONDEMNATION AGENT:
Sign: __________________ Date: ____________
Print: __________________ Telephone: ____________

CONDEMNATION SENIOR APPROVAL:
Sign: __________________ Date: ____________
Print: __________________ Telephone: ____________

RIGHT OF WAY PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS

<table>
<thead>
<tr>
<th>CT DOCUMENT</th>
<th>EVENT TYPE</th>
<th>UNIT</th>
<th>PROJECT ID</th>
<th>PHASE</th>
<th>REPORTING CODE</th>
<th>ID CODE</th>
<th>(N)</th>
<th>BFY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C</td>
<td>2650</td>
<td></td>
<td></td>
<td></td>
<td>00</td>
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<td>2640</td>
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<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACCOUNTING NOTE: All data must be entered exactly as
shown. Verify coding prior to entry into Advantage. If any change
is necessary, contact R/W Planning and Management who will fax
a revised copy to R/W Accounting.

ADA Notice  For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3680 or
write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
INSTRUCTIONS FOR COMPLETING THE REQUEST FOR TRANSFER OF FUNDS
(RW 9-19)

The RW 9-19 form is completed before an Order for Possession (OP) can be requested through Superior Court. It is the only document necessary to process the Transfer of Funds through Accounting.

The original form and a copy are forwarded to Planning and Management (P&M) for coding and funding review prior to sending to Accounting for fund transfer. A copy is included in the official parcel file maintained in the Region/District.

Right of Way Condemnation identifies R/W costs for Federal Aid eligibility and completes the following fields:

- Federal project number, Federal participation on project and parcel
- District, County, Route
- Post Mile (PM), Parcel, Project ID/Phase
- Grantor/Defendant Name
- County where suit is filed
- Court Case No. (if not assigned, PENDING)
- Apply appropriate charges to the Federal Eligible or Federal Ineligible columns, subtotals and total.

Eligible/Ineligible refer to Federal participation

LAND: Right of Way/Right of Entry - Acquisition Cost - enter value of land in R/W as indicated in the appraisal.
IMPROVEMENTS: Right of Way - enter value of improvements in R/W.
Personalty - insert the settlement amount of personal property acquired pursuant to manual section 8.06.05.
Machinery & Equipment - enter value of acquired items pertaining to realty.
DAMAGES: insert dollar amount of damages.
GOODWILL: eligible for Federal participation.

- Previous Deposit - check YES or NO. If YES, provide amounts and document numbers for all previous deposits.
- Condemnation Agent will sign, date, print name and enter telephone number.
- Condemnation Senior will sign, date, print name and enter telephone number.

Right of Way - Planning & Management completes the following fields:

- Unshaded area of coding box.
- Planning and Management will sign the form indicating that the Project ID/Phase and FFY are set up in Advantage and that funding in Region/District allocation is available. Also, date, print name and telephone number.
- Funds are encumbered by the individual creating the CT document in Advantage.
- Sign and date in Certification of Funds box indicating that Funds have been confirmed and are available in Advantage.
- Once form is complete, forwards form to Headquarters Cashiering.

Headquarters Cashiering:

- Prepares Memo
- Forwards copy of memo and Transfer of Funds form (RW 9-19) to Right of Way Accounting
STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CONDEMNATION CHECK REQUEST - INVOICE
RW 9-20 (REV 6/2012)

DATE:

TO: Right of Way Accounting Section
FROM: Right Of Way - District #

FEDERAL PARTICIPATION
On the project □ YES □ NO
On the parcel □ YES □ NO

<table>
<thead>
<tr>
<th>Dist</th>
<th>County</th>
<th>Route</th>
<th>PM</th>
<th>Project ID</th>
<th>Phase</th>
<th>Parcel No.</th>
</tr>
</thead>
</table>

People vs. ____________________________
SCC No. ____________________________

Payment for:

☐ Judgment
☐ Partial Judgment
☐ Interest
☐ Mediation Cost
☐ Other ____________________________

WARRANT/CHECK TO BE MADE PAYABLE TO:

PROPERTY ADDRESS OF PARCEL

ADDRESS ____________________________
CITY ____________________________ STATE ____________________________
ZIP ____________________________

If no street address:
APN: ____________________________

(required if one or more parcel, put addresses in explanation section)

REQUIRED CLAIM SCHEDULE DOCUMENTS

☐ Condemnation Check Request - Invoice (RW 9-20) + 1 Copy
☐ Federal Participation Memorandum (RW 8-16) + 1 Copy
☐ Certified copy of Condemnation Judgment + 1 Copy
☐ Interest Calculation Worksheet + 1 Copy
☐ Invoice or Receipt for Other Costs + 1 Copy, if applicable
☐ Payee Data Record (STD 204), if not already on file

Note: Notify the Attorney of Record to file a Request for Release of Deposit(s) a.s.a.p. Once the Release of Deposit(s), signed by the court, is received, complete a Release of Condemnation Deposit Fund (RW 9-21) form, Forward the completed approved package +1 copy to HQ’s Cashier’s Office.

PRIOR PAYMENTS ON CONDEMNATION PAID ON:

Schedule(s) # ____________________________

FOR ISSUING CHECKS

☐ Forward to District Cashier, By: ____________________________ Date: ____________________________

☐ Mail to payee by: ____________________________ Date: ____________________________

CHECK AMOUNT ____________________________

*Input a negative amount

Explanation: ____________________________

CERTIFICATION OF FUNDS

I hereby certify that budgeted funds are available for the period and purpose of the expenditure shown here.

Item: ____________________________ Chapter: ____________________________ Statute: ____________________________ FFY: ____________________________

Sign: ____________________________ Date: ____________________________

Senior Right of Way Agent

Right of Way Planning and Management

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INSTRUCTIONS FOR COMPLETING THE CONDEMNATION CHECK REQUEST - INVOICE  
(RW 9-20)

The RW 9-20 form is completed after court judgments are issued. The RW 9-20 then becomes part of a payment package described under the REQUIRED CLAIM SCHEDULE DOCUMENTS section for the form. A complete payment package will ensure prompt processing of the warrant through the State Controllers Office.

Right of Way Condemnation Agent completes the following fields:

- Date the payment package is initiated.
- District number
- Federal Project Number and Federal Participation on the project/parcel
- District, County, Route, Post Mile (PM), Project ID, Phase, and Parcel Number
- Name of the case
- Superior Court Case Number (SCC No.)
- Check appropriate box for Judgment, Partial Judgment, Interest, Mediation Cost, or Other.
- Name and address as shown on the STD 204 - Payee Data Record form.
- Expenses (Judgment, CDF Withdrawal(s), Land Exchange Value, Interest, Legal Fees, Court Cost, and Other) - Input a negative amount for CDF withdrawal(s) and Land Exchange Value.
- Total of all appropriate costs in CHECK AMOUNT.
- Always complete the PROPERTY ADDRESS OF PARCEL. This information is needed to complete the informational IRS FORM 1099-S: Proceeds from Real Estate Transactions. Additional information or parcel addresses may be added here.
- REQUIRED CLAIM SCHEDULE DOCUMENTS assists in preparing the payment package.
- PRIOR PAYMENTS ON CONDEMNATION PAID ON: If prior payments have been made from the deposit, complete this section.
- FOR ISSUING CHECKS: Mark the box that indicates where the check should be mailed. The District Cashier will receive the check by the indicated date. R/W Accounting or the State Controller will place the warrant/check in the mail by the indicated date. Therefore, calculate in 5 days of additional interest for mail delivery to the payee.
- Condemnation Senior will sign and date

Right of Way Planning & Management Agent completes the following field:

- Planning & Management will sign and date in Certification of Funds box indicating that they have confirmed through Advantage that the Project ID is mastered and that funding is available.
RELEASE OF CONDEMNATION DEPOSIT
RW 9-21 (REV. 6/2012)

TO: DIVISION OF ACCOUNTING
CASHIERING OFFICE

ATTENTION

FEDERAL PROJECT NUMBER

FEDERAL PARTICIPATION
On the project YES NO
On the parcel YES NO

UNIT PARCEL NUMBER PROJECT ID PHASE

SCHEDULE NUMBER

TRANSFER NUMBER DATE

From: RIGHT OF WAY ACQUISITION CONDEMNATION SECTION

Subject: Release of Condemnation Deposit for People vs. 

Court Case No. Total amount of Deposit to be cancelled/released $

We are requesting:

☐ The cancellation for the Request for Transfer of Funds. The reason for the cancellation:

☐ Settled by Right of Way Contract

☐ Project/parcel cancelled - acquisition not required

☐ Other: 

☐ Release of the Condemnation Deposit from the Condemnation Fund. The reason for the release is:

☐ Settled by Right of Way Contract

☐ Stipulated Judgement*

☐ Final Order of Condemnation*

☐ Other: 

*Two court certified copies of the Request and Order for Release of Deposit are attached.

Please release $ from the Condemnation Fund to the State Transportation Fund.
I affirm that this is the final settlement and Grantor(s) is/are seeking no further claims. I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE FACTS ARE TRUE AND CORRECT.

APPROVED

SENIOR RIGHT OF WAY AGENT DATE PHONE

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