

Dallas County - Excess Funds Recovery Guide

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For MaxSam V4 - Automated Excess Funds Recovery System

OVERVIEW

Dallas County handles excess funds from tax foreclosure sales through the District Clerk's Trust and Accounting Section. When a property sells at tax foreclosure for more than the amount owed, the surplus is held in the court registry for eligible claimants. Former owners have 2 years from the sale date to file a claim.

KEY CONTACT INFORMATION

| Contact | Details |

| ----- | ----- |

| Office | District Clerk Trust and Accounting Section |

| Address | George L. Allen, Sr. Courts Building, 600 Commerce Street, Suite B20, Dallas, TX 75202 |

| Trust Phone | (214) 653-7161 |

| Accounting Phone | (214) 653-7260 |

DEADLINE TO FILE CLAIM

2 YEARS from the date of the tax foreclosure sale.

If no petition is filed within this timeframe, funds are distributed to the taxing units.

STEP-BY-STEP CLAIM PROCESS

Step 1: Verify Excess Funds Exist

- Call Trust and Accounting at (214) 653-7161
- Request information about excess funds for your property
- Get the cause number and amount available

Step 2: Gather Required Documentation

- Original deed showing ownership BEFORE judgment date
- Government-issued photo ID
- Proof of current address
- Relationship proof (if claiming as heir)

Step 3: Obtain Petition Forms

- Visit the Dallas County District Clerk website for downloadable forms
- Or visit the Trust and Accounting office in person
- Dallas County Law Library has sample petitions

Step 4: File Your Petition

- Submit to Dallas County District Court
- Can file under original cause number
- Pay required filing fees

Step 5: Get Court Order

The court order must include:

- Former owner's name
- Former owner's address
- Exact amount of excess proceeds to release

Step 6: Submit Court Order

- Bring signed court order to Trust and Accounting
- Funds released per court order

REQUIRED DOCUMENTS

- [] Petition for Excess Proceeds
- [] Proof of ownership (deed recorded before judgment)
- [] Government-issued photo ID
- [] Proof of current address
- [] Proof of relationship (if heir)
- [] Filing fee payment
- [] Signed court order (for release)

IMPORTANT RESTRICTIONS

1. Ownership Timing - Must have owned property BEFORE judgment date
2. 2-Year Deadline - Strictly enforced