

**PROCEDURE FOR  
RETURN AND RELEASE OF BOND MONIES**

**Criminal Cases**

For a criminal case, the original or a certified copy of an Order of Exoneration issued on behalf of the person who was the subject of the complaint must be presented to the Clerk of the Superior Court. The Order of Exoneration must include a Judge's actual signature and not a facsimile stamp. Sample language would be as follows:

"It is ordered exonerating the bond in the above-entitled case as to this defendant only. Said bond is to be released to either the party posting the bond or to other named individual(s)\_\_\_\_\_".

**Non Criminal Cases**

For a non-criminal case, the original signed order or a certified signed copy of the order must be presented to the Clerk of the Superior Court. A facsimile of a Judge's signature is not acceptable.

The order releasing bond money must be specific on the following points:

1. The exact amount of money to be released, not the verbiage "all money."
2. The name of the person(s) to whom the money is to be released.

Sample language would be:

It is ordered to be released to the law firm of John Doe, the sum of \$10,234.00

Bond money will be released only in the form of an official Clerk of the Superior Court check. Checks will be released in person or mailed according to the following schedule:

Court orders to release bond monies received before 5:00 PM will be released by 1:00 PM the next business day.

Bond money is only released to the person named in the court order unless that individual in person with appropriate identification designates someone else to pick up the check. Law firm runners may also pick up bond checks ordered to be disbursed to law firms. Two forms of identification are required to claim a bond check. One must include a photo of the recipient and at least one must include the recipient's signature

Any questions regarding this process should be directed to the Clerk of the Superior Court bond office at 506-7757.