

## **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."

### **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."  
*Note: If the bond was held in an interest bearing account, the order must state the original bond amount plus the verbiage "all accrued interest".*
2. The name of the person(s) to whom the money is to be released.
3. An address the check can be mailed to.

Sample language would be:

It is ordered to be released to the law firm of John Doe, the sum of \$10,234.00 and mailed to 1234 My Street, My Town, AZ 85003.

### **Release Information**

Court orders to release bond monies received before 5:00 PM will be processed the next business day and mailed to the address provided in the court order. Bond money will be released only in the form of a Clerk of the Superior Court check.

All court orders for release of funds held by the Clerk of Superior Court should be presented to the Criminal Filing Counter, located in the South Court Tower, 175 West Madison Avenue – 12<sup>th</sup> Floor, Phoenix AZ 85003.

Any questions regarding this process should be directed to the Clerk of Superior Court bond office at (602) 37-CLERK(25375).