

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Converting Cash Bonds Standard Operating Procedure Version 1.0

Updated: 09/2016

Converting Cash Bonds

COURT / DEPARTMENT / DIVISION

All Courts

USER

Court Managers/Supervisors/Financial Staff

PURPOSE

Case Manager provides functionality to automatically **“Convert”** cash bail to pay fines and fees on cases. In order to use this functionality case fines and fees must have already been assessed and bail bond posted.

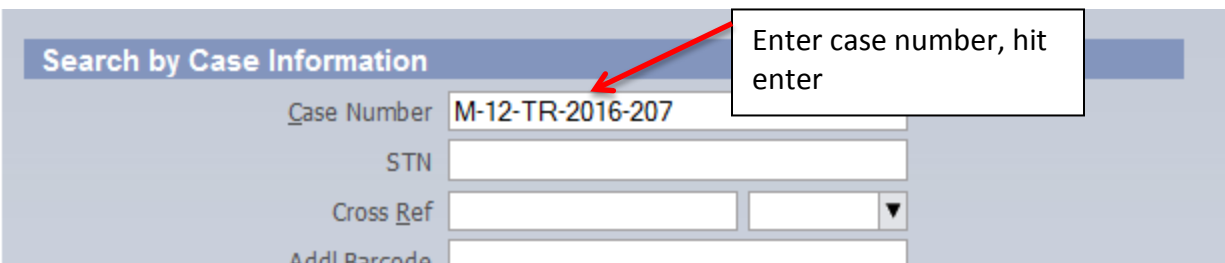
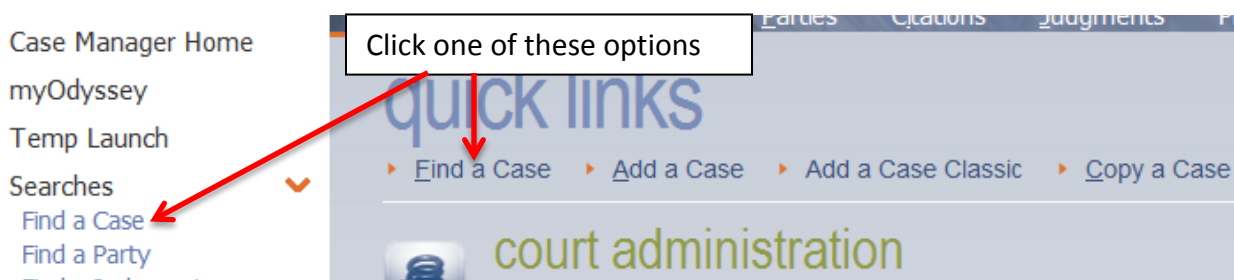
Cash bail can be converted to pay fines and/or fees when the bail amount is either equal to or less than the total fines and fees or; Converted to pay fines and fees and then the remaining cash bail balance is refunded.

STEPS

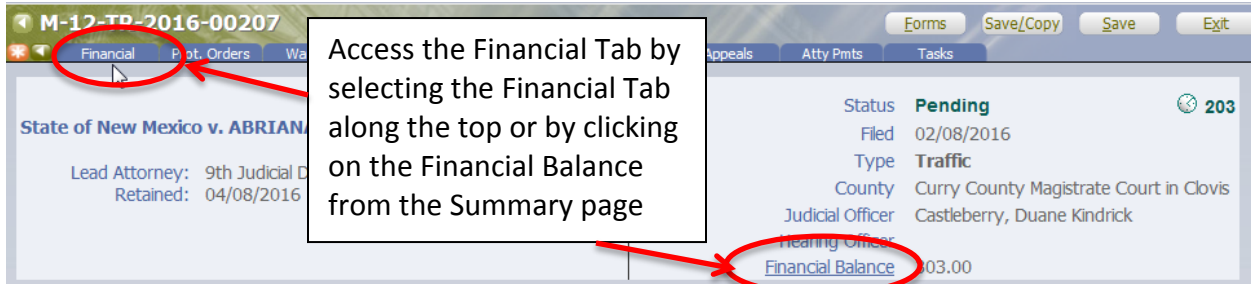
Note: Although posting bail is done on the Bonds tab, **Converting bail** is done on the **financial tab**

Start the procedure from **Odyssey’s Case Manager** and sign into a till.

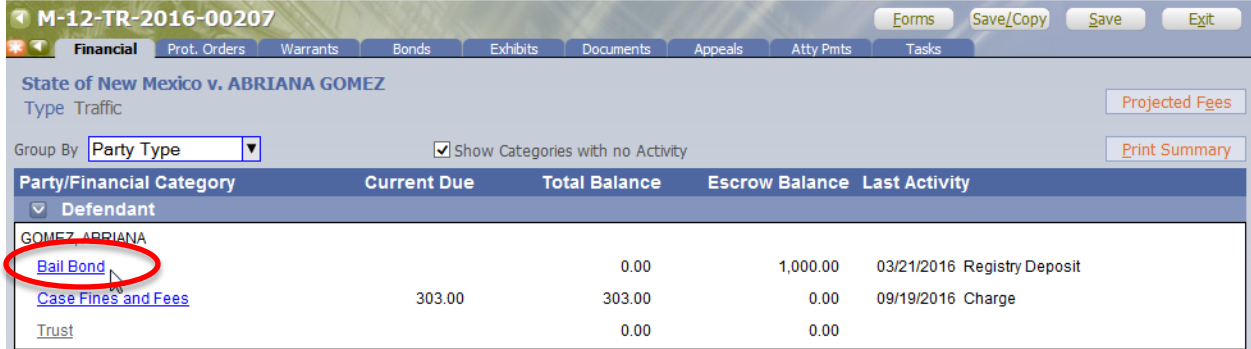
1. Access the Case



2. From the case, access the **Financial** tab



3. Click on the **Bail Bond** hyperlink



4. Select the **bail bond** which is being **converted** (if more than one cash bond), then click **View Transactions**



5. Click on the yellow **Convert** hyperlink



- The **Convert Cash Bail** dialog displays the case or cases for the party. Click on the case number in which you are converting to (defendant may have more than one case with fees due). Descriptive text for the Conversion auto defaults. **If you are refunding part of the bond**, in the Disburse to Party enter the amount of refund to the party after the fines and fees have been paid (The amount can be found at the bottom of the screen in the Transaction Detail section. The amount immediately changes to a -0- balance when Disburse to Party amount is entered) then Click Save (ALT+S)

Select the **case** that the forfeiture applies to. And select the forfeiture fee ONLY.

| Case/Pmt Plan | Balance | Apply |
|--|---------|--------|
| <input type="checkbox"/> M-12-DR-2016-00050 | 542.00 | 0.00 |
| <input type="checkbox"/> 9/19/2016 Criminal Fine | 200.00 | 0.00 |
| <input type="checkbox"/> 9/19/2016 Criminal Full Misd. DWI Assessments | 271.00 | 0.00 |
| <input type="checkbox"/> 9/19/2016 Criminal Penalty Assessment Fine | 10.00 | 0.00 |
| <input type="checkbox"/> 9/19/2016 Criminal Petty Misd. Traffic Assessm | 61.00 | 0.00 |
| <input checked="" type="checkbox"/> M-12-TR-2016-00207 | 303.00 | 303.00 |
| <input checked="" type="checkbox"/> 2/29/2016 Criminal Bench Warrant Fee | 100.00 | 100.00 |
| Criminal Bench Warrant Fee | 100.00 | 100.00 |
| <input checked="" type="checkbox"/> 9/19/2016 Criminal Court Costs | 20.00 | 20.00 |
| Criminal Court Costs Fee | 20.00 | 20.00 |
| <input checked="" type="checkbox"/> 9/19/2016 Criminal Petty Misd. Traffic Assessm | 61.00 | 61.00 |

Totals 845.00 303.00

Amount 697.00

Registry Acct Total 1,000.00
Applied / Disbursed 303.00
Balance 697.00

Save Exit

Amount being refunded.

Case Fines/Fees obligation reduced due to bond conversion.

These comments default and no need to change.

Cash Bond converted to pay Case Fines/Fees.

Select **Bond Status** of Bond Converted (Should default)

7. If money is to be **refunded** the **Select Escrow to Disburse** box will appear. Select the appropriate **Case Party** to refund, then click **Continue**

Select Escrow to Disburse

From Party **GOMEZ, ARIANA**

Recipient Trust/Case Party Non-Case Party

Pay To **LOPEZ, LAWRENCE**

As Of Date **09/19/2016**

Total Amount to Disburse: **697.00**

| | | |
|---|-----------------|---------------|
| <input checked="" type="radio"/> Clovis Magistrate Checkin A-005-200-21800-12-100001 | 1,000.00 | 697.00 |
| <input checked="" type="checkbox"/> Bail Bond | 1,000.00 | 697.00 |

Continue **Exit**

8. The **Enter a Check** box appears. Select type **“Bail Refund to Party”** and Record any comments in the Memo field (ie. Case number), then click **Save/Submit (ALT+S)**

Enter a Check on Case # M-12-TR-2016-00207

Type **Bail Refund to Party** Hand Check

Registry Case Party Non Case Party

Pay To **ABRIANA GOMEZ**

Address **719 NORTH LEA
CLOVIS NM 88101**

Cutoff Date **09/19/2016**

Trans Date **09/19/2016**

Amount **697.00**

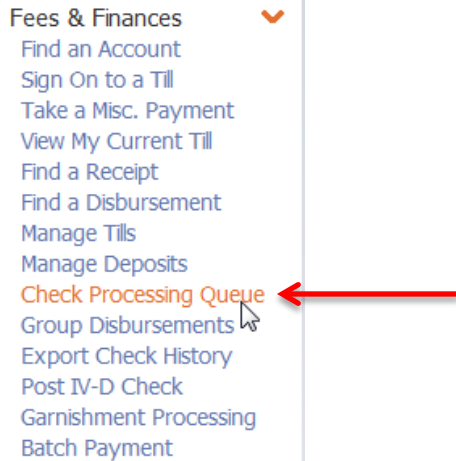
Six Hundred Ninety Seven and no/100 Dollars

Memo **M-12-DR-201600050
Comments - Bond Refund**

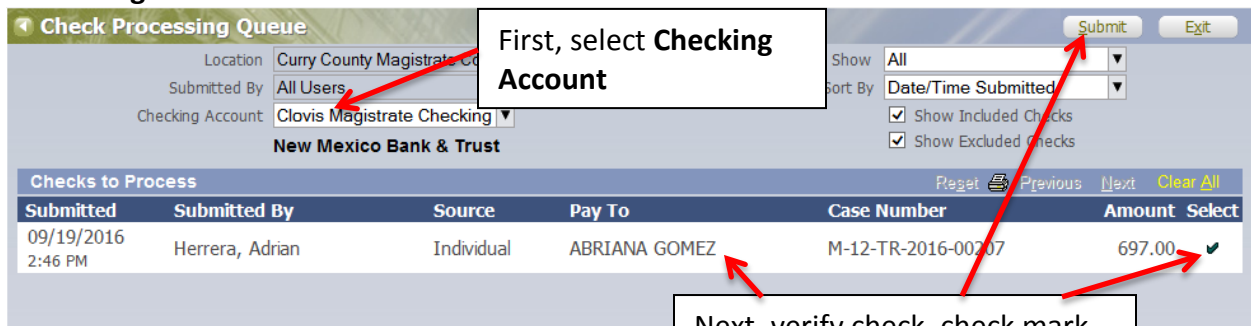
User **Herrera, Adrian**
Account **A-005-200-21800-12-100001**
New Mexico Bank & Trust

Save/Submit **Exit** **Save/Export**

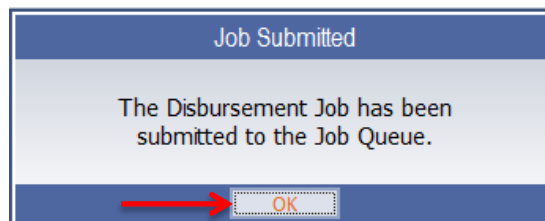
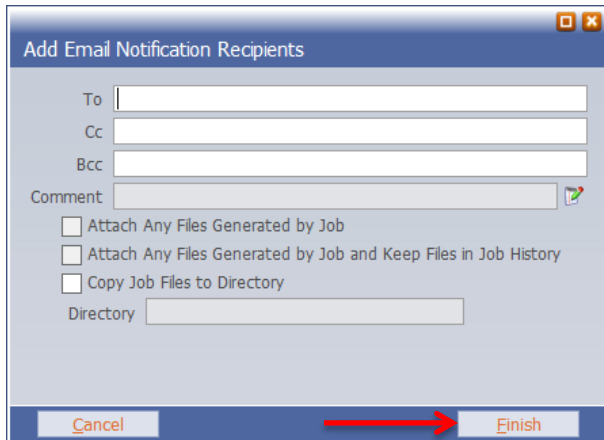
9. A **check** is now waiting in the **Check Processing Queue**. On the left Navigation Menu, select **Check Processing Queue**



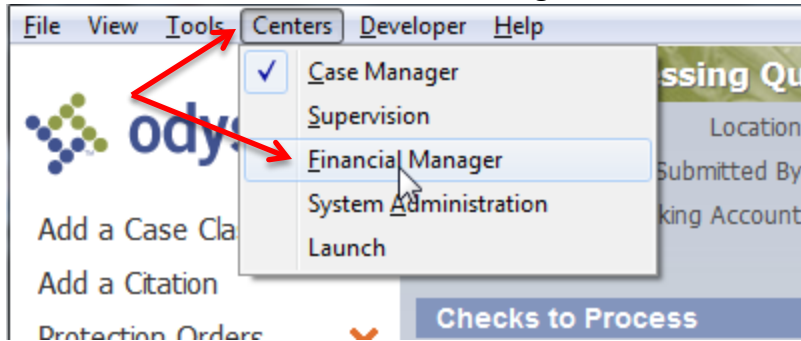
10. In the **Check Processing Queue** Screen, select the **Checking Account** and the check will show as waiting to be processed. Select the **check** and click on **Submit** to send to **Financial Manager**



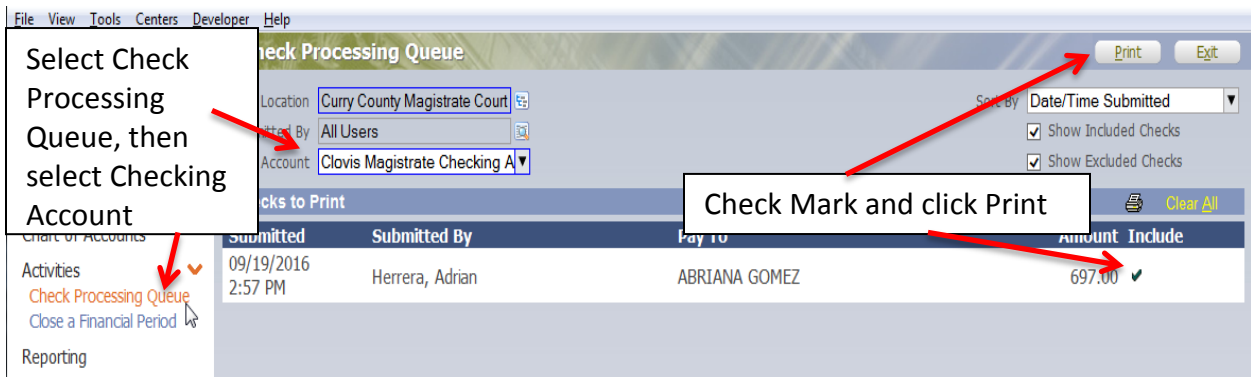
11. Click **Finish** then **OK**



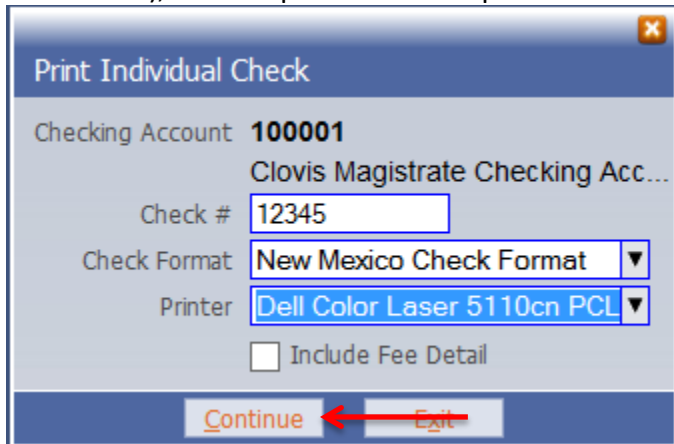
12. Go to **Centers**, select **Financial Manager**



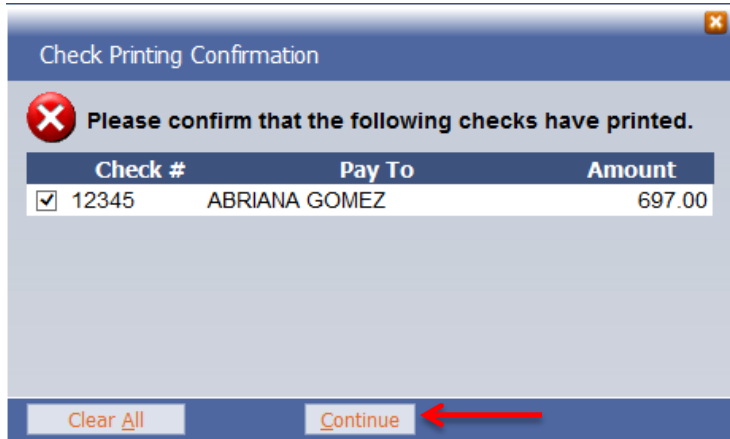
13. On the left **Navigation Menu** select **Check Processing Queue**, then select the **Checking Account**. Mark the check under include and click **Print**



14. Enter **Check Number** (Next available check), Select **Check Format** (New Mexico Check Format), and the printer used to print checks and click **Continue**

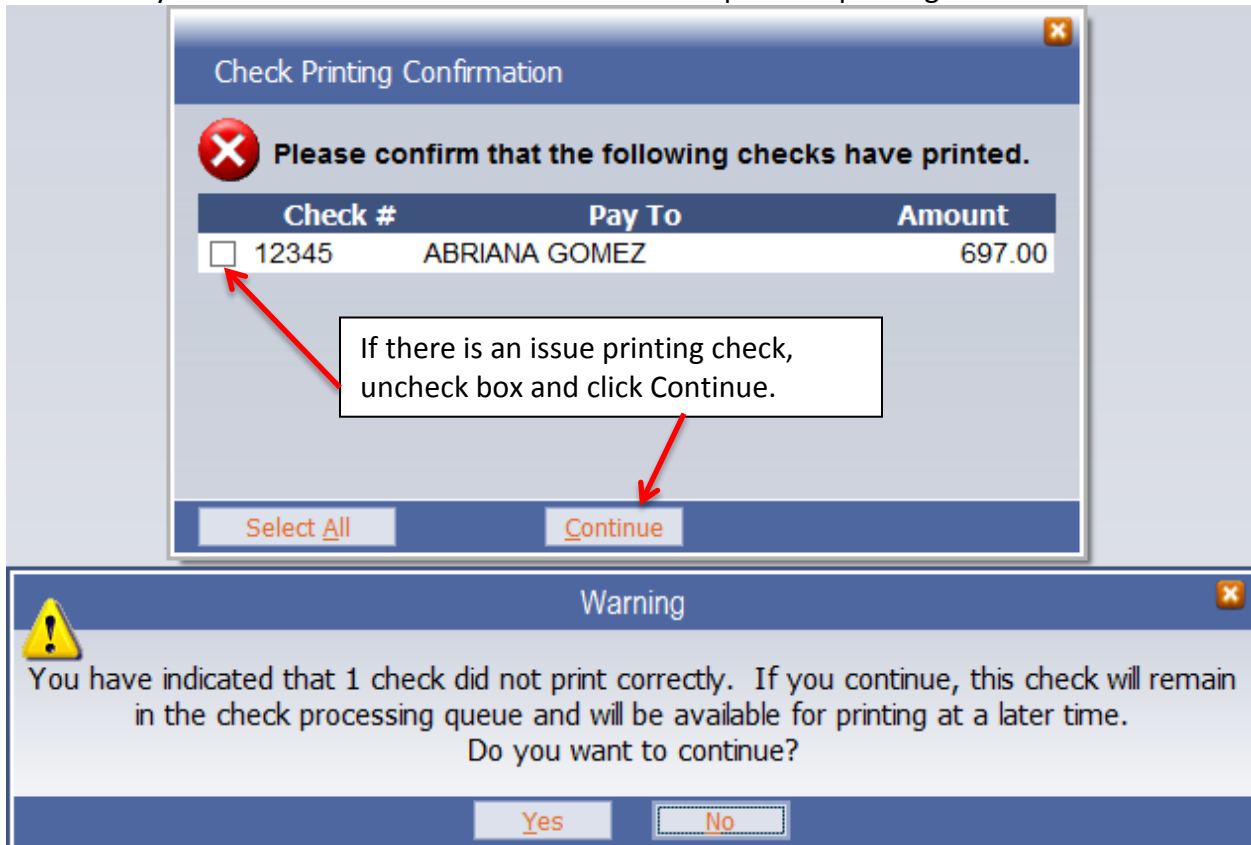


15. When the check has printed, verify everything has printed correctly. After doing so, then click **Continue** on the **Check Printing Confirmation** box



Note: Follow the steps below if there is a problem printing the check.

16. If there was an issue printing the check, uncheck the box next to the check number and click **Continue**. This will give you a warning message telling confirming the check DID NOT print correctly. Click **Yes**. This will leave the check in the queue to print again



Note: The following things have happened when completed:

The **Bond Registry Balance** is now at **0.00**, an **Adjustment** entry appears on the **View Transactions** page of the Bond to reflect that the Bond was converted to pay fines/fees and a **Check** for a **Bail Refund** appears for the refund amount.

| Registry Balances | | Uninvested | Invested | Total |
|-----------------------------|--|------------|----------|-------|
| Expected Final Disbursement | | 0.00 | 0.00 | 0.00 |

| Date | Description | Increases | Decreases | Balance | Admin Fees |
|------------------------|-------------------------------|-----------|-----------|----------|------------|
| 21406997 03/21/2016 | Bail Bond CLOM-2016-1330 | 1,000.00 | | 1,000.00 | |
| 21545749 09/19/2016 | Adjustment | (303.00) | | 697.00 | |
| 21545750 09/19/2016 | Bail Refund to Party 12345 | | 697.00 | 0.00 | |

An **Adjustment** entry (payment) was applied to the fines/fees amount due and is now in escrow, awaiting disbursement to the State.

| Date | Reference | Charges | Payments | Credits | Balance | Disb | Escrow |
|------------------------|------------|---------------|---------------|-------------|-------------|-------------|---------------|
| 21361976 02/29/2016 | Charge | 100.00 | | | 100.00 | | 0.00 |
| 21545744 09/19/2016 | Charge | 81.00 | | | 181.00 | | 0.00 |
| 21545745 09/19/2016 | Charge | 61.00 | | | 242.00 | | 0.00 |
| 21545746 09/19/2016 | Charge | 61.00 | | | 303.00 | | 0.00 |
| 21545751 09/19/2016 | Adjustment | | 303.00 | | 0.00 | | 303.00 |
| Totals | | 303.00 | 303.00 | 0.00 | 0.00 | 0.00 | 303.00 |

A new status of **Bond Converted** has been added to the bond.

M-12-TR-2016-00207 Forms Save/Copy Save Exit

Financial Prot. Orders Warrants **Bonds** Exhibits Documents Appeals Atty Pmts Tasks

State of New Mexico v. **ABRIANA GOMEZ**
 Type Traffic
 Party **GOMEZ, ABRIANA**

Settings

02/29/2016
 Warrant # **M-12-TR-2016-00207 - 1** Physical Warrant Returned
 Case # **M-12-TR-2016-00207**
 Set by Judge (Deplo): \$1,000.00 Cash Bond

Cash Bonds

| | | | |
|--|-------------------------------------|--------|---------------------|
| 12-2016-0057 - Cash Bond GOMEZ, ABRIANA | 9/19/2016 - Bond Converted ← | Court | Arrested 03/18/2016 |
| | \$1,000.00 | \$0.00 | Current |

Case # **M-12-TR-2016-00207**

- 1. Careless Driving (Full Time and Attention) PM - 02/06/2016 Forfeited 09/19/2016
- 2. Leaving the Scene of an Accident Involving Damage to Veh PM - 02/06/2016
- 3. Failure to Give Immediate Notice of Accidents PM - 02/06/2016

Surety and Other Bonds
 Property Bonds

The **status** history of the bond from posted to **Converted** is viewable by clicking the **bond status** in the **Bond Tab**.

Modify Bond # 12-2016-0057

Detail **Status** ← Financial Documents

GOMEZ, ABRIANA **Bond Converted**
 Court
 Female DOB:02/07/1994 DL:NM-511140919 SSN:649-01-4316
 719 NORTH LEA, CLOVIS, NM 88101

| Date | Status | Location | Comment |
|------------|------------------|----------|---------|
| 09/19/2016 | Bond Converted | Court | ← ← ← |
| 03/18/2016 | Cash Bond Posted | Court | ← ← ← |

Status Detail

Date: 09/19/2016
 Status: **Bond Converted** Inactive
 Location: Court

Comment:

Reprint Receipt Save Exit