

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Bond Statuses with Usage Instructions –
For All Jurisdictions
Quick Guide - Standard Operating Procedure

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Bond Statuses With Usage Instructions –For All Jurisdictions

BOND STATUS	BOND TYPE	USAGE INSTRUCTIONS
ACTIVE STATUSES		
CASH BOND POSTED	Cash	Use only after court has received cash or money order bond or any part of the bond is still active.
PROPERTY BOND POSTED	Property	METROPOLITAN COURT ONLY: Use after court has received property bond.
SURETY BOND POSTED	Surety or Property	Use only after court has received surety or property bond and the bond is still active.
INACTIVE STATUSES		
BOND CONVERTED	Cash	<p>Use when conversion has been ordered for all or part of the bond and the bond has been entirely disbursed.</p> <p>Usage Note for Metro/Mag:</p> <ol style="list-style-type: none"> 1. A partial conversion of a bond automatically changes the bond status to BOND CONVERTED. <ol style="list-style-type: none"> a. If the rest of the bond will be immediately refunded the bond status should not be changed. b. However, if a portion of the bond is being retained by the court to guarantee party's appearance in court, the status should be returned to the active status of Cash Bond Posted to indicate that bond is still being held by the court. <p>Example for Metro/Mag: Cash bond of \$500 is converted. Defendant owes \$225. The payor of the bond is due \$275. The conversion of the bond is performed first and a check is issued to the payor of the bond for \$275. The bond status is BOND CONVERTED. The financial tab shows the disbursement of the cash.</p>
BOND EXONERATED	Surety	Use when surety has been released from further responsibility on the bond.
BOND FORFEITED	Cash or Surety	Use only after bond forfeiture process has been completed. <u>Do not use when forfeiture hearing is set</u> and/or court issues ORDER TO SHOW CASE NOTICE OF FORFEITURE (9-307). Forfeiture of bond should occur only after judge has held the hearing and JUDGMENT ON BOND (9-309 for Surety or 9-310 for Cash) has been signed.
BOND REFUNDED	Cash	Use when bond has been completely refunded
BOND TRANSFERRED	All Types	Use when transferring to district court or another magistrate court.
UNCLAIMED BOND	Cash	METROPOLITAN COURT ONLY: Use when Bond funds are sent to Tax & Revenue Department as unclaimed.
VOIDED	All Types	Use when bond has been posted to wrong case.