

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



237 Don Gaspar
Santa Fe, NM 87501

Judicial Information Division (JID)

Receipting Cash Bonds Standard Operating Procedure Version 1.2

Updated: (09/2022)

Approved by: OMMUG on 08/23/2022

Receipting Cash Bonds

COURT / DEPARTMENT / DIVISION AND USER

This procedure is to be used by District Court, Magistrate Court and Metropolitan Court Clerks

INTRODUCTION

To receipt a cash bond to a criminal case.

Note: this process is NOT to be used for receipting cash payment(s) received for Failure to Pay Warrants. See SOP for "Receipting Payments".

Cash bond definition: the full amount of bail monies paid in order for a defendant to be released from custody. The bail monies are held by the court until the disposition of the criminal case or the court has ordered the release of the monies.

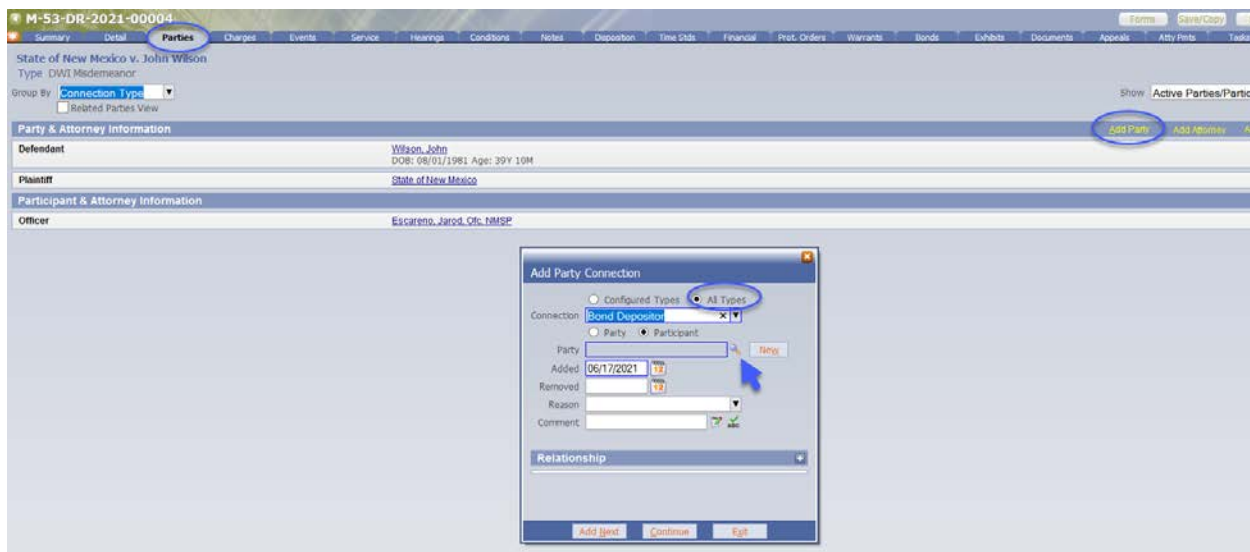
RELEVANT DATA STANDARDS

Data Standards were approved by the Supreme Court on May 20, 2020. Using the data standards will result in improved data collection and reporting; improved data quality; improved consistency in case processing; improved court efficiency; and improved ability to establish court staffing needs. Refer to the following data standards for any procedures that may or may not be specifically mentioned in this SOP:

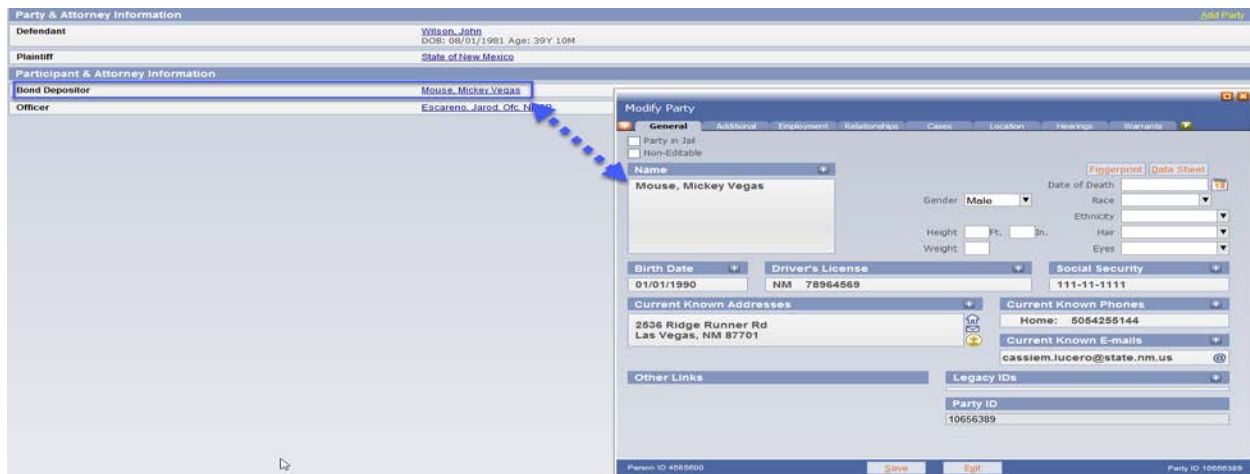
Relevant Data Standards:	
1.6.0 Financials	
All financial transactions shall be processed appropriately in the Case Management System. All financial transactions shall be reconciled appropriately in the Case Management System as provided by law and Supreme Court policy.	

NAVIGATION AND STEPS

1. The Criminal Form 9-312A- Receipt for Cash, Money Order or Cashiers' Check is typically what is received from the jail, out of county jail, or completed at the court. This form has all cash bond information and should accompany this process. The form must be file date stamped the day the court receives the bond. The receipt must be signed and dated by the court clerk receiving the bond.
2. Open clerk assigned Till and sign onto the Till.
3. Navigate to the Parties Tab.
4. Click on the yellow link "add party", click the radio button for "All Types" then click on the drop down arrow to select "Bond Depositor". Click on the magnifying glass icon to search for the appropriate party. Choose the Bond Depositor party with matching identifiers. If the clerk is unable to find a matching party then add a new party. Click continue.



5. Click on the bond depositor's party name then click once more. In the "Global Party" record, update, add or modify any identifiers (DL#, address, phone#, etc...) for the bond depositor. Click Save.

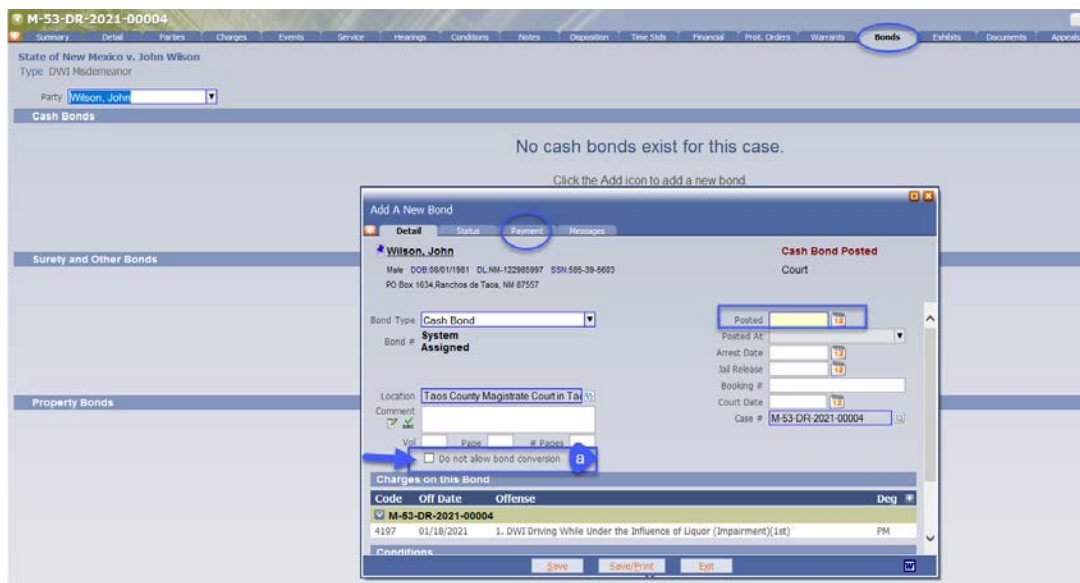


6. In the "Modify Case Party Details" screen pin the address listed on the cash receipt for the bond depositor party. Click continue.



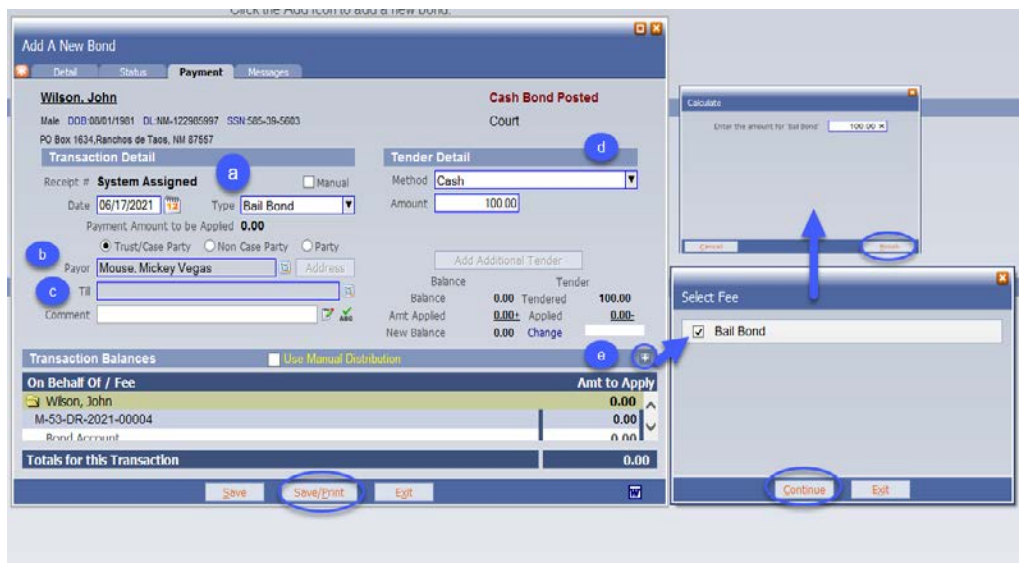
7. Click on the “Bonds” Tab.
8. Click on the (\$) green dollar sign.
9. “Add a New bond” will display.
10. “Cash Bond” automatically defaults in the Bond Type. “Posted date” is the date the cash bond was paid to secure the defendants release. This information should be shown on the form received from jail or completed at the court.

10 a. The form completed at the jail or court may have the option for the bond depositor to either agree or not agree to use the bond monies towards the case fines and fees. If the bond depositor does not agree to use the monies, check the box ‘Do not allow bond conversion.’ This will prevent the bond from being converted erroneously.



11. Click on “Payment”.

 - a. Enter Type” Bail Bond”
 - b. Choose the bond depositor as the “Payor”
 - c. Sign onto user assigned Till
 - d. Enter the correct Method of Payment and the Amount
 - e. Click on the “plus” sign and select “Bail Bond” then click Continue, Enter the amount bond, click Finish, then click Save/Print.



When a bond is posted, a docket event will automatically be created. Bond paperwork will need to be scanned to that event.

12. Right click on the bond posted event and scan documents.

Date	Type and Comment
05/16/2022	Preliminary Examination (Judicial Officer: Chavez, John R.)
04/11/2022	NTC: OF HEARING
04/11/2022	Review Conditions of Release Hearing (Judicial Officer: Chavez, John R.)
04/08/2022	CASH BOND POSTED
04/08/2022	Public Defender's Notice of Attorney Assignment

NOTE***Do not scan in images of checks or money orders. If a copy of a driver's license is provided, relate the event code 9543 CRT: Identification Provided to the Cash Bond Posted event and scan the document to that event.

Date	Type and Comment
05/16/2022	Bond Refunded
05/16/2022	CLS: Dismissed - Case Proceeding in District Court
05/16/2022	NTC: Notice of Dismissal Nolle Prosequi filed by DA
04/11/2022	NTC: OF HEARING
04/11/2022	Review Conditions of Release Hearing (Judicial Officer: Chavez, John R.)
04/08/2022	CASH BOND POSTED
04/08/2022	CRT: Identification Provided
04/08/2022	DEFENSE ATTORNEY PACKET FILED The following documents have been filed: 5718- Entry of App Filed By: Contract Attorney Gaudette, Gregory

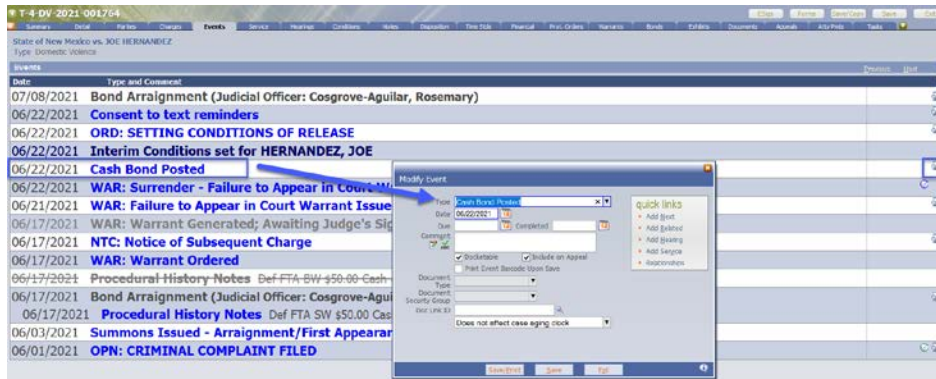
In addition to the automatic event code, the 'Bond Posted' flag will auto populate in the details tab.

Charges	Future Activity	Most Recent Events & Hearings	defendant demographics	time standards	flags & actions due
<ol style="list-style-type: none"> Aggravated Battery (Misdemeanor)(No Great Bodily Harm) (M) 04/05/2022 Plea No Plea Aggravated Assault (Deadly Weapon) (F4) 04/05/2022 Plea No Plea False Imprisonment (F4) 04/05/2022 Plea No Plea Battery (PM) 04/05/2022 Plea No Plea 	<p>05/16/2022 Preliminary Examination (Judicial Officer: Chavez, John R.) 9:00 AM Location: Valencia County Magistrate Court - Belen</p>	<p>04/11/2022 NTC: OF HEARING</p> <p>04/08/2022 CASH BOND POSTED</p> <p>04/08/2022 Public Defender's Notice of Attorney Assignment</p> <p>04/08/2022 Interim Conditions Set for Hudson, Stacey</p> <p>04/08/2022 Plea (Judicial Officer: Chavez, John R.) Defendant: Hudson, Stacey</p> <p>04/08/2022 DEFENSE ATTORNEY PACKET FILED Filed By: Contract Attorney Gaudette, Gregory The following documents have been filed: 5718- Entry of Appearance 5104- MTN: Forr Speedy Trial 5067- MTN: Request for</p> <p>04/08/2022 First Appearance (Judicial Officer: Chavez, John R.) 11:00 AM Location: Valencia County Magistrate Court - Belen Result: Held</p> <p>04/08/2022 NTC: OF HEARING</p> <p>04/08/2022 ORD: SETTING CONDITIONS OF RELEASE (Judicial Officer: Chavez, John R.) View more events</p>	<p>DOB 08/10/1974 DL NM-124824273 SSN 557-53-3326</p>	<p>Felony First Appearance 05/05/2022 Felony First Appearance</p> <p>Felony Rule 06/07/2022 Felony Rule</p>	<p>Bond Posted **APPLY**</p>

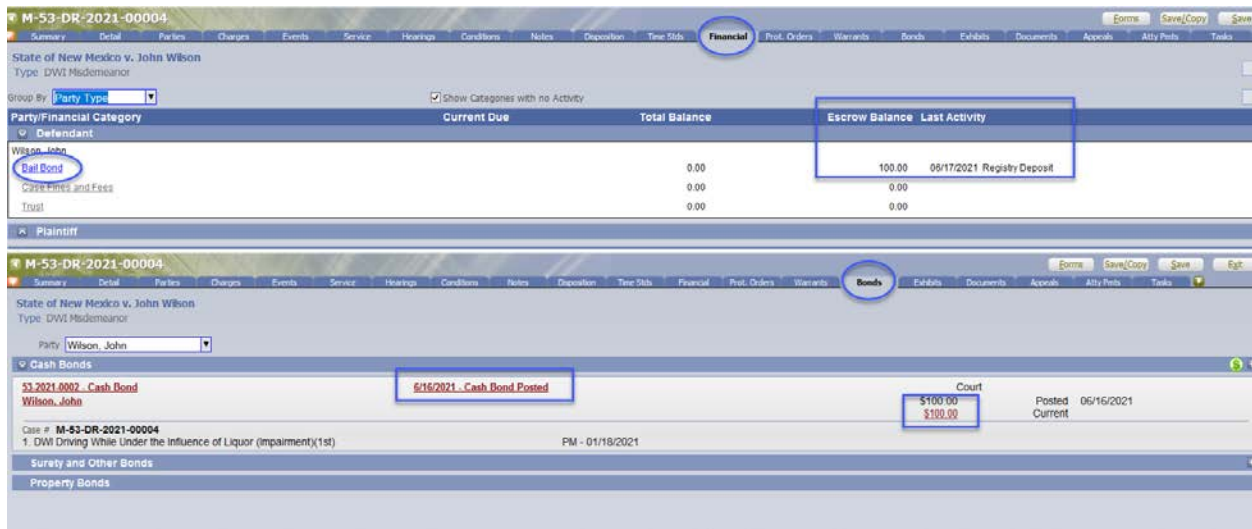
NOTE*If a cash bond is posted to the wrong case, please enter a help desk ticket to have the event code added to the correct case as the Cash Bond Posted event cannot be added manually.**

For Metropolitan Courts:

Click on “Events” Tab, Docket Event Code #5571- Cash Bond Posted. Click Save. Right Click on event code and scan in Bond Documents into Event Code. Click Save.



13. The bond transaction now displays in the “Financial” Tab as well as the “Bonds” Tab. The “Financial” Tab displays the blue “Bail Bond” link under the Defendant party. The “Escrow Balance” will increase to the amount of the bond. The “Bonds” Tab displays the red active “Cash Bond Posted” Status and the red amount is the current balance of the bail bond. Receipting is done in “Bonds” tab but ties the record to the “Financial” Tab.



Note for Management Team/Financial Specialists:

**End of the Month Report 9C list the amounts shown on “Bonds” tab as long as it displays the active red “Cash Bond Posted” Status.*

**End of the Month Report 4 list the amounts shown on “Financial” tab in “Bail Bond” Account Escrow balance/Registry deposit.*

14. Review Cash bond receipt to assure all the correct and accurate information is displayed.
A. **Payor** – bond depositor and address.

- B. **Case Number** matches case number on cash bond form.
- C. Bond Account shows **Bail Bond**.
- D. Correct **tender** and **amount** is shown.



Note: If any information is not correct, **STOP** and contact your Management Team immediately.

RECEIPT	
Taos Magistrate Court 105 Albright Street, Suite-M Taos, NM 87571 Phone (575) 758-4030 ext. 0 Fax: (575) 751-0983 To make credit card payments online please go to https://publicaccess.nmcourts.gov/	
Payor Mouse, Mickey; Vegas 2536 Ridge Runner Rd Las Vegas, NM 87701	Receipt No. TAOM-2021-69
Judge Ortega, Ernest L.	Transaction Date 06/17/2021
Description	Amount Paid
On Behalf Of Wilson, John	
M-53-DR-2021-00004	
State of New Mexico v. John Wilson	
Bond Account	
Bail Bond	100.00
SUBTOTAL	100.00
PAYMENT TOTAL 100.00	
Cash Tendered	100.00
Total Tendered	100.00
Change	0.00

06/17/2021 Cashier Audit