

# Administrative Office of the Courts

## Supreme Court of New Mexico

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### Judicial Information Division (JID)

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## Posting Surety Bonds Standard Operating Procedure Version 1.1

Updated: (04/2022)

Approved by: OMMUG on 9/28/2021

## Posting Surety Bonds

### COURT / DEPARTMENT / DIVISION AND USER

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

### INTRODUCTION

To post a surety bond to a criminal case.

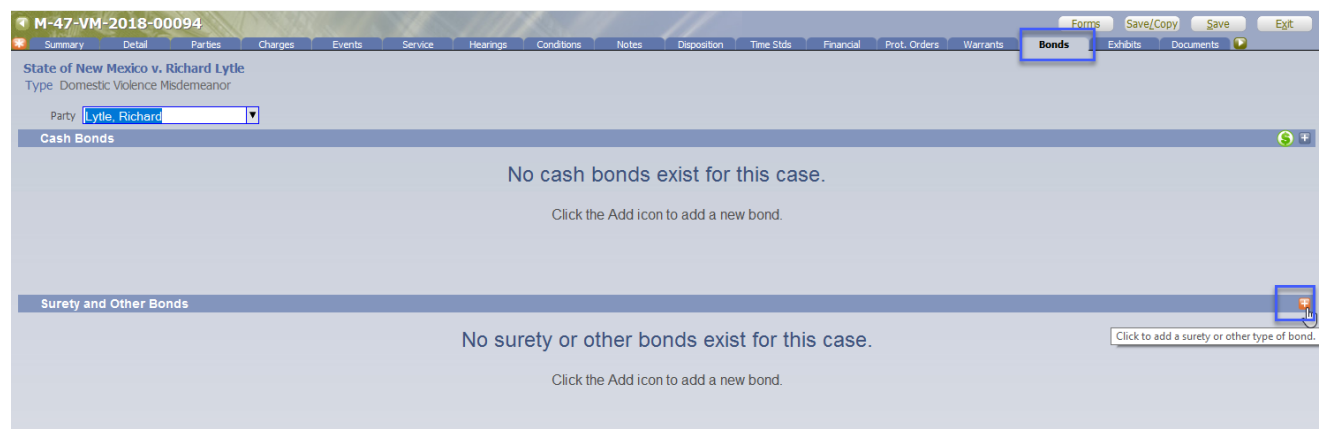
### RELEVANT DATA STANDARDS

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:
1.4.0 Bonds
All bonds shall be appropriately entered and tracked in the Case Management System. All secured bonds shall be entered in the bonds tab, processed and disbursed.
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. A completed Bail Bond form as well as a Power of Attorney is typically what is received from the jail, out of county jail or filed with the court. These forms contain all bail bond information and should accompany this process. These forms must be file date stamped the day the court receives the bail bond.
2. Navigate to the "Bond" Tab.
3. Click on the plus icon in the "Surety and Other Bonds" portion.



4. "Add a New bond" will display.
5. "Surety Bond" automatically defaults in the Bond Type.
6. "Posted date" is the date the surety bond was completed to secure the defendants release. This information should be shown on the bail bond form received from jail or completed at the court.

**Add A New Bond**

**Detail** | Status | Surety | Payment | Messages

**Lytle, Richard** **Surety Bond Posted**  
Court

White Male DOB:06/14/1980 DL:TX-17663709 SSN:467-65-2951  
2770 W 2ND AVE,DURANGO, CO 81301-5906

Bond Type:    
 Collect Bond Fee

Bond #:

Location:    
 Comment:

Vol:  Page:  # Pages:

Do not allow bond conversion

Posted:    
 Posted At:    
 Arrest Date:    
 Jail Release:    
 Booking #:    
 Court Date:    
 Case #:

**Charges on this Bond**

Code	Off Date	Offense	Deg
<b>M-47-VM-2018-00094</b>			
2107	04/09/2018	1. Battery (household member)	M
5196	04/09/2018	2. Criminal Damage to the Property of a Household Member (Under \$1,000)	M

7. Click on "Surety".
8. Click on plus icon to the right of screen.
9. The surety detail will open to enter Bond company, insurance company, amount and comments if needed. Click on magnifying glass icon to search for bond company and insurance company. Save.

Note: BCMC Bond parties are only to be used by Metropolitan Court. Do not use for Magistrate or District Court cases.

**Add A New Bond**

**Surety** | Detail | Status | Payment | Messages

**Lytle, Richard** **Surety Bond Posted**  
Court

White Male DOB:06/14/1980 DL:TX-17663709 SSN:467-65-2951  
2770 W 2ND AVE,DURANGO, CO 81301-5906

**Posted By** | **Amount** | **Comment**

**Surety Detail**

Bond/Insurance Company  Party

Bond Company:    
 Insurance Company:    
 Amount:    
 Comment:

The image shows two screenshots of a web application interface. The top screenshot is titled "Select Bond Company" and features a search form with fields for "Company Name" (containing "Acosta"), "ID", "Contact: Last", "First", and "Middle". It also includes a "View" dropdown set to "Active" and a "Sort" dropdown set to "ID". Below the form is a table with columns "ID", "Company Name", "Contact", and "Available Surety". The table contains one entry for "A-Acosta Bail Bonds" with contact information for Pinon, Reynaldo. At the bottom of the table are buttons for "<<Back", "Next>>", "Search", and "Exit", along with a "Get All Records" button and a status indicator "2 Results - Page 1 of 1".

The bottom screenshot is titled "Add A New Bond" and has tabs for "Detail", "Status", "Surety", "Payment", and "Messages". The "Surety" tab is active, showing details for "Lytle, Richard" (White Male, DOB: 06/14/1980, DL: TX-17663709, SSN: 467-65-2951, 2770 W 2ND AVE, DURANGO, CO 81301-5906). The status is "Surety Bond Posted" and the court is "Court". A table titled "Posted By" shows one entry: "A-Acosta Bail Bonds" with an amount of "1,500.00". Below this is a "Surety Detail" section with radio buttons for "Bond/Insurance Company" (selected) and "Party". It includes dropdowns for "Bond Company" (A-Acosta Bail Bonds) and "Insurance Company" (Crum & Forster Indemnity Com), a text field for "Amount" (1,500.00), and a "Comment" field. At the bottom are "Save" and "Exit" buttons.

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

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

Type Felony	
Events	
Date	Type and Comment
04/01/2022	<b>SURETY BOND POSTED</b>
04/01/2022	<b>WAR: PHYSICAL WARRANT RETURNED</b>
03/28/2022	<b>DUE: DOCUMENTATION</b> pending for criminal info Due: 04/27/2022

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

**Charges**

1. Burglary of a Vehicle	02/08/2022	Disposition	Bindover
2. Burglary of a Vehicle	02/08/2022	Disposition	Dismissed by Pr
3. Unlawful Use or Theft of an ATM or Debit Card	02/08/2022	Disposition	Dismissed by Pr
4. Unauthorized Use or Theft of the Card of Another	02/08/2022	Disposition	Dismissed by Pr
5. Larceny (\$250 or Less)	02/08/2022	Disposition	Dismissed by Pr

**Most Recent Events & Hearings** [Case Docket](#)

04/01/2022	<b>SURETY BOND POSTED</b>
04/01/2022	<b>WAR: PHYSICAL WARRANT RETURNED</b>
03/28/2022	<b>Disposition</b> (Judicial Officer: Chavez, John R. ) Defendant CHAVEZ, ABIE V
03/28/2022	<b>Disposition</b> (Judicial Officer: Chavez, John R. ) Defendant CHAVEZ, ABIE V
03/28/2022	<b>DUE: DOCUMENTATION</b> <i>pending for criminal info</i>
03/28/2022	<b>ORD: Order On Preliminary Examination - Bind Over</b>
03/28/2022	<b>WAIVER OF PRELIMINARY HEARING FILED</b> (Judicial Officer: Chavez, John R.)
03/28/2022	<b>Preliminary Examination</b> (Judicial Officer: Chavez, John R.) 9:00 AM Location: Valencia County Magistrate Court - Belen Result: Case Called - Waived
03/21/2022	<b>NTC: OF HEARING</b> <a href="#">View more events</a> <a href="#">View more hearings</a>

**defendant demographics**

DOB 10/26/1985  
DL NM-501022276  
SSN 585-61-4732

**time standards**

Felony First Appearance  
03/18/2022 Felony First Appearance  
Felony Rule  
05/15/2022 Felony Rule  
Criminal Information Due  
04/27/2022 Criminal Information Due


**flags & actions due**

**Bond Posted**  
04/27/2022 [Review DUE: DOCUMENTATION](#)

**related cases**

D-1314-CR-2022-00092 Sar

**Bond Posted**

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