Bond Release

Bond

If the child is being released on a bond, add a document.

Add Document

Scroll to the top of the **Facility Stay Detail** screen.
Click the Documents link. This takes you to the **List Documents/Docket Entries** screen.
Click the Add a new document link located below the Submit button.

- List templates containing: type DET- press the TAB key on keyboard
- Select the DET-BOND – **Bond (Appearance/Cash/Professional)**
- Cases: Select the child's newest case, which should be the top option. We want the bond information to go into their case.

Click the Update button to continue

When adding a document, there are questions at the top of the screen and there are buttons to move you through the document. There are select boxes before the words, that selects that option.
Answer all the questions

- Update to move forward
- Backward to move backward through the questions
- Cancel to get out of the document (Edit Text to get back in)
- Finish when completed.

What type of Bond?

- Select the appropriate type of Bond: Appearance (Signature), Cash, Professional
- Click the Update button to save and continue

We, ____, hereby bind ourselves...

- Select everyone signing the bond, the child, parent, and bonding agency if a professional bond.
- Click the Update button to save and continue

APPEARANCE BOND:
How much is appearance bond?

- Select the $500 option or the Other option and type in the amount of the bond.
- Click the Update button to save and continue

CASH BOND:
Type the amount of the bond $___

- 500.00 for example.

- Click the Update button to save and continue

PROFESSIONAL BOND:
Select the Bonding Agency. If they are not listed, please add them now.

If you have chosen a Professional Bond, the bonding agency must be added to the case so they can be notified of hearings and they must sign the bond. If the bonding agency is not listed, we must add them. There are links on this document to allow you to add the agency and return to this document.

Select a link to update information

Click on the **New case assignment** link. This takes you to the **Case Assignment Detail** screen.

- Click the Get name button to do a name search for the bonding agency.
- The bonding agency's full name will be in the **Last name** box.
- Search for a partial name:
  - Example: %bonding%
  - Click the Submit button to see the results.
    - A-1 Bonding, Knox Bonding, Knoxville Bonding, Tennessee Bonding, etc.
- Click on the name of the Bonding Agency being used. If not found, click the Add a new name link and add the Bonding Agency.
  - Type the entire name in the Last/Business name box.
  - Click the Update button to save.
- Add Contact Information
  - We need to send text reminders about court dates so try to get a cell phone number that can receive text messages and an email address.

Click the Cancel button to return to the **Case Assignment Detail** screen.

- Their name should now be listed on this screen.
- Role - Select Bonding Agency.
- Click the Update button to save.
- Click the Cancel button to return to your document.

Select the Bonding Agency.
Click the Update button to save and continue.

Type the amount of the bond $___

example: 500.00

Type the dollar amount of the bond.

example: FIVE HUNDRED AND 00/100 DOLLARS

What is child charged with?

- Select the charge(s)
- Click the Update button to save and continue.

Select the Initial Appearance hearing where they must appear:

- A list of hearings will appear.
- Click on the date/time of the existing detention hearing to schedule the initial appearance. This brings up the **Event Detail** screen.
- Click the New button at the bottom of the screen.
    - click the Find Date button on the right of the Event date/time to search for an available date.
        - Court = James Reed
        - Length = 1
        - Days out = 14
        - Click the Submit button to find available days
    - Looking at the Thursdays listed, it will show how many more cases can be scheduled on each date.
        - Click on a Thursday that has time available.
        - This brings up the **Daily Calendar** screen. It shows you what is already on the calendar.
        - Click the Cancel button to return to the **Event Detail** screen.
    - Event date/time = It will have your event date. It will default to 2:00 pm so you don't need to type that.
    - Event type = change to Initial Appearance
    - Court = James Reed
- Click the Update button to save and continue.

This will return you to your document.

- Click the Select box in front of the Initial Appearance date/time
- Click the Update button to save and continue.

Select the parent signing the bond:

- Select the parent signing.
- Click the Update button to save and continue.

Enter the parent/guardian's Driver's License number:

- Type the parent's driver's license number.
- Click the Update button to save and continue.

Do you need to prepare a Notice of Initial Appearance?

- Select Yes if you need to prepare one.
- Select No if you do not.
- Click the Update button to save and continue.

Are you ready to release the child?

- Select Yes if the child is ready to walk out the door. This will Release the child from the facility.
- Select No if you will release the child at a later time.
- Click the Update button to save and continue.

Has identification verification been made?

- If you are releasing the child it will ask this question, hopefully the answer is yes.
- Click the Update button to save and continue.

There are no more questions to process. Choose one of the buttons below.

- Click the Preview button to make sure everything is correct on the document.
- Click the Cancel button to get out of the preview.
- If everything is correct, click the Finish button.
- If you are having the child, parent, and/or bonding agency sign using the signature pad, click the Sign button
    - It will stop on the child's name.
        - Have the child sign on the signature pad.
        - Click Update to save the signature.
- If the parent is signing on the signature pad, click the Sign button again.
    - It will stop at the parent signature.
        - Have the parent sign
        - Click Update to save the signature.
    - If the parent will manually sign, click the Next Signature button to see if the child needs to sign any additional forms. (child signs bond and notice of initial appearance)
- Click the Print button to print the document
- Click the Cancel button to get out of the document.