

# Bail Exoneration

## **\*\* Process for seeking exoneration of posted cash bail\*\***

1. Fill out the attached **Order Exonerating Bail**
  - Defendant Name
  - Case Number (No. \_\_\_\_\_ )
  - Bail posted amount
  - Bail return amount (clerk of the court shall return \_\_\_\_\_ )
  - Payee (person to return bail to)
  - Address to return bail
  - Date
  - Presented by – sign and print your name
2. Take the **completed** form to the **Prosecuting Attorney's Office** and ask that the **prosecutor** assigned to the case **sign the order**;
3. Go to the **Superior Court Clerk's Office** and ask them to provide you with **something in writing** (this is often a post-it note) that confirms that they have **no financial “holds”** on the bail;
4. **Completed form** - go to Superior Court, **Courtroom D** during **“Ex Parte docket”** signature hour (1:30 pm) and present it to a **Judge for signature**.
5. The clerk will file the order with Superior Court.
6. **Bail Check** - There may be some delay while the **Clerk's Office and Auditor's Office** go through their usual process for issuing and mailing checks.

***This instruction sheet is provided to you as a courtesy.***

***Note: Our office is unable to help you with this form.***

***Neither the Office of Public Defense nor any of its employed or contracted attorneys represent you so you should not consider any of this information to be legal advice.***

***Furthermore, nothing you tell any attorney or staff person employed by, or contracted with the Office of Public Defense, is confidential or privileged in any way.***