

Appearance Bond Papers Checklist (Bond Form Revised March 2020)

The Appearance Bond Form was revised as of March, 2020.

Do you have everything you need to post bond? Bond papers must be submitted to the Deputy Clerk for every defendant who appears in the Southern District of Florida.

1. \_\_\_\_\_ You need a separate packet of bond papers for each bond the Judge has ordered. For example, you need two packets if the Judge has ordered a personal surety bond and a corporate surety bond, etc.
2. \_\_\_\_\_ Are your bond papers the current edition (DNA sampling at paragraph 4)?
3. \_\_\_\_\_ Was the Nebbia satisfied (if a Nebbia condition was imposed)?
4. \_\_\_\_\_ Did the Defendant sign the last two pages (pages 6 and 7)?
5. \_\_\_\_\_ Did the cosignor(s) sign pages 6 and 7 (if so ordered)?
6. \_\_\_\_\_ Did you fill in the Defendant's address and/or cosignor(s) address(es) and phone number(s) on pages 6 and 7?
7. \_\_\_\_\_ Did you witness the signatures on the bond papers (pages 6 and 7)?
8. \_\_\_\_\_ For Corporate Surety Bonds - Did the bonds person (bondsman) go to the Wilkie D. Ferguson Bldg, 400 N. Miami Ave., Clerk's Office, 8<sup>th</sup> Floor, to have the power verified? Did the bondsman place his/her seal and stamp on pages 6 and 7?
9. \_\_\_\_\_ For 10% (or other percentages) or Cash Bonds - The Judge's signature is required in order to post the funds. Did you ask the Deputy Clerk to have the Judge sign/initial the bond papers? Please make your cashier's check, money order or trust account check payable to U.S. Courts. Please go to the Wilkie D. Ferguson Bldg, 8<sup>th</sup> Floor, Financial Section, to post the funds. Please provide the Deputy Clerk in Rm. 392, Magistrate Section, with your paid receipt.
10. \_\_\_\_\_ If a land line is required before the Defendant's release - the U.S. Probation Office will need to physically verify the phone line before the Defendant can be released. You may contact the U.S. Probation Office with any questions regarding this process at (305) 523-5300.
11. \_\_\_\_\_ If the Court has ordered the Defendant to surrender his/her passport before release, you must surrender the passport to the U.S. Probation Office located in the Wilkie D. Ferguson Bldg, 400 N. Miami Ave., 9<sup>th</sup> Floor.

Check List Revised March 18, 2021