

Bond Papers Checklist

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 ordered a personal surety bond and a corporate surety bond, etc.
2. _____ Are your bond papers the current edition (DNA sampling at paragraph 5)?
3. _____ Was the Nebbia satisfied (if Nebbia condition imposed)?
4. _____ Did the defendant sign the last two pages (pages 4 and 5)?
5. _____ Did the cosignor(s) sign pages 4 and 5 (if so ordered)?
6. _____ Did you fill in the defendant's address and/or cosignor(s) address(es) and phone number(s) on pages 4 and 5?
7. _____ Did you witness the signatures on the bond papers (pages 4 and 5)?
8. _____ For Corporate Surety Bonds - Did the bonds person (bondsman) go to the Wilkie D. Ferguson Bldg, 400 N. Miami Ave., 8th Floor Clerk's Office to have the power checked?
9. _____ For Corporate Surety Bonds - Did the bonds person (bondsman) place his/her seal and stamp on pages 4 and 5?
10. _____ For 10% 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?
11. _____ 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 may be released. You may contact the U.S. Probation Office with any questions regarding the phone line at (305) 523-5300.