

# General Rules for Posting of Bail Bonds in McLennan County

1. Bond forms must be provided and filled out by active McLennan County Bail Bond agencies or attorneys. Jail personnel will not provide the forms. The bond form is available through the following options:
  - a. McLennan County Sheriff's Office web site at [www.co.mclennan.tx.us](http://www.co.mclennan.tx.us) (click on Sheriff link)
  - b. Contact Bond Office at Jail 254-757-2555

**Note: The inmate will not be given a copy of the bond by jail personnel and if a copy is requested, he/she will be instructed to contact the bondsman or attorney who posted their bond. A copy of the bond must be submitted at the same time in order for the defendant to be given a copy of his/her bond. The copy must be stamped in red ink "DEFENDANT COPY".**
2. Bonds, copies of bonds and bond fees must be presented at the same time.
3. The bond must be completely filled out before being accepted by jail staff. The Bonding staff will notarize bonds, if needed. Bonds that are already notarized at time of delivery will allow for quicker processing time. You cannot use a runner if you need a bond notarized by the Bonding staff.
4. A runner will be allowed to deliver bond fees and bonds prepared by an active McLennan County Bail Bond agency. Attorney bonds are not allowed to have a runner.
5. Attorneys must present a valid state driver license and bar card to the Bond clerk when presenting the bond.
6. A printout of the inmate's arrest information may be obtained at the Bond Office lobby window, or it may be emailed in Microsoft Word format, to the requestor. The requestor must be an active McLennan County Bail Bond agency or attorney.
7. The bond may be typed or legibly handwritten. Illegible bonds will be refused.
8. No misspellings.
9. No white out or correction tape may be used.
10. Charge should read as shown on printout.
11. McLennan County Bond Office personnel will not fill out anything on the bond before it is accepted. This must be done by the surety representative/agent.
12. Corrections to Bonds - Corrections of warrant number, cause number, and the selection of felony or misdemeanor court (in brackets) may be made by bond clerks. Name and offense description corrections plus writing additional counts on the bond form will have to be done by the agent. The bond amount must also be spelled out. The correction must be initialed by the person making the correction. First come, first served. Only corrections may be made at the window. You may not start filling out your bond while standing at the window.

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13. If a bail bond has a mistake and we discover that mistake between 6:00 pm and 8:00 am, we will notify you of the correction that must be made. It is not necessary for you to come to the jail to make corrections between 6:00 pm and 8:00 am. You must come to the jail between 8:00 am and 5:00 pm the next day to make corrections to the bond. For example, if you post a bond at 5:30 pm on Monday, and we find a mistake at 9:00 pm that Monday night, you must come in between 8:00 am and 5:00 pm on Tuesday morning to correct it. You must initial all corrections. We will not make any corrections for you.
14. If you send a non-surety representative/agent, such as a family member of the defendant or some other non-employee of your bonding company, and we find a mistake before accepting the bond, we will circle the mistake in red, or highlight the mistake, and send the bond back to the surety for a new corrected bond. ONLY surety representatives/agents may make corrections at the Bond Office window.
15. The surety representative/agent may not leave the bonding window until the bond has been accepted or denied by the Bond Clerk.

**These procedures are subject to change by order of the Sheriff.**

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### **Rules for Acceptance of Bonds:**

1. When information is requested on an inmate, either over the phone, or in person, the charge and bond amount will be given at that time.
2. If you are sure that you will be posting the bond, you may request a printout of the inmate's arrest information. The printout may be obtained at the Bond Office window, or via email in Adobe format. The printout will include the following:
  - a. Inmate's Name
  - b. Address
  - c. Telephone Number
  - d. Bond Amount
  - e. Level of Offense
  - f. Offense
  - g. Instantner, Warrant Number, or Cause Number
  - h. Case Agency
  - i. Case Number
  - j. Condition of Bond
  - k. Hold: 24 hour / 48 hour
3. Felony and misdemeanor bond court appearance dates are the date of the bond, or you may use the word INSTANTER.
4. Jail personnel will not make a copy of the bond for your records, nor will a copy be made for the inmate. As stated in the Rules for Posting of Bail Bonds, it is suggested that you retain a copy for your records.

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5. The Bonding staff will notarize bonds, if needed. Bonds that are already notarized at time of delivery will allow for quicker processing time. You cannot use a runner if you need a bond notarized by the Bonding staff.
6. Attorney bonds will be notarized by the Bond Clerk due to additional forms being required.
7. Incomplete and/or illegible bonds will not be accepted.
8. No white out or correction tape will be allowed on the bond.
9. If the Bond Clerk advises you of an error either in person, or by phone, it will be your responsibility to correct the bond. The Bond Clerk will not correct any section on the bond.
10. Bonds will not be accepted before the bond amount is entered into the computer.
11. What is required on the bond:
  - a. Check or mark with an "X" the applicable type of bond.
  - b. Enter Principal's name. This name must match the name on the printout given by the Bond Clerk.
  - c. Enter Principal's address as shown on the printout.
  - d. Enter Principal's telephone number as shown on the printout.
  - e. Enter Principal's DL or ID Number and State (this only applies to offenses described in Art. 17.081 TX Code of Criminal Procedure)
  - f. Enter Surety's name. If the person posting the bond is an agent for a surety company, then fill in the surety company's name in this space. The name must appear as it does on your bail bond license.
  - g. Enter Surety's address. If the person posting the bond is an agent for a surety company, then fill in the surety company's address in this space.
  - h. Enter Surety's Agent's name, if applicable.
  - i. Enter Surety's Agent's address, if applicable.
  - j. Enter Surety/Agent business name. This is the d/b/a for the surety or the agent of a surety company, i.e., if the person posting the bond is an agent for a surety company, then fill in the d/b/a/ used by that person.
  - k. Enter Surety/Agent telephone number. This is the telephone number for the surety or the agent of a surety company, i.e., if the person posting the bond is an agent for a surety company, then fill in the telephone number used by that person.
  - l. Enter Surety Agent's Driver's License Address (this only applies to offenses described in Art. 17.081 TX Code of Criminal Procedure) (the surety is responsible for redacting this information on the defendant's copy)
  - m. Enter month, date and year of bond posting. Month must be spelled out.
  - n. Enter amount of bond. You must spell out the bond amount and you must include the word "dollars" at the end of the bond amount. No corrections may be made to this item. A new bond is necessary for posting if the dollar amount (value) of the bond must be corrected.
  - o. Check specific court in which the Defendant is to appear. Acceptable court type. District = Felony, County Courts at Law = Misdemeanor

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- p. Enter name of offense for which bond is being posted. Must read exactly as shown on printout given by the Bond Clerk.
- q. Enter Case Number as shown on printout with agency name and case number.
- r. Check or mark with an "X", whichever is applicable, if the arrest made was an instanter arrest or made by a warrant.
- s. If Warrant is checked or marked with an "X", you must enter warrant/cause number as shown on printout.
- t. Enter Agent's Driver's License Number and State (this only applies to offenses described in Art. 17.081 TX Code of Criminal Procedure) (the surety is responsible for redacting this information on the defendant's copy)
- u. Enter name of County in which defendant's charges are pending.
- v. Enter city in which the specific court is listed. If this is an out of county bond, put in correct location name. You must also include state.
- w. *Felony and misdemeanor court dates are the date of the bond, or you may use the word INSTANTER.*
- x. Surety's signature. This is the only place on the bond where the surety must place his or her signature. Sign your regular signature—if it is in cursive or printed. Stamps are not acceptable for this item.
- y. Enter Surety's printed name.
- z. Enter Surety's business name.

NOTARIZATION OF BONDS DELIVERED BY ACTIVE MCLENNAN COUNTY BOND AGENCIES IS RECOMMENDED BEFORE THE BOND IS DELIVERED TO THE BOND CLERK; HOWEVER, THE BONDING STAFF WILL NOTARIZE THEM. ATTORNEY BONDS WILL BE NOTARIZED BY BONDING STAFF AT ALL TIMES.

**These procedures are subject to change at any time by order of the Sheriff.**