

## PROCESS FOR SEEKING EXONERATION OF POSTED CASH BAIL

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To obtain the exoneration of the cash bail you have posted, please follow these steps:

1. Complete the attached **Order Exonerating Bail**, filling in the name and case number at the top, as well as the amount you posted, the amount you are seeking to be returned (which is usually 100% unless you want any portion to be applied to fines and fees owed by the defendant for whom you posted bail), your name, and address. Then, sign and print your name where it indicates “presented by.”
2. Take the completed form to the **Prosecuting Attorney's Office** and ask that the prosecutor assigned to the case sign the **order** also;
3. Then, 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. Finally, with the fully completed form, go to the **Superior Court Administrator's Office** during “*ex parte*” signature hours (8-9 am and 1:30-2 pm) and present it to a Judge for signature.

**Once the order is signed you must file it with the Superior Court Clerk's Office before you will receive a check for the bail. There may be some delay while the Clerk's Office and Auditor's Office go through their usual process for issuing checks.**