

## **Cash Bond Refund Procedures**

When a Defendant's case is satisfied in court and the Defendant is released on a cash bond, the court processes the cash bond refunds within a few days. The voucher is processed by the Bond Division at the Municipal Court, then forwarded and processed by the Accounts Payable Division of the City of Atlanta and mailed within approximately three (3) weeks. The checks are processed and mailed payable to the Surety on the bond at the stated address at the time the bond was posted. Any address changes must be completed in person by the Surety at the Municipal Court located at 150 Garnett Street S.W. Atlanta, GA 30303. A photo ID is required. If you have not received your cash bond refund within 30 days, please contact the Bond Division at (404)658-6915.

In the event your case has been bound over to a higher court, the cash bond funds are sent with the case to that court. You will have to contact the higher court division for any refunds or request an address change.

## **Fines Paid with Cash Bond Funds**

A cash bond may be used to pay a fine imposed by the court with the bond Surety's approval.

- 1) This can be authorized by the Surety appearing with the Defendant to the Bond Division on the main floor of the Municipal Court. Valid photo IDs must be presented. This can be completed prior to the court date with the bond Surety authorizing the fines to be paid from the cash bond.
- 2) A power of attorney can be used along with a copy of a photo ID filed with the court to allow the fines to be paid without the Surety's appearance. Any remaining funds will be mailed to the Surety.

## **Failure to Appear/ Bond Forfeiture**

If you missed your court date for either a criminal or traffic citation, you are in Failure to Appear (FTA) status. If you are also out on a bond release, you must first contact the bond company with whom you were released in order for them to process a letter to the court with regards to whether they are willing to remain listed on your bond.

In the event of a missed court appearance on a cash bond release, the bond is forfeited at the end of the missed court session. These funds are collected by the court, and the case will remain in Failure to Appear (FTA) status.