

Moving Bond Money:

After a Bond has been assessed and the payment taken, the Judicial Officer will determine what to do with that bond money. Click on the **Assigned** date link of the Bond Requirement to get into the Requirement Detail screen.

Requirements		Top	Add		
Assigned	Requirement	Start	Status	Status date	
10/1/2017	Bond	10/1/2017 1 day	(Balance: \$500.00)		

Scroll to the bottom of the screen to the Requirement transactions area and click the **Options** link.

Requirement transactions		Descending	Top	Options	
Date	Type	Number	Memo	Type	Amount
10/5/2018 1:14:20 PM	Assessment		Assess Bond		\$500.00
10/5/2018 1:14:26 PM	Payment	0000017	Pay Bond		\$500.00
10/5/2018 3:59:59 PM	Deposit				\$500.00
10/5/2018 3:59:59 PM	Disburse Prep				\$500.00

Choose the **Add a Transaction** link. This takes you to the Transactions Detail page.

Transaction Detail

Date: 
 Type*:
 Amount*:
 Payment method:
 Payor/payee:
 Address:

- **Date** – Type a T for the current date and time or leave empty.
- **Type** – Select where the funds are to be disbursed.
- **Amount** – Enter the amount of funds to be disbursed to that type.

Click the **Update** button to save your work.

Requirement transactions		Descending	Top	Options	
Date	Type	Number	Memo	Type	Amount
10/5/2018 1:14:20 PM	Assessment		Assess Bond		\$500.00
10/5/2018 1:14:26 PM	Payment	0000017	Pay Bond		\$500.00
10/5/2018 3:59:59 PM	Deposit				\$500.00
10/5/2018 3:59:59 PM	Disburse Prep				\$500.00
11/5/2018 1:16:46 PM	Debit/Credit		Disburse to Child Support		\$500.00

If the funds are to be disbursed to multiple locations, for example \$250.00 to child support and \$250.00 returned to client, you will need to make two separate transactions.

- Requirement transactions				Descending	Top	Options
Date	Type	Number	Memo			
10/5/2018 1:14:20 PM	Assessment		Assess Bond			\$500.00
10/5/2018 1:14:26 PM	Payment	0000017	Pay Bond			\$500.00
10/5/2018 3:59:59 PM	Deposit					\$500.00
10/5/2018 3:59:59 PM	Disburse Prep					\$500.00
11/5/2018 1:24:05 PM	Debit/Credit		Disburse to Child Support			\$250.00
11/5/2018 1:24:16 PM	Debit/Credit		Disburse to Client			\$250.00

If you are going to disburse to client you must add a **DEFAULT PAYEE** to the Requirement so the check will be written to the appropriate person.

Requirement type: CLERK FEES
 Requirement code: Bond
 Provider: -- Select --
 Assigned date: 10/5/2018 Start date: 10/5/2018
 Scheduled end date: New end date:
 Status: PAID - Paid in full Status date: 11/5/2018
 Assessment frequency: -- Select -- Type: -- Select --
 \$0.00
 Default payee: **Get name**
 Notes: -

Click the **Get name** button this takes you to the Name Lookup screen. It shows the names assigned to the case and the relatives. Click on the person who should receive the bond money.

Name Lookup
Select the desired name

Name	Description
Brady, Carol	Petitioner (02D07-1810-JP-000002); Step-Mother of Greg Brady
Brady, Greg	Child (02D07-1810-JP-000002); Son of Mike Brady; Step-son of Carol Brady
Brady, Mike	Respondent (02D07-1810-JP-000002); Father of Greg Brady
Griffin, Lewis	Private Attorney (02D07-1810-JP-000002)

This adds them as the Default Payee.

Default payee: **Mike Brady** **Get name**
 Notes: -

Click the **Update** button to save your work.