

**REQUIREMENTS FOR POSTING CRIMINAL BOND(S) IN THE OFFICE OF  
THE CLERK OF THE SUPERIOR COURT OF PINAL COUNTY**

(Updated: January 2018)

**\*\*\*\*\*WE DO NOT ACCEPT VEHICLE TITLES or DEEDS TO  
MOBILE/MANUFACTURED HOMES\*\*\***

Please note the items listed below are for information purposes only. The reviewing Judge has final approval on what will be accepted. This procedure is a lengthy process and it is recommended that you appear no later than 2:00 p.m. to avoid having to return the next business day.

**1. SECURED REAL PROPERTY BOND:**

This involves the posting of a deed to real property (land) with the Clerk's Office, to secure the release of a defendant in a criminal case. The court requires the total value (equity) of the property to equal or exceed the amount of the bond.

**NOTE:** When using real property as secured bond, the Clerk's Office will issue and record a lien against the property. The lien will not be released until the case is over, or as ordered by a Judge.

**All persons** listed as owners on the deed to the property must appear at the office of the Clerk of the Superior Court of Pinal County, 971 Jason Lopez Circle, Building A, Florence, Arizona, with the following: *Documents required for each piece of real property are:*

- a. Photo identification of all person(s) listed as owner(s) of the property on the deed.
- b. The original or certified copy of the deed to the property.
- c. Computer print-out from the Pinal County Assessor's Office indicating what value they have assessed the property to have or the tax statement from the Pinal County Treasurer's Office.
- d. A document from the mortgage holder showing the current amount of equity in the property if the property is not paid in full.
- e. A current (within 2 days) "Title Report" from a title company showing there are NO LIENS OR JUDGMENTS on the property.
- f. If the property is NOT located in Pinal County, the assigned prosecutor on the case must agree to accept "out-of-county property PRIOR to the posting of the bond paperwork. It is the defense attorney's responsibility to obtain this agreement and to so advise the judge and the courtroom clerk.

**Procedure:**

- a. FILE MUST BE PULLED BEFORE start of this procedure.
- b. The “Document Required” listed in a. through g. above must be presented to Clerk’s Office personnel in the Clerk’s Office.
- c. The “Appearance Bond” form will be completed by Clerk’s Office personnel.
- d. If the Defendant is a listed owner of the Real Property, the completed “Appearance Bond” form must be taken to the jail by the person(s) posting the bond to obtain the defendant’s signature as required on the form.
- e. The completed “Appearance Bond” form and all the required documents are then taken by Clerk’s Office personnel to the appropriate Judge for approval.
- f. If the Judge approves the bond and signs the “Appearance Bond” form, a “RELEASE ORDER” will be prepared by Clerk’s Office personnel and signed by the Judge.
- g. The “RELEASE ORDER” is processed by Clerk’s Office personnel and the “green” copy of the order is sent to the Pinal County Jail to secure the defendant’s release from custody.
- h. The “Appearance Bond” form and all required documents are retained in the court file in the Office of the Clerk of Superior Court until the case is finished (i.e.: the defendant is sentenced or the case is dismissed) or until the Bond has been exonerated by the Judge.

**2. BAIL BOND (Paper bond):**

This involves the posting of a “paper bond” with the Clerk’s Office, obtained through a bail bondsman, to secure the release of a defendant in a criminal case.

Bail Bond companies require at least 10% of the total amount of the bond to be posted with them before the bond will be written.

**Procedure:**

- a. Person(s) wishing to post a “bail bond” must contact the bail bondman themselves to find out what the bondman requires to secure the bond.
- b. The bondman will then take the “bail bond” document either to the Pinal County Sheriff’s Office (Jail) or to the office of the Clerk of the Superior Court of Pinal County to secure the defendant’s release.
- c. If the “bail bond” is brought to the Clerk’s office, the court file will be pulled to determine that the bond is written for the correct amount and then a “RELEASE ORDER” will be prepared by Clerk’s Office personnel and taken to a judge for signature.
- d. The “RELEASE ORDER” is processed by Clerk’s Office personnel and the “green” copy of the order is sent to the jail to secure the defendant’s release from custody.

### **3. CASH BOND:**

#### **\*\*\*CREDIT CARDS CANNOT BE USED FOR POSTING CASH BONDS\*\*\***

This involves the posting of money with the Office of the Clerk of Superior Court to secure the release of a defendant in a criminal case. The court requires the total amount of the bond to be posted with the Clerk's Office.

Person(s) wishing to post the bond must appear at the office of the Clerk of the Superior Court of Pinal County, 971 Jason Lopez Circle, Building A, Florence, Arizona, with the following:

#### **Procedure:**

- a.** Present Clerk's Office Front Counter personnel with the total amount of the bond, as follows: in cash, money order or cashier's check from a local bank and made payable to the Clerk of the Superior Court. The clerk taking the cash bond must verify the name and the mailing address of the person posting the bond, to whom the money will be returned to when the bond is exonerated. If the mailing address changes, you must notify the Clerk's Office in writing of any changes in address.
- b.** A "Certificate of Posting Cash Bond" is completed by Front Counter personnel and placed in the court file.
- c.** A "RELEASE ORDER" is prepared by Clerk's Office personnel and is signed by a Judge.
- d.** The "RELEASE ORDER" is processed by Clerk's Office personnel and the "green" copy of the order is sent to the jail to secure the defendant's release from custody.