

## “Our Services”

### Policies and Procedures

**Transfer Bonds:** Example: You want to use Alexis Bail Bonds but your defendant is in jail outside of the counties we are licensed in. We charge a higher premium due to the extra fees incurred by utilizing an agent licensed in that county. Prices vary by county and payment plans are not usually available on transfer bonds.

**Out of County Bonds:** Prices vary but we usually charge 15% minimum on any out of county bonds. We charge this extra percentage due to the out of county courts being difficult to obtain updates on your case or case filings costs.

**In/Out:** If you believe you have a warrant out for your arrest we can verify the warrant and set up a walk through. A walk-through or In&Out is where your bond is posted prior to the jail processing you or you being arrested. We pull your warrant, post your bond and you are booked in and out. Typically this process takes 4-6 hours instead of 12-72 hours.

**Payment Plans:** Payment plans are subject to approval. If approved a \$100 fee will be added to the overall balance. All payment plans require a card on file for auto draft and require the cosigners to sign the agreed payment plan in the event a card declines the Co-signer would then be held liable for making the payment(s).

**Processing:** The jail processing for someone to be booked (processed in) can take anywhere from 6 to 72 hours upon their arrest. Prior to them being booked in, the defendant has access to bail bond phones and we are usually their first point of contact. Alexis Bail Bonds agents are happy to ease your mind on checking for updates and getting your loved one's bail information to you as quickly as possible so that you do not have to stress about it while at work, driving, taking care of kids, etc.

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**After 5pm:** After 5pm to 8am the following day or on a Holiday, a \$50 fee will be charged in addition to the regular premium.

**Co-sign:** A cosigner is ensuring the defendant's appearance in court and assuming liability for the bond, court costs, recovery fees, and any owed balance. If the defendant does not appear in court the full bond amount is owed within 10 days and the court costs (usually \$350 per case) are due the day of failure to appear. For that reason, a cosigner must be 25 years or older, employed, cannot currently be on bond, probation, or parole, and must be a US citizen. Multiple co signers may be required on higher bonds or if a co signer does not meet all qualifications.

**Renewal Fees:** We have the right to charge your premium to the cosigner or the defendant after the case has extended past 1 year.

**Check ins:** Check in day is every Tuesday by text/email/defendant bail books app only. NO CALL INS will be accepted. If the client has not submitted a check in with the client's name and court date along with any changes by Friday of that week a \$25 fee will be charged to their account. We strive from Wednesday to Friday of each week to get in touch with the defendant before this fee is charged.

**Felony Bonds:** Felony bonds will have conditions set by the court that may require extra fees to probation and UA's (drug testing), GPS (ankle monitoring). If these conditions are not upheld the judge can set aside the bond and remand the defendant into custody at no control of Alexis Bail Bonds. If this happens, the defendant is usually placed in jail anywhere between 7-30 days with NO BOND.

- I. **Emergency Protective Orders:** prior to release the jail will have to follow protocol and contact the alleged victim prior to release. We have no control over those processing times.
- II. **GPS/ SCRAM:** is an ankle monitor that is a condition set by the courts that requires a set-up fee. Probation must pick up the order from the jail after the bond is posted and send it to the third party ankle monitor company: Recovery Healthcare 713-661-9797
- III. **Interlock devices:** if a client has a DWI 2<sup>nd</sup> or more, a condition is placed by the Judge that requires the defendant's vehicle to have an interlock device the defendant or defendants' family is responsible for paying for that device and upholding all conditions of court.
- IV. **Drug testing:** if the defendant has conditions of bond that require them to take UAs, then those are to be paid by the client to the place specified by Adult Probation. Alexis Bail Bonds has no part in that.

**Misdemeanor Bonds:** Some misdemeanor charges can include bond conditions such as EPO (emergency protective orders), or interlock devices on vehicles in which case can include another expense. These conditions are set by the court through third parties, not with Alexis Bail Bonds.

**Collateral:** The full amount of bond is collected on top of bond premium and is returned to the payor of the collateral if the clients attend every court appearance, and the case has been completed. You must request your collateral refund in writing and let us know how to mail it or if you will pick it up in person, along with your case disposition proof. We normally refund the collateral as soon as the bond money is returned to us by the county. This process can take up to 30 days but can be sooner.

**Holds:** We must know if a defendant is out on bond, probation, or parole in another county/state before processing their bond. We ask this question repeatedly for the sole reason that we want our client released from jail. If the truth is not told and the hold is placed we do not refund your bond money. If the cosigner or defendant does not disclose other open cases or warrants to us prior to posting bond and a charge is added with a bondable offense the cosigner can either choose to pay that additional bond premium. If an added charge or hold is placed with a NO BOND and we were not made aware before bonding A REFUND WILL NOT BE GIVEN.

**\*\*Paperwork and Premiums Paid and bond(s) unable to be posted FOR ANY REASON a \$50 admin fee will be kept. \*\***