

## Credit card posted for bail, but need refunded by check

After one year it is not possible to refund a credit card payment back onto the card. The process below outlines how the District Court should handle this when monies were posted to bail.

On the main screen where you would normally click on refund, if you could still put it on the card, you select **Forfeit**

Bail/Bond Disposition		train	2006005		
Case	081000081	Other Misdemeanor			
Name	SONNY SINN				
<input type="radio"/> Bond		Number of Item			
<input type="radio"/> Cash Bond		1 of 1			
<input checked="" type="radio"/> Bail		Previous		Next	
Posted \$	500.00	Description	Bail		
Disposed \$	0	Posted by	SINN, SONNY		
Balance \$	500.00	Posted Date	12/18/2008		
Forfeit		Refund		Transfer	
		Exonerate		Exit	

On the next screen you will select Forfeit to Trust

**Forfeit Bail/Bond**

Case: 081000081 Other Misdemeanor

Name: SONNY SINN

Posted By: SINN, SONNY Amount \$: 500.00

Fine due is

☒ Forfeit to Trust
 ☐ Forfeit to Fine
 ☐ Forfeit to State
 ☐ Forfeit to Plaintiff
 ☐ Forfeit to Attorney

Bail Forfeiture Notice
 Note
 Enter
 Exit

You then need to select update/add trust to set up the trust AR to reflect the payer.

**Forfeit Bail/Bond to Trust**

Case: 081000081 Other Misdemeanor

Name: SONNY SINN

Posted by: SINN, SONNY Amount to Forfeit: 500.00

Trusts Distribute to Trusts

Recipient	Trust Type	Priority	Total Due	Balance	Amount
Total			0.00	0.00	0.00

Open end Trusts

Recipient	Trust Type	Priority	Amount
Total			0.00

☐ Create notice to posting party

Update / Add Trusts
 Note
 Enter
 Exit

Once the individual is set up

Trust Receivable		Filings Links History Toolbox Warnings Journal Cash Count! Print Index!	
Case	081000081	Other Misdemeanor	Name SONNY SINN
Recipient <input checked="" type="radio"/> Existing Party			
Last Name	PERSON WHO POSTED THE BOND	Trust	2 of 2
First Name		Type	Other Trust
Address		Due Date	
		Priority	
City, St, Zip		Amount \$	500.00
Phone		SSN #	- -
Effective Date for Interest (Sentence Date)			
Create New Trust	Check Stub Description	Receipt Money	Previous
Adjust Trust	Jointly and Severally	Display Trusts	Next
		Last Trust	Enter
			Exit

You go back to the forfeit screen and click on Forfeit to trust

Forfeit Bail/Bond			
Case	081000081	Other Misdemeanor	
Name	SONNY SINN		
Posted By	SINN, SONNY	Amount \$	500.00
Fine due is			
Forfeit to Trust	<input type="radio"/> Forfeit to Fine	<input type="radio"/> Forfeit to State	<input type="radio"/> Forfeit to Plaintiff
			<input type="radio"/> Forfeit to Attorney
Bail Forfeiture Notice	Note	Enter	Exit

Enter the amount of the credit card and forfeit.

**Forfeit Bail/Bond to Trust**

Case:  Other Misdemeanor

Name:

Posted by:  Amount to Forfeit:

Trusts

Recipient	Trust Type	Priority	Total Due	Balance	Amount
PERSON WHO POSTED THI	Other Trust	1	500.00	500.00	<input type="text" value="500.00"/>
<b>Total</b>			500.00	500.00	500.00

Open end Trusts

Recipient	Trust Type	Priority	Amount
<b>Total</b>			0.00

☐ Create notice to posting party

The amount will then be in the trust check list so you can cut a check:

**All Trust Checks**

Print	Case	Check Stub Description	Last Pay Date	Payee	Amount to be paid	Am avail
<input type="checkbox"/>	081000075	<input type="text" value="Other Trust"/>	12/17/2008	MONKEY	500.00	50
<input type="checkbox"/>	081000081	<input type="text" value="Other Trust"/>	12/18/2008	PERSON WHO POSTED	500.00	50
<input type="checkbox"/>	055031259	<input type="text" value="Overpayment"/>	7/18/2005	SMITH, NORMAN	60.00	6
<input type="checkbox"/>		<input type="text" value="pmt descr"/>	3/12/2004	TEST	1500.00	150
<input type="checkbox"/>	041000483	<input type="text" value="Reporter Fees"/>	11/16/2005	ALTA CITY1	278.85	27
<input type="checkbox"/>	045000100	<input type="text" value="Reporter Fees"/>	3/15/2005	ALBERT - SALT LAKE TI	1631.00	163
<input type="checkbox"/>	031000067	<input type="text" value="Restitution"/>	7/28/2006	VICTIM	100.00	10
<input type="checkbox"/>	031000152	<input type="text" value="Restitution"/>	1/25/2006	RESTITUTION	105.00	10