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Chief Deputy



**Lisa Miller**  
Jail Administrator

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## **Commercial Bail Bond Business Request Instructions**

**No bondsman may operate a business under more than two company names, providing each individual company has sufficient separate leviable assets assigned to each separate company and has satisfied all document requirements set forth by the duly elected sheriff of Bastrop County Texas.**

### EACH COMMERCIAL BONDSMAN IS REQUIRED TO SUBMIT:

1. A complete company financial report annually, on a form provided by the Office of the Sheriff of Bastrop County Texas (no other form or format will be accepted, and no prior notice or reminders will be provided).

Each "Annual Financial Report" shall be due on the 1<sup>st</sup> working day of January of each year and received not later than the 15<sup>th</sup> day of January of each current year thereafter. The "Annual Financial Report" is to be submitted to the Jail Administrator of the Office of the Sheriff of Bastrop County.

All "Annual Financial Reports" must list all non-exempt and leviable assets along with all current encumbered liabilities including all outstanding bonds. In addition, the names and addresses of all officers and/or agents registered for each current fiscal year must also appear on the appropriate form provided.

2. Each bondsman is required to also submit a current, accurate monthly outstanding bond balance report once each thirty days, on the appropriate form provided by the office of the Sheriff of Bastrop County.

All "Monthly Reports" are due no later than the 10<sup>th</sup> day of each month, and continues thereafter for each following thirty-day reporting period. If no bonds were written or deposed of during the reporting period, a monthly report is still required and must be submitted.

3. Certificate of completion of the required eight (8) hour continuing legal education courses every two years as outlined in chapter 17, article 17.10 of the Texas code of criminal procedure.
4. A current assumed name certificate or certified copy thereof properly filed with the County Clerk of Bastrop County indicating the name in which the applicant will conduct business in Bastrop County.

### OUT OF COUNTY BONDS:

An "Out of County Bond" is defined as a bond offered only for defendants who have been, and/or about to be, charged with an offense or offenses in a jurisdiction other than Bastrop County.

Any defendant who is detained in another jurisdiction on charges originating outside the jurisdiction of Bastrop County can be provided with a “Stamped Bond”. This particular bond offering denotes only that if that particular bond was presented to the duly elected Sheriff of Bastrop County Texas, it would be approved. However, it does not ensure the detaining jurisdiction will accept such a presentation.

Any Bastrop County charged defendant being detained in a jurisdiction other than Bastrop County, shall be required to complete the same execution process as all other bail bonds for detainees in Bastrop County Jail. This will require the original signature of the principle (Defendant) and the approval of the Sheriff or his designee before any release procedures will begin. **NO COPIES, DUPLICATES OR FACSIMILES OF ANY KIND WILL BE ACCEPTED.**

Any person or persons detained for offenses greater than a “Class C” misdemeanor which has originated in Bastrop County, and falls within the jurisdiction of Bastrop County Court or Bastrop County District Court is required to be booked and processed, at the Bastrop County Jail.

**INCLUDED IN THIS PACKET:**

1. Commercial bail bond business request (3 pages)
2. Commercial bail bond business monthly report
3. Commercial bail bond business annual financial status report