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**To: Assignment Judges
Trial Court Administrators** **Directive # 09-14**

From: Glenn A. Grant, J.A.D. *gAg
by
SBB*

Date: December 30, 2014

Subj: Surety Bond Registry; Revised Bail Program Registration Form

This directive outlines a change in the bail registry procedure pursuant to N.J.S.A. 17:31-13 which requires that “a surety company shall register with the Clerk of the Superior Court the name and address of each bail agent or agency authorized by the surety company to write bail.”

The Office of the Superior Court Clerk maintains the Surety Bond Registry containing contact information for all corporate insurance companies, their bail agencies, agents and guarantors of surety bonds. To be authorized to post bail in the State of New Jersey, one must be active in the Surety Bond Registry. To register an agency or agent with the Clerk of the Superior Court for inclusion in the Registry, a corporate sponsor must complete and submit a Bail Program Registration Form. Corporate sponsors have “a continuing obligation to update [their] Bail Program Registration Forms as changes occur in order to assure that the information is complete and accurate.” Rule 1:13-3(d). Furthermore, failure to update the Bail Program Registry Form shall result in removal from the Surety Bond Registry upon 30 days’ notice. Rule 1:13-3(e)(1).

The Clerk of the Superior Court, pursuant to the provisions of Rule 1:13-3(e)(2), is responsible for removing a corporate surety, its agencies, and its agents for failure to satisfy outstanding bail judgments. In such situations where there has been removal and where one or more bail forfeiture judgments naming the removed registrant, agency, administrator, managing agent or guarantor remain open, the Clerk of the Superior Court shall deny any request to add any agents of that removed entity to the registry as agents for another entity pursuant to Rule 1:13-3(d). Additionally, as to authorized agents that have one or more outstanding bail judgments but have not been removed from the Registry, the Clerk of the Superior Court shall deny any request to add such agent to the registry as an agent for another entity pursuant to Rule 1:13-3(d).

The Bail Program Registration Form required by Rule 1:13-3(d) has been revised and is being promulgated as part of this directive. New information that must be set forth on the completed form includes a list of bonds authorized by the insurer to be posted by the registrant. This list must specify the power of attorney number and be updated accordingly pursuant to Rule 1:13-3(d). The revised form captures the name, license number and license expiration date of the managing agent as well as the trade name, if any, for agencies, which should include "bail agency" or "bail bonds". In addition, the signature of the guarantor is mandatory along with a certification by the insurer that all judgments have been satisfied prior to the registration request.

Questions regarding this directive, the Surety Bond Registry, or the revised Bail Program Registration Form may be directed to Superior Court Clerk Michelle Smith by email at Michelle.Smith@judiciary.state.nj.us or by phone at 609-984-4200.

G.A.G

Attachment (Bail Program Registration Form)

cc: Chief Justice Stuart Rabner
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Vicinage Finance Division Managers
Gurpreet M. Singh, Special Assistant



Superior Court of New Jersey Bail Program Registration Form

New Registration
 Cancellation
 Update
 Address
 Telephone
 Name
 Other _____

Insurance/Surety Company Information

Name		N.A.I.C Number	
Address: Street			
City		State	Zip Code + 4
Telephone: include area code ()	E-mail Address		

Registrant Information (complete one type)

<input type="checkbox"/> Agent			<input type="checkbox"/> Agency		
Name: Last & Suffix		First	M.I.	Agency Name: must include "Bail Agency" or "Bail Bonds"	
				Doing Business As (DBA)	
N.J. Department of Banking and Insurance			N.J. Department of Banking and Insurance		
License Number		Expiration Date		License Number	
				Expiration Date	
Business Address: Street Suite/Floor etc., must agree with usps.com			Business Address: Street Suite/Floor etc., must agree with usps.com		
City		State	Zip Code + 4	City	
Telephone: include area code ()			Telephone: include area code ()		
E-mail Address			E-mail Address		

Bail Agency Information

Provide name of agency represented by agent	License Number and Expiration Date
Doing Business As (DBA): must include "Bail Agency" or "Bail Bonds"	
Provide name of agency administrator	License Number and Expiration Date
Provide name of managing agent	License Number and Expiration Date

(Attach a copy of the Agent/Agency/Administrator/Managing Agent License and a list of authorized bonds)
 Per R 1:13-3(d) "The insurer shall have a continuing obligation to update its Bail Program Registration Form as changes occur in order to assure that the information is complete and accurate." Failure to do so will result in the removal of the insurer from the Bail Registry on 30 days' notice.

Guarantor to Satisfy Bail Forfeiture Judgments for Above Listed Agent / Agency / Administrator / Managing Agent:

The person or entity listed below has provided the insurance/surety company with a guarantee to pay bail forfeiture judgments associated with bail recognizance written by the agent/agency/administrator/managing agent:

<input type="checkbox"/> Agent			<input type="checkbox"/> Agency		
Name: Last & Suffix		First	M.I.	Agency Name: must include "Bail Agency" or "Bail Bonds"	
				Doing Business As (DBA):	
N.J. Department of Banking and Insurance			N.J. Department of Banking and Insurance		
License Number		Expiration Date		License Number	
Business Address: Street Suite/Floor etc., must agree with usps.com			Business Address: Street Suite/Floor etc., must agree with usps.com		
City		State	Zip Code + 4		City
Telephone: include area code ()			Telephone: include area code ()		
E-mail Address			E-mail Address		
Guarantor Signature			Guarantor Signature		
Print Name and Title			Print Name and Title		
(Attach a Copy of the Guarantor's License)			(Attach a Copy of the Guarantor's License)		

Certification by Insurance/Surety Company:

I certify that the insurance/surety company named is authorized and admitted to transact surety business by the New Jersey Department of Banking and Insurance. The named agent/agency/administrator/managing agent is authorized to write bail bonds on behalf of named insurance company in New Jersey and is licensed as an insurance producer by the New Jersey Department of Banking and Insurance. All bail forfeiture judgments have been satisfied prior to registration request. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I understand it is my obligation to update the information contained herein as changes occur in order to assure that the information remains complete and accurate.

_____ Date

_____ Signature of Corporate Officer

_____ Title

_____ Print Name

Email completed form to : The Office of Superior Court Clerk,
Bail Program Registration Mailbox,
sccosuretybond.mailbox@judiciary.state.nj.us

(This form may be duplicated)