

MEMORANDUM

TO: Approved 30th Circuit Court Sureties in Criminal Matters

FROM: George M. Strander
Circuit Court Administrator

DATE: April 26, 2019

RE: Surrender/Rebook Policy

It has come to our attention that there have been instances when an approved surety providing a bond for a criminal defendant has surrendered coverage for that defendant prior to gaining approval from the relevant Circuit Court Judge, and did so without properly noticing all relevant parties. Please be aware that a surety's failure to follow these and other required steps may result in that surety being removed from the approved surety list.

Please review the below Procedures for Surrender/Rebook of Defendant and attached form to be used to request surrender of coverage.

POLICY REGARDING SURRENDER/REBOOK OF DEFENDANT

1. Surety lodges Defendant or has proof that Defendant was lodged in another county.
2. Surety submits completed form with verification to the court.
 - a. Via FAX: 517-483-6441 to the attention of Shelby Ensign
 - b. Via email to SEnsign@ingham.org
 - c. In person to Shelby Ensign at 303 W. Kalamazoo Street in Lansing, MI 48933 (Pre-Trial Services, Floor 3R)
3. Surrender/Rebook of Defendant is either approved or denied by Circuit Court Judge and a copy is sent to the Prosecutor's office, Surety, the Defendant and Pre-Trial Services by the Judge's Clerk.