

**AGENT SERVICES**

**TO: All Professional Bail Bondsmen, Runners and Interested Parties**

**FROM: Agent Services Division**

**DATE: August 16, 2013**

**RE: Professional Bail Bond Monthly Report Filing**

In accordance with North Carolina G.S. § 58-71-165(a) each professional bail bondsman must file a written report with the Commissioner reflecting all bail bonds on which the bondsman is liable as of the first day of each month. The monthly report shall be filed on or before the fifteenth day of each month. You are required to list the following information:

1. **Each individual bonded** (DEFENDANT LAST NAME, FIRST NAME)
2. **Date bond was given** (DATE OF BOND)
3. **Principal sum of the bond** (BOND AMOUNT)
4. **State or local Official to whom given** (COURT PERSONNEL LAST NAME)
5. **Fee charged for the bonding service** (BOND FEE DOLLAR AMOUNT)

The Agent Services Division provides a monthly report form in either Microsoft Word or Excel format that includes fields for all of the information required by law. Information should be entered into every field of the monthly report form for every bond and should never be left blank. A review of some submitted monthly reports show the following compliance issues:

1. In the Court Personnel field, the required entry is the State or local official to whom the bond was given and should be the last name of the Magistrate, Clerk of Court or Judge that signed the bond. In the absence of a judicial official, it should be the last name of the law enforcement officer or custodial official having the person in custody that is authorized by the law enforcement and custodial agency to effect release. The entry should not be “jailer” or “magistrate” with no last name.
2. In the Bond Fee field, the required entry is the total dollar amount of the bond fee. If a bond fee is not charged, the entry should be \$0.
3. In the Certificate Number field, the required entry is the certificate seal number used to write the bond.

It is imperative that your monthly reports are accurate and are submitted on or before the fifteenth day of the month. Please ensure that you are not one-fourth or one-eighth deficient at the time of submission and that you maintain a deposit of securities in your trust account with a value of no less than \$15,000, pursuant to N.C.G.S. § 58-71-145, § 58-71-160, § 58-71-175. **Failure to submit your monthly reports on time or being deficient in any monthly report fields may result in administrative action against your license.**

If you have questions or need assistance, please feel free to contact Ernestine McKenney (919) 807-6816 or Keisha Evans (919) 807-6832.