



ORIGINAL

IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

CP-01-AD-7-2005

In Re: **CENTRAL BOOKING CENTER
BAIL COLLECTION PROCEDURE**

Administrative Order No.
7 of 2005

ORDER OF COURT

AND NOW, this 31st day of March, 2005, the Court hereby directs that the following procedure be followed regarding the collection of bail deposited at the Adams County Central Booking Center:

1. Bail shall be accepted at the Central Booking Center on behalf of all 51st Judicial District (Adams County) Magisterial District Judges and the Adams County Clerk of Courts only when those respective offices are closed for business (e.g. after business hours, weekends, holidays, etc.) Bail so deposited at the Central Booking Center shall only be in the form of United States currency. Checks, money orders, and credit card transactions are not acceptable.

2. Staff at the Central Booking Center shall keep a daily log of bail deposited, noting the transaction number, the date and time received, the amount deposited, the name of the defendant, the bail authority, and the surety. The surety shall be provided with a receipt noting the same information. The transaction number is the year and the sequential number of the deposit (i.e., 2005-12).

3. Staff at the Central Booking Center shall segregate all bail deposits from any other funds or accounts maintained at the Center.

4. The on-call Magisterial District Judge shall be responsible for retrieving bail deposits from the Central Booking Center no less than three (3) times per week. The Magisterial District Judge may assign retrieval duty to a designated staff person from his/her office or to a constable. If retrieval duty is assigned, it shall be arranged in

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[Signature]

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such fashion that no cost or fees are incurred by the County of Adams, the Court of Common Pleas, any judge of said court, or any employee of the 51st Judicial Court system.

6. At the time the on-call Magisterial District Judge, or his/her designee, retrieves bail deposits from the Central Booking Center, he/she shall count the cash in the presence of a staff member at the Center, whereupon each such person shall execute a receipt noting the cash being transferred. The receipt, copy of the daily log, and the bail deposits shall be taken directly to the office of the on-call Magisterial District Judge.

7. If the on-call Magisterial District Judge's designee acts as the courier for purposes of this policy he/she shall be provided with a signed receipt by the said Magisterial District Judge, or his/her designee, for the bail deposits transferred from the Central Booking Center to the office of the on-call Magisterial District Judge.

8. The on-call Magisterial District Judge shall have the responsibility of then transferring bail deposits to the appropriate bail authority.

9. This policy shall become effective immediately.

BY THE COURT,

JOHN D. KUHN
President Judge

Robert G. Bigham, J.
Michael A. George, J.
Mark Grim, C.A.
District Judges (4)
Central Booking Center

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