LEXBAIL.NET

USER'S GUIDE

Getting Started

Welcome to Lexington National Insurance Corporation's online bail bond management system, LexBail.net. It is our goal to provide quality service and technical support for those agents who have chosen to use LexBail. The online system contains reporting records of all bonds written beginning January 1, 2007 to present.

Before you begin using the program, please review the instructions, helpful hints, descriptions and basic procedures provided in this Procedures Manual.

1. You will receive an initial e-mail providing you with your user name and temporary password. Please make certain to change your password after your initial log in. Passwords must be at least 10 characters, 2 of which must be numeric (0-9) and 2 of which must include one of the following symbols: ! @ # $ % ^ & *

2. Upon your initial log in, you will be prompted to accept the terms of the Lexbail License Agreement. If you have any questions or concerns regarding the Agreement, please feel free to contact our General Counsel, Mark Holtschneider at mholtschneider@lexingtonnational.com.

3. **Check** to make certain that your AGENCY information is accurate and that the list of AGENTS under your agency is accurate. Please contact our office if any changes are required.

When LEXBAIL initially opens, the Home Page is displayed. You will notice navigation menus running horizontally at the top of the page. As features are discussed in this Manual, the various navigation menu links will be referenced.

Changing Your Password:

Click on the *Account* Menu and choose *Change Password*. You will be prompted to enter the old password first and then enter the new password twice. Passwords must be at least 10 characters, 2 of which must be numeric (0-9) and 2 of which must include one of the following symbols: ! @ # $ % ^ & *. Once you have entered the new password, click the *Change Password* button at the bottom of the page.

Verifying Agency Information:

Click on the *Entities* Menu and choose *Agencies, Search*. You will be prompted to enter the name of the agency you are looking for. If you only have one agency, just click the *Search* button and your agency will appear. Click the *Select* link to the far right of your agency name. There are five tabs relating to the agency data.
- ◆ *Main* tab is the agency contact information, the states in which the agency is authorized to post bonds, the reporting frequency and summary of the writings in the database year to date.

◆ *Fee Structure* tab displays the current rate the agency pays to its general agency/surety.
◆ *BUF* tab displays the current BUF rate the agency pays to its general agency/surety
◆ *Counties* tab displays the individual counties that the agency is authorized to write bonds, if applicable in that state.

Please email Lisa Slater at lslater@lexingtonnational.com any changes that relate to your agency information.
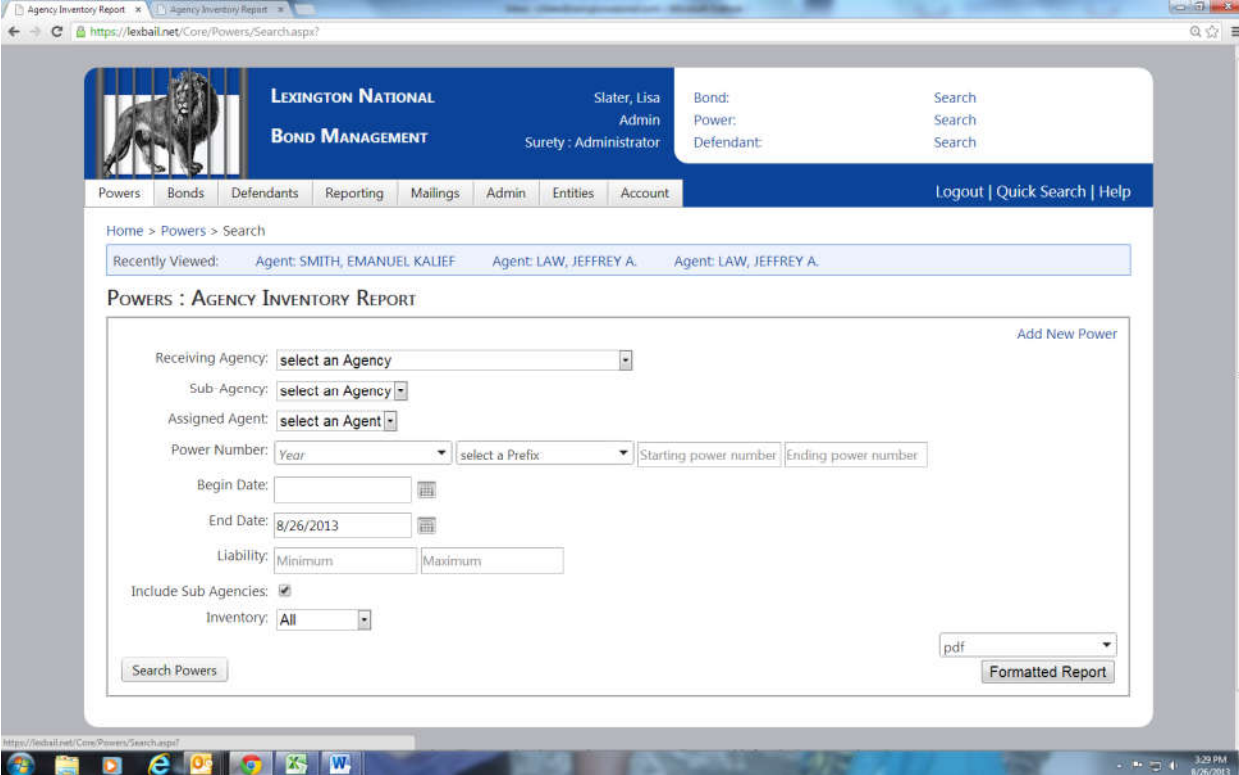

Verifying Agent Information:

Click on the *Entities* Menu and choose *Agents, Search*. You will be prompted to enter the name of the agency that you want to view the list of agents for (if you only have one agency, then your agency name will appear automatically) and click *Search*. Confirm that this is an accurate list of agents that write under your agency. To filter out the agents that have been terminated, click on the *Terminated* box and choose "*No*" to not show terminated agents. From the result list, click the *View/Edit* link to the far right of each agent's name to confirm and/or edit their information. There are six tabs relating to the agency data.
◆ *Main* tab is the agent contact information, the states in which the agent is authorized to post bonds, the name of the agencies that that the agent writes for and summary of the writings in the database year to date.
◆ *License* tab displays the agent's license information
◆ *Fee Structure* tab displays the current rate the agent pays to the agency, if applicable. If the agent is an employee based agent, no fees will be listed in this screen.
◆ *BUF* tab displays the current BUF rate the agent pays on bonds written, if applicable.
◆ *Counties* tab displays the individual counties that the agent is authorized to write bonds, if applicable in that state.
◆ *Notes* tab is a listing of notes relative to the agent and their business.

Please make certain that any information you update on the agent screens is saved by clicking the *Save* button at the bottom of the screens. If an agent is not displaying in the list of agents for your agency or you wish to terminate an agent listed, please contact Jarre Weinstein at jweinstein@lexingtonnational.com.

Managing Your Power Inventory:

Click the **Powers** menu to manage your power inventory. All powers issued by Lexington National are in the system and can be managed through this **Power** menu.

Searching Powers:

Powers can be filtered by searching by a particular **Agency/Agent**, year, power prefix, power number, minimum/maximum denomination or any variation of same and clicking **Search Powers**. The results will display on the screen below the search screen. The results display two statuses: **Power Status** and **Bond Status**:

Power Status – tracking the actual bail bond powers of attorney:
- ◆ Unused - the power is still in agent/agency's possession
- ◆ Used – the power is used on a bond and entered into the system
- ◆ Used Reported – the power is used on a bond and submitted on a report
- ◆ Used Accepted – the submitted **Bond Disbursement** report is accepted by the Surety
- ◆ Void – the power is voided in the system
- ◆ Void Reported – the power is voided in the system and submitted on a report
- ◆ Void Accepted – the submitted **Void** report is accepted by the Surety
- ◆ Lost – the power is marked lost from a Lost Bond Affidavit
- ◆ Lost Reported – the power is marked lost on a Lost Affidavit and submitted on a report
- ◆ Lost Accepted – the submitted **Lost** report is accepted by the Surety

Bond Status – tracking the bail bond written on a power of attorney:

◆ Open – bail bond is active and the case is open
◆ Exonerated – bail bond is exonerated and the case is closed
◆ Exonerated Accepted – the exoneration of the bail bond has been submitted on a report
◆ Forfeit – the bail bond was forfeited and case is in warrant status
◆ Reinstated - the bail bond forfeiture was reinstated and case is open
◆ Summary Judgment – bail bond forfeiture is in summary judgment

The powers can be further filtered by narrowing the **Inventory** status:
◆ Open – powers that have not been accounted for
◆ Assigned – powers that have been assigned to a bail bond (used)
◆ Unassigned – powers that have not been assigned to a bail bond (unused)
◆ Voided – powers that have been voided
◆ Lost – powers that have been lost

Issuing Powers:

To issue powers to a sub-agency or agent under your agency, follow these steps:

◆ Search for the powers to be issued by filtering on the power year, prefix, power number range and **Inventory** status **Open**
◆ Check the box next to each power that you are issuing or check the box in the header next to the title Agency to choose all powers displayed.

◆ Choose the **Action** drop down menu, then **Change Agent** or **Change Agency** depending on the situation
◆ Choose the agency or agent that you are issuing the **Powers** to and then click the **Set Agent** or **Set Agency** button
◆ Once you have issued all of the **Powers** to the Agency/Agent, you must print a **Power**

Distribution report for the ***Agency/Agent*** to sign off on confirming receipt of those powers. Click the ***Reporting*** menu and choose ***Agency Distribution***.

◆ Choose the ***Agency/Agent*** that you issued powers to and click the ***Search*** button.
◆ Confirm the list of powers is correct and click the ***Publish*** button at the bottom of the page. The report link will then appear at the bottom of the page – click the Open link to see the report. Print a copy of the report and forward same with the original powers.

Voiding Powers:

A power can be voided <u>only if the original top color copy of the power</u> is being returned to the Surety. To void a power, there are two approaches:

Single Power Voiding:

◆ On the top right hand corner of the page, click the ***Quick Search*** link in the dark blue header and enter the power number that you are voiding and hit Enter or click ***Go***. Note that the format should be YYYY-AA #### - a dash between the year and letter prefix and a space before the number.
◆ The power will appear in the ***Powers: Edit Power*** screen. In the Action box, click the ***Voided*** box and click ***Save***.

◆ Once you have voided all of the powers for the ***Agency/Agent***, you must print a ***Power Void*** report for the Agency/Agent to send to the Surety with the original powers of attorney. Click the ***Reporting*** menu and choose ***Powers, Void*** report.
◆ Choose the ***Agency/Agent*** that you voided ***Powers*** from and click the ***Search*** button.
◆ Confirm the list of ***Powers*** is correct and click the ***Publish*** button at the bottom of the

page. This action changes the power status to **Void Reported**. The report link will then appear at the bottom of the page – click the Open link to see the report. Print a copy of the report and forward same with the original powers of attorney to the Surety. The Surety will confirm that all voided bonds have been accepted or, if there are any discrepancies, the discrepancies will be noted by way of e-mail. Note: if you are the General Agency receiving voids from a Sub-Agency that is using the system, you do not need to make any entries into LexBail.net. Simply forward the **Void Report** and original powers of attorney to the Surety.

Multiple Power Voiding:

◆ Search for the range of powers to be voided by filtering on the power year, prefix, power number range and **Inventory** status **Open** or simply search for all powers for the particular Agency/Agent that are in open status by only choosing their name and the **Inventory** status **Open** (which will give you all powers that are not used or voided in their inventory).
◆ Check the box next to each power that you are voiding or check the box in the header next to the title Agency to choose all powers displayed.
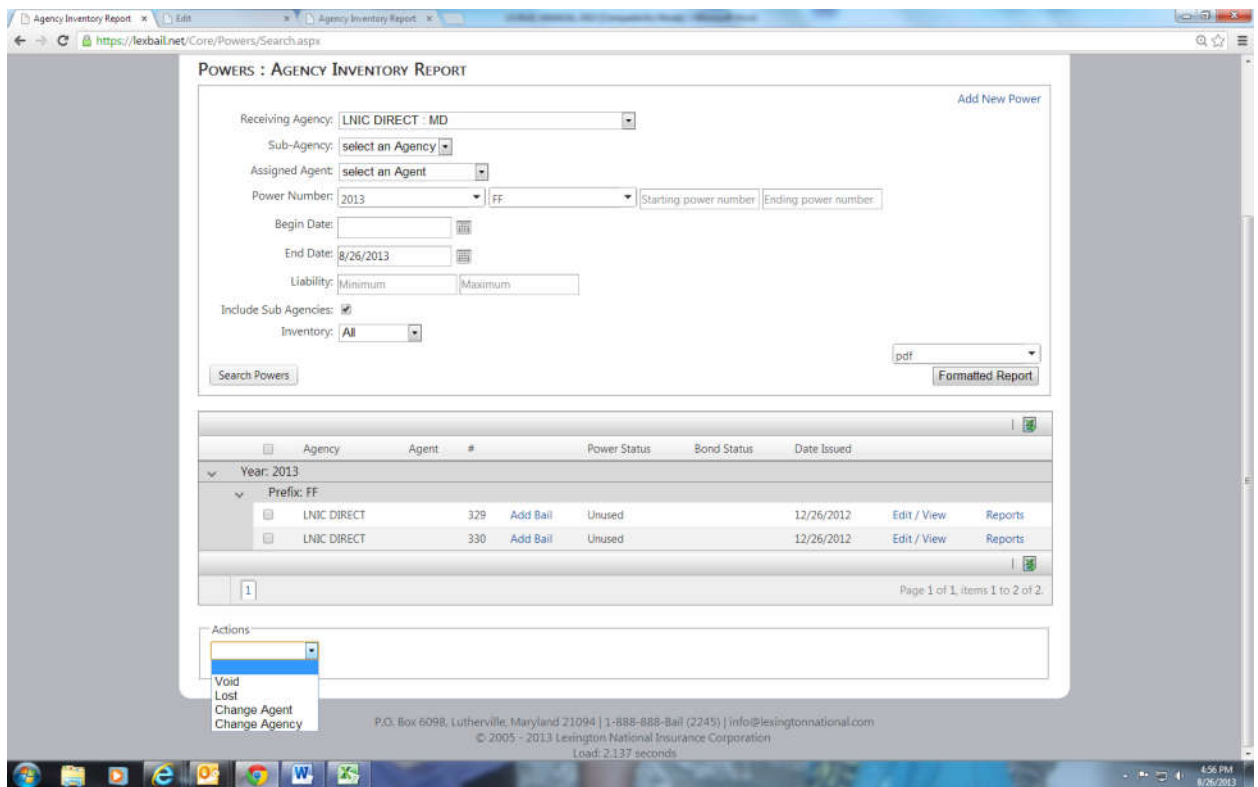
◆ Choose the **Action** drop down menu, then select **Void** and then click the **Void Selected** button. You will see a confirmation at the top of the list "Voided # Powers" to confirm that the powers have been successfully voided.
◆ Once you have voided all of the powers for the Agency/Agent, you must print a **Power Void** report for the Agency/Agent to send to the Surety with the original powers of attorney. Click the **Reporting** menu and choose **Powers, Void** report.
◆ Choose the **Agency/Agent** that you voided powers from and click the **Search** button.
◆ Confirm the list of **Powers** is correct and click the **Publish** button at the bottom of the

page. This action changes the power status to *Void Reported*. The report link will then appear at the bottom of the page – click the Open link to see the report. Print a copy of the report and forward same with the original powers of attorney to the Surety. The Surety will confirm that all voided bonds have been accepted or, if there are any discrepancies, those will be noted to you by way of e-mail. Note: if you are the General Agency receiving voids from a Sub-Agency that is using the system, you do not need to make any entries into LexBail.net. Simply forward the Void Report and original powers of attorney to the Surety.

Lost Powers:

A power can be marked Lost **only if approved by the Surety** and a Lost Bond Affidavit is issued by the Surety and fully executed by the agency.

◆ Search for the range of powers that were approved as *Lost* on the Lost Bond Affidavit by filtering on the power year, prefix, power number range and *Inventory* status *Open* or simply search for all powers for the particular Agency/Agent that are in *Open* status by only choosing their name and the *Inventory* status *Open* (which will give you all powers that are not used or voided in their inventory.

◆ Check the box next to each *Power* that you are marking as *Lost* or check the box in the header next to the title *Agency* to choose all powers displayed.

◆ Choose the *Action* drop down menu and then select *Lost.* A date field will be displayed. Enter the date of the fully executed Lost Bond Affidavit and click *Lost*. You will see a confirmation at the top of the list "Marked ## powers lost on MM/DD/YYYY"" to confirm that the powers have been successfully marked *Lost*.

◆ Once you have marked all of the **Powers** as lost from the Lost Bond Affidavit for the **Agency/Agent**, you must print a **Lost Power** report for the **Agency/Agent** to send to the Surety with the signed Lost Bond Affidavit. Click the **Reporting** menu and choose **Powers, Lost** report.

◆ Choose the **Agency/Agent** that you marked powers lost for and click the **Search** button.

◆ Confirm the list of powers is correct and click the **Publish** button at the bottom of the page. This action changes the power status to **Lost Reported**. The report link will then appear at the bottom of the page – click the Open link to see the report. Print a copy of the report and forward same to the Surety with the fully executed Lost Bond Affidavit. The Surety will confirm that all lost bonds have been accepted or, if there are any discrepancies, those will be noted to you by way of e-mail.

Managing Your Bail Bonds:

To access the bond menus you have to be on an active bond, a bond that has already been entered into Lex-Bail. The best and quickest way to access an active bond is to enter the "Power Number" in the "Quick Search" field in to upper right portion of the bond management screen. **Quick Search:** [ ] Go   Format : "2015-AA-12345"

If a power has been converted into a **Bond** and entered into Lex-Bail then you will be brought to the bond information screen. If the power wasn't converted to a bond by entering it into Lex-Bail then you will be brought to the power edit menu which indicates that the bond information has not been entered into the system yet.

The Bail Bond information page is broken down into the following nine tabs, each relating to a particular aspect of the bail bond:

| Bond | Defendant / Cosigner (1) | Financial | Related Bonds (0) | Notes | Pay Plan/Fees/Payments | Disbursements | Forfeit | Civil Suit |
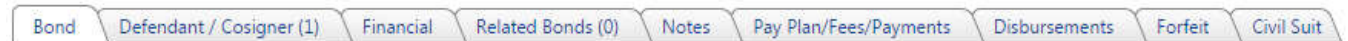
- ◆ **Bond:** For entering a new bonds or editing existing bond information
- ◆ **Defendant/Cosigner:** For adding or changing a defendant or co-signer that is on the bond and view the current court appearance information.
- ◆ **Financial:** For viewing the premium and fees of the bond
- ◆ **Related Bonds:** Add or delete a related bond
- ◆ **Notes:** For adding general notes about a current bond
- ◆ **Pay Plan/Fees/Payments:** Use to track and add payments and payment plans for a bond
- ◆ **Disbursements:** Use to track bond fees and refunds
- ◆ **Forfeit:** For tracking forfeiture status
- ◆ **Civil Suit:** Use to track civil suits relating to bond & defendant

Entering A Bail Bond:

A bond can be entered into Lex-Bail in two different ways:
1. Directly on the Bond Screen by using the "Quick Search"
   Quick Search: [ ] Go field in the upper right portion of the main screen.
2. Form entry method accessed under the Defendants Menu.

Defendants
  Search
  Add / Edit
  Bond Application   ▶   New Application
                          Blank Forms
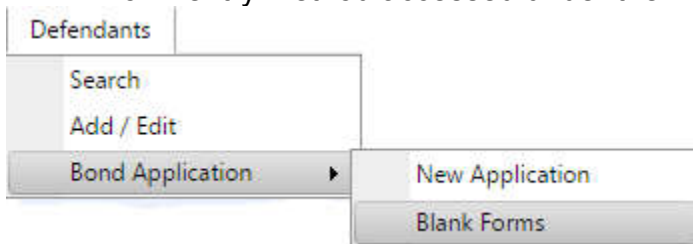
The Direct entry "Quick Search" Method:

- ◆ On the top right hand corner of the page, click the **Quick Search** link in the dark blue header and enter the power number that you want to add a bail to and hit Enter or click **Go**. Note that the format should be YYYY-AA #### with a dash between the year and letter prefix and a space or dash before the number.
- ◆ The power will appear in the **Powers: Edit Power** screen. Click the **Add/Edit Bond**

button at the bottom of the page.   <mark>If the screen is YELLOW</mark>, see next step, else skip next step.

◆ <mark>If you **Quick Search** a **Power**</mark> and you are taken to the ***Bonds, Add/Edit*** screen and the screen is <mark>yellow</mark>, this indicates that the ***Bond*** has been partially entered by the Surety and saved in ***Suspense*** status. Click the ***Re-Open*** button and proceed to enter the remaining information.

On the "***Edit Power***" screen, Select / Click the ***Add/Edit Bond***
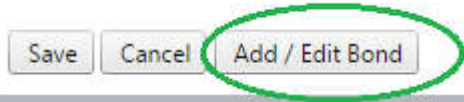
button at the bottom of the page; this changes the screen to the full bond edit screen.

POWERS : EDIT POWER

POWER #34021

Issued By: Quiana on 1/22/2016
Issued by Surety: LEXINGTON NATIONAL INSURANCE CORPORATION
Receiving Agency: LNIC DIRECT
Sub-Agency: select an Agency
Issued To Agent: select an Agent
Assigned To Agent:
Returned By Agent:
Power Prefix: AA   Maximum Bond: $5,500.00   Power Year: 2016   Expiration Date: 12/31/2016

Actions
Voided: ☐
Reported to Surety:
Lost Date:
Exonerated Date:
Lost Power Notes:
Current Status: Unused

Save   Cancel   Add / Edit Bond   View Audit Log

Figure 1 : Unused Power

The Bond:

◆ The ***Edit*** screen will open and you are now ready to enter the bail information:

Figure 2 : Full Blank Bond

The ***Bond*** screen is broken down into six major sections:

◆ ***Power Information***: This section contains the information that is pulled from the ***Power*** screen referencing the power number year, prefix and number. If this is not the power number that was used for the ***Bond*** that you are entering, you can change the power number here and click the "*Lookup*" button to obtain the correct power number. If it is correctly displayed, continue onto the next section.

◆ ***Basic Information:*** This section contains the information relating to the particular bail. If the bail that you are entering is a ***Rewrite*** of a bond already reported, click the

Rewrite box (See Rewrite entry instructions below). If the bail that you are entering is a Split Risk bond, click the Split Risk box (see Split Risk entry instructions below). Otherwise, simply check the requisite *Court Jurisdiction* (most bonds are *State* level bonds and therefore the system defaults to *State*) and the date the bail bond was executed in the *Date Executed* field. The *Card Not Included* check box is for General Agents or the Surety where a report is received from an Agency and a power that is on the report is not included in the bundled received.

◆ *Agency Information:* This section contains the name of the agency that the power was issued from the *Power* screen. Choose the *Executing Agent* from the drop down list of agents and enter the *Face Amount* of the bail posted. Continue onto the next section.

◆ *Case Information:* This section contains the information relating to court case.

  - *State*: The *State* defaults to the primary state your agency writes bonds. Change the *State* if it is not the state where the bail bond was written.
  - *Court:* Type the name of the *Court* or address that the bond was posted – a list of courts will display matching your partial entry – choose the particular *Court*.
  - *Department:* Enter the *Department* within the court, if applicable.
  - *Case #:* Enter the *Case #* with no dashes or spaces.
  - *Date/Time:* Enter the date and time of the first court appearance, if known.
  - *Booking #:* Enter the jail booking number, if applicable.
  - *Tracking/Jail #:* Enter any additional court tracking number, if applicable.
  - *Lawyer:* Enter the name of the attorney representing the defendant, if applicable.
  - *Charges:* Enter the charges for the case and choose *Felony* or *Misdemeanor*.

  Continue onto the next section.

◆ *Defendant/Cosigners*: Adding a person to the bond. The defendant entry is a 2 step process. This first step searches for a defendant to see if it is already in the database and the second step either adds the entry to the Bond and to the Database as a new defendant or the option to add a defendant that is already in the Lex-Bail database from previous bonds to be attached to the current bond if the search finds a match. Search the name of the *Defendant* that the bail bond was written for by entering the first and last name in the appropriate boxes (or any combination of same) and hit enter or click the *Search* button. "**Search Type**": If you know the correct spelling of the person's name select "Exact" otherwise keep the default setting "Fuzzy". To narrow your search, you may also enter an *Alias*, *DOB* or *SSN* # in the fields provided. If you are not certain that the additional information is entered in the system, make certain to search with and without it to find your appropriate defendant.
  ➢ A list of all defendants matching your search will appear, if any. You can select the *View Details* link to confirm the defendant information or simply click on the "*Add this person to BOND*" text button to add the defendant to the bail bond.
  ➢ If no name matched your search, a "*No records to display*." Message will appear. Click the "*Click here create a NEW PERSON RECORD and add to this bond*" button to add the *Defendant* to the bail bond as a new defendant record in the database. Once the defendant name is added, you can select the *View Details* link to enter the defendant detail information. If you want to add the names of *Co-Signers* to the bail bond, repeat the steps above and once

selected, the *Type* will indicate *Co-Signer*.

Once you have completed each of the above sections, click the *Save* button on the left hand side of the screen. You will see a green bar appear at the top of the page indicating that the *Bond … Saved Successfully*. For easy reference, the *Case Number*, *Power Number* and *Defendant* name will appear on the top right hand side of the screen. You can click on any of these links to navigate to the particular page.

Save and Add New

If you are entering multiple bonds with the same basic information (not related bonds), instead of clicking the *Save* button, click the *Save and Add New* button. You will be prompted to enter the next power number that you want to use, enter it and click the *Save and Add New* button. The previous Bond will be saved and the new Bond will be showing ready for data to entered. The *Agency*, *Executing Agent* and *Court* will copy from the previous entry so that you do not have to continue entering the same information.

◆ *Exoneration Details*: Enter the date that the bail bond was exonerated in the *Exonerated Date* field and click the *Save* button. See *Processing Exoneration*

After Bond is Saved

The full bond menu will display with all tabs available.

| Bond | Defendant / Cosigner (1) | Financial | Related Bonds (0) | Notes | Pay Plan/Fees/Payments | Disbursements | Forfeit | Civil Suit |
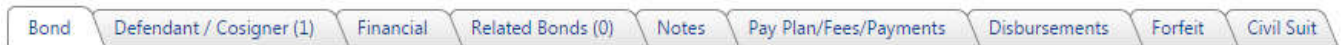
Verifying Financial Information (BOND : FINANCIAL TAB)

- *Financial Tab*: From the *Bond* page, click the *Financial* tab to view the financial information relating to the bond. The *Basic Information* displays the *Face Amount* of the bond from the bond page entry, the *Premium* charged on the bond and the *Balance* due on the *Premium* Charged. The system will automatically calculate the *Premium* charged in accordance with the Surety's rate filing. If the bond is written in a state that has an "up to" premium rate, you will need to enter the actual amount charged for each bond in the *Premium* field and the *Balance* field will update automatically. If you are a direct Agency and report directly to the Surety, the *Surety Information* box will display the *Premium* and *BUF* payable to the Surety. If you are a Sub-Agency that has a General Agency, the *Surety Information* box will display the *BUF* amount paid to the Surety and the *Sub Agency* box will display the *Premium* paid to your General Agency. If you are an Agent that has an agreement with an Agency, the *Agent* box will display the *Premium* paid to your Agency.
- *Uncollectable*: Checking the "Uncollectable" box signifies that the fees pertaining to this particular bond are considered uncollectable which is used to displays a "Uncollectable" informational banner on the top portion of the bond screen.

Adding Related Bonds (RELATED BONDS TAB)

| Bond | Defendant / Cosigner (1) | Financia | Related Bonds (1) | Notes | Pay Plan/Fees/Payments |
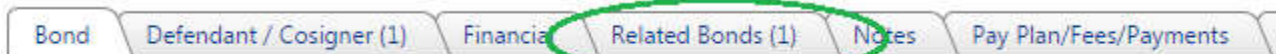
Year:	Prefix:	Power#:	Face Amount:	
2016	AA		0.0	Add Related Bond

- **_Related Bonds Tab_**: If you posted multiple bonds for a **_Defendant_** for the same case with multiple charges on the same day, the **_Bonds_** are considered **_Related Bonds_**. To add a **_Related Bond,_** add the first **_Bond_** posted for the **_Defendant_** and save. Once saved, click the **_Related Bond_** tab, enter the power number of the next Related Bond, enter the Face Amount and click the **_Add Related Bond_** button. A new bond screen will open with the same information from the first **_Bond_**, except for the **_Charges_**. Enter the **_Case #_** if different and the charges for the **_Related Bond_** and then click **_Save_**. Repeat this step for as many bonds that are related.
- **_Relate an EXISTING Bond_**: If you have other bonds that were already entered and not added as related using the above method but are related (same execution date & case), then using the "Relate an EXISTING Bond" will do that for you.

Relate an EXISTING Bond		
Bond#	Power	Bond Amount
No records to display.		

 After selecting the Relate button, a separate box will pop up stating "The listing below shows all powers/bonds associated with this defendant. Check all the bonds that you would like to relate, then click APPLY to save the changes." Select the bond to relate and apply.

Adding Notes (NOTES TAB)

- **_Notes Tab_**: Click the **_Notes_** tab to add notes related to the **_Bond_**. Choose the **_Topic_** that best fits your note, type the note in the space provided and click the **_Save_** button. The **_Note_** will display on the right side of the screen and indicate who the note was **_Entered By_** and **_Date Entered_**. **_Notes_** that have the **_Topic Forfeit_** or **_Summary Judgment_** will appear on **_Forfeiture Reports_**.

Adding Payments, Etc. (PAY PLANS/FEES/PAYMENTS TAB)

From the bond screen, click the **_Pay Plans/Fees/Payments_** tab to add payment information, fees and payment plans to the **_Bond_**. A **_Pay Plan_** is not required on any **_Bond_**. To print an individual statement of **_Premium_** owed, click the **_Print Bond Statement_** button and a separate balance payment due statement will be generated for the defendant and cosigner.

- ◆ **_Payments:_** To add Payments to a **_Bond_**, click the **_Add Payment_** button. First select the type of payment by selecting the down arrow in the "**_Activity_**" field, most first payments are **"Down Payments"** which don't get included in any payment plans. (For Spread Payments go to next selection.) **"Activity"** options:
  - o **_Payment:_** Add a standard payment that "is" part of a pay plan.
  - o **_Reverse Payment_**
  - o **_Correction_**
  - o **_New Bond_**
  - o **_Pre Payment_**
  - o **_NSF Reverse Payment_**

- o ***Collateral Conversion***
- o ***Reverse New Bond***
- o ***Journal Between Bonds***
- o ***Write Off***
- o ***Down Payment*** : Add a payment that is "not" part of a pay plan.

Next enter all of the payment information in the available fields and click **Save**. If you want to upload a copy of the **Receipt** for the payment, click the **Select** button next to the **Upload Receipt** field.

◆ ***Spread Payments***: (Related Bonds Only) first, select "Add Payment" in order to get to the data entry area which also contains the spread payments entry area. Next fill the 'Basic Information" area which has to be filled out with a payment before the spread payment section activates, as soon as the amount field is entered the spread payment section will activate allowing you to add dollar amounts to the other bonds. In the spread payments area all the related bonds will show up with spread payment boxes to the right of each power number. Enter the amount that each bond is to get (less than the amount entered in the Basic information section) in the fields shown. For example, if $100 dollars is entered in the ***"Basic Information"*** area and an even split is wanted between bonds then enter $50 in one of the fields other than the "Primary Bond" and the amount will be automatically subtracted from the initial payment shown in the "Primary" field. When complete select the ***"Save"*** button to save the added payment.

◆ ***Pay Plans***: To add a payment plan to the **Bond**, click the **Add Pay Plan** button, choose ***Active*** and enter the payment terms agreed upon with the ***Defendant/Cosigners***. Click ***Update Payment Schedule*** to save the payment plan. If a default occurs on a payment plan and new arrangements are agreed upon, ***Edit*** the existing ***Pay Plan*** and add a new ***Active Pay Plan***. If you are sending the file to a ***Collection Agency*** for collection of defaulted premium payments, click on the ***Active Pay Plan*** and enter the collection information. If there is a payment that wasn't part of the pay plan, for example the initial payment, then designate that "Activity" payment as a "down payment" otherwise select "Payment" as the activity.

◆ ***Fees***: To add Fees to a ***Bond***, click the ***Add Fees*** button and enter the applicable information relating to the fee being charged and click ***Save***.
- o Fugitive Fee
- o Add to Payment Plan
- o Fee Options:
  - Collateral Conversion
  - Court
  - Apprehension
  - Surrender
  - Expense
  - Transfer
  - Travel
  - Reverse Fee
  - Interest

Adding Disbursements (DISBURSEMENTS TAB)

❖ Click the *Disbursements* tab to add disbursements (i.e., premium refunds, transfer expenses, etc.) made by you relating to the *Bond*, if applicable.

Tracking Forfeitures (FORFEIT TAB)

Forfeitures (and forfeiture related documents) are received from the Courts by the Surety on a daily basis. The Surety enters the forfeiture information into *LexBail.net* and a unique *Claim #* is assigned to the forfeiture. A copy of the forfeiture is faxed and/or e-mailed to the liable *General Agency/Agency.* If the forfeiture documentation you receive is from the Surety, all the entries are already made in LexBail.net. If you receive the forfeiture directly from the Court, you should *Quick Search* the *Bond* to view the status of the *Bond* and verify that it has been "Forfeited" in the system. If the Bond already has information relating to the forfeiture in the system with a *Claim #* displayed in the *Claim* field area and informational warning will be displayed along with the phrase "This bond has been locked down in status Forfeit" with the word "Forfeit" in red, that indicates that the forfeiture was already received by the Surety and processed accordingly. To confirm the information entered by the Surety on the *Bond*, select the "Forfeit" tab then click the *Select* button next to the most recent forfeiture information in the *Forfeit(s)* box. If the *Bond* is not in forfeiture status and no *Claim #* has been assigned, click *Add* button on the *Forfeit* tab to enter the forfeiture information. Enter the *Date Received* and the *Forfeit Date* from the notice and click *Save*. You will get a message to send the documentation to the Surety so that a *Claim #* can be assigned. Once you have entered the forfeiture information, you must fax or EMail a copy to the Surety for verification and claim processing.

Once a *Claim* is established by the Surety, all subsequent forfeiture documentation should be faxed/e-mailed to the Surety. The Surety will update the system accordingly and you will automatically see the changes in your system. Additionally, the *Notes* tab on the *Bond* has two *Topics* that pertain to the forfeiture – *Forfeit* and *Judgment*. Any notes entered under either of these *Topics* will appear on the Forfeiture Reports. See *Reporting, Bond, Forfeit* section below on available *Forfeiture* reports.

Tracking Civil Suits For Unpaid Premium, ETC. (CIVIL SUIT TAB)

Information relating to the collection of unpaid premium and/or forfeiture costs can be tracked on the *Civil Suit* tab. The *Bond Information* is displayed in the top box and all related persons are listed in the *Basic Information* box. The *Amount* displaying in the *Basic Information* box is the total amount showing due from the *Defendant*/indemnitors for the unpaid *Premium* plus any additional charges entered in the *Pay Plan/Fees/Payments* tab.

Defendant / Cosigner Detail(DEFENDANT/COSIGNER TAB):

From the main menu select the "Defendants" tab or from the *Bond* page, click the *View Detail* link next to the *Defendant* or *Cosigner* name in the *Defendant/Cosigner* section of the page or click on the defendant name in the top right hand corner of the page to access the *Defendant* detail. The *Defendant/Cosigner* screen will open with nine tabs relating to the particular *Defendant/Cosigner* . The *Defendant/ Cosigner* name will appear at the top of each of the pages.

◆ ***Personal* tab**: On this screen, you can enter any ***Alias/AKA/Booking Name***, ***Tracking information*** (i.e., social security number, driver license number, etc.) ***Vehicles*** and ***Physical Characteristics***. Additionally, you can upload photos or documents relating to the bond in the ***Upload*** section of the screen. In the ***Upload*** section, enter the ***Date*** of the image being uploaded, a brief ***Description*** of the image (i.e., photo, application, etc.) and click the ***Select*** link to find the image you want to upload to the ***Defendant/Cosigner*** screen. Click the ***Save*** button to upload the image. When all information has been added to the Personal tab, click the ***Save*** button at the bottom of the page.

◆ ***Contact* tab**: This tab displays the pertinent ***Contact*** information for the ***Defendant/Cosigner.*** On this screen, you can enter all personal ***Address*** information for the ***Defendant/Cosigner***, ***Email Addresses*** and ***Phone Numbers***. Make certain to click the ***Add***… button in each section.

◆ ***Employment tab***: Leave **blank** if unemployed. Enter the defendants ***Employment*** history here. Click the ***Save*** button when you have completed the entry.

◆ ***Bonds & Priors tab***: This tab displays a list of all bonds that are in the system that you previously posted on the Defendant. If you want to see the detail relative to any of the bonds, click the ***View*** link to the far right of the listed bond. You may also list any prior arrests, etc. that the ***Defendant*** may have had.

◆ ***Relationships tab***: This tab allows you to add the ***Defendant/Cosigner*** 's relationship information, including spouse, sibling, parents, etc. You can add as many relationships as you want. Additionally, if you want to add detailed address information, etc. to any of the related persons, click the ***View Detail*** link and enter in the screens.

◆ ***Financial tab***: This tab displays any financial information that you have on the ***Defendant/Cosigner***, as well as any ***Collateral*** taken on any bail bond posted.

◆ ***Court Dates tab***: This has two sections. The top section, "BOND Court Dates" box is displays the entries recorded on the Bond screen. The bottom box area allows you to track all ***Court Dates*** related to each bail bond for the ***Defendant***. Enter the defendants court information and select "Save", when saved the information will post in the Court Dates Box.

◆ ***Check-Ins tab***: This tab allows you to track any contact you have with the ***Defendant/Cosigner***.

◆ ***Dossier tab***: This tab compiles all of the information from the ***Defendant Detail*** and displays it in printable format.

◆ ***Notes Tab:*** The Notes Tab can hold any additional information about the defendant or information related to the defendant.

Lex-Bail Court Dates

Court dates for defendants can be added in two different areas, the main bond screen for a particular bond in the "Case Information" section. **Date/Time:** `3/28/2016 9:00 AM`

Or, under the defendant's record, under the court dates tab.

Defendant's Menu Tabs:

Adding a new court date from defendant's screen

Accessing the defendant's record can either be done on the main bond screen by selecting the "view details" of the defendant on the bond (on the far right of the defendant on the current bond viewing) in the "Defendant / Cosigners" area or by selecting "Defendants" from the main menu and initiate a defendant search.

| Powers | Bonds | Defendants | Reporting | Mailings | Admin | Entities | Account |
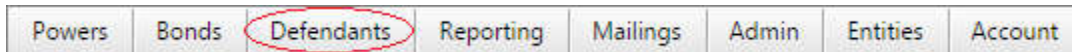
Adding court dates under the defendant screen can be very useful if there are multiple related bonds that need to have the same court date attached to their record across multiple bonds. If entering or updating from the bond screen then only one bond can be updated at a time where as editing from the defendants section you can add a court date to multiple related bonds.

    1.) Add new date and time in the "Add/Edit Court Date" field by typing the date & time (1-1-16 11:30am) or by selecting the date and time icons.

    2.) Select a bond (1 Bond) that the new date is going to be assigned to.

    3.) Next, select the check box to all the other related bonds the new court date needs to be assigned to.

    4.) Fill in the rest of the fields if needed.

    5.) Save the update. **Save** Once the update is saved, the updates will post on the bond screen and in the "Bond Court Dates" area, if the new entry is an update to a current

court date then the old court date will be archived in the history area.

Adding a new court date from Bond screen

Adding or updating a court date from the bond screen is the same as always, just enter the "Date/Time" field provided under the "Bond" tab or use the date and time widget to set the date and select save when completed. The new date will be updated on both the bond screen and under the defendant's court date tab. The disadvantage of entering or updating from the bond screen is that only the bond that is currently opened can be up dated. So if there are multiple related bonds that will get the same court date then this is best done under the defendant's screen and under the Court Dates tab.

Print Court Date Report

State:	Florida
Court:	Martin County Circuit Court : Martin County Courthouse - 100 Eas
District Justice	
Department:	att
Case#:	15001543cfaxmx
Date/Time:	2/3/2016 8:45 AM
Booking#:	Tracking/Jail #:
Lawyer:	
Charges:	Tamp w/evid

Agency Bond Disbursement

Submitting your report (Agency Level)

To submit a report of Bonds written for your required reporting period, follow the following steps:

◆ From the **Reporting** menu select **Bond → Disbursement** report.
◆ In the Agency field, select your **Agency** name
◆ Check the "Include bonds not disbursed by agent" [**Box**] if you are reporting bonds that were entered by individual agents that write under your Agency.
◆ Leave the **File ID** field blank since a report is not going to be referred to at this level.
◆ **State** field – choose the state that you are submitting a report. You must submit separate reports per state
◆ In the **Report Date** field, enter in the current date or the latest date of the group of the **Bonds** executed that needs to be disbursed.
◆ Select the **Search** button, a list of all unreported **Bonds** written up to and including the **Report Date** will display.
◆ Carefully confirm the accuracy of the **Bonds** entered, after the Bonds have been verified, then select **Publish**.
◆ The report link will then appear at the bottom of the page – click the **Open** or **Create**

PDF link to view the report. Send a copy of :
1. The report just published
2. The Home Office (and MGA copy if you report to a General Agency) copy of each Power
3. The applicable checks to the Surety (or to your General Agency, if you report through a general agent).

◆ Details / Accept : Details / Accept is used to accept a report that was submitted to you from a level below your agency – sub-agency or agent and using this feature is optional. To use it, start with the "Reporting" menu, do a search to find the Disbursement report generated and submitted up to your Agency. Once the report is found select the "*Details / Accept*" text to go into the details / accept page.

◆ **Submit Errors** : If you find that there is an error in a published report contact a Lexington Surety Representative so they can deactivate the published report. Once the report is deactivated the proper corrections can be made and the report can be republished.

Submitting Your Report (GA Level)

If A Sub-Agency Is Using LEXBAIL.NET:

To submit a report of Bonds written by a sub-agency (Surety Disbursement) at the GA Level be sure to log in with a **GA account** and follow the following steps:

◆ From the *Reporting* menu select *Bond → Disbursement*.
◆ In the Agency field, select the *Agency* name the reporting is coming from (Sub-Agent, lowest level)
◆ Do not check the "Include Sub-Agencies" [**Box**] This is generally used when a sub-agency is not reporting all bonds to you but you must report them up to Surety.
◆ *State* field, this is optional and can be left blank.
◆ The *File ID*: Add the report number (File ID / Batch #) generated from the Sub-Agency disbursement report. Lex-Bail uses this report to reference the bonds that are being disbursed.
◆ In the *Report Date* field, enter in the date of the report you are disbursing.
◆ Select the *Search* button, a list of all of the *Bonds* reported by the sub-Agency will display with the rate the GA pays to the Surety.
◆ "CAREFULLY" confirm the accuracy of the *Bonds* entered, after the Bonds have been verified, then select *Publish*.
◆ The report link will then appear at the bottom of the page – click the *Open* or *Create PDF* link to view the report. Send a copy of :
1. The report just published
2. The Home Office copy of each Bond
3. The applicable checks to the Surety.
◆ **Submit Errors** : If you find that there is an error in a published report contact a Lexington Surety Representative so they can deactivate the published report. Once the report is deactivated the proper corrections can be made and the report can be republished.

If A Sub-Agency Is "NOT" Using LEXBAIL.NET:

To submit a report of Bonds written by a sub-agency (Surety Disbursement) at the GA Level be sure to log in with a **GA account** and follow the following steps:

◆ Enter all bonds sent in from the Sub-Agency.
◆ From the *Reporting* menu select *Bond → Disbursement*.
◆ In the Agency field, select the *Agency* name the reporting is coming from (Sub-Agent, lowest level)

1. Check the "Include Sub Agencies" [**Box**] if you are reporting bonds that were entered by the particular Agency but have not been submitted on a report from that Agency. This is generally used when a sub-agency is not reporting all bonds to you but you must report them up to Surety.

2. *State* field, choose the state that you are submitting a report. You must submit separate reports per state

◆ The *File ID* : Leave this field blank.
◆ In the *Report Date* field, enter in the current date or the latest date of the group of the *Bonds* executed that needs to be disbursed.
◆ Select the *Search* button, a list of all unreported *Bonds* written up to the *Report Date* will display.
◆ After the report file is processed, the bonds that have not already been reported will be displayed.
◆ "CAREFULLY" confirm the accuracy of the *Bonds* entered, after the Bonds have been verified, then select *Publish*.
◆ The report link will then appear at the bottom of the page – click the *Open* or *Create PDF* link to view the report. Send a copy of :
    1. The report just published
    2. The Home Office copy of each Bond
    3. The applicable checks to the Surety.
◆ **Submit Errors** : If you find that there is an error in a published report contact a Lexington Surety Representative so they can deactivate the published report. Once the report is deactivated the proper corrections can be made and the report can be republished.

Processing Exonerations

Any Exoneration documentation received from the Court on Bonds posted should be entered into the Bond screen.

◆ If you have the *Power Number*: On the top right hand corner of the page, click the *Quick Search* link in the dark blue header and enter the power number that you want to add a bail and hit Enter or click *Go*. Note that the format should be **YYYY-AA ####** with a dash between the year and letter prefix and a space before the number.

◆ If you have the *Defendant* name: On the top right hand corner of the page, click the *Defendant* link in blue or from the *Defendant* menu, click *Search*. The *Defendant Search* screen will appear. Search the name of the *Defendant* that the bail bond was written for by entering the first and last name in the appropriate boxes (or any combination of same) and hit enter or click the *Search* button. To narrow your search, you may also enter an *Alias*, *DOB* or *SSN* # in the fields provided. A list of all defendants matching your search will appear with a list of *Bonds* associated with that *Defendant.* Click on the *Power Number* of the *Bond* you want to *Exonerate*.

◆ The *Bond* screen will display the bail bond information relating to the power number. Verify that the information on the screen (i.e., defendant name, case number, etc.)

matches the exoneration documentation.

◆ If the Bond status is "Forfeited" then *do not* fill in the *Exoneration Detail* at the bottom of the bond screen, only the Surety can exonerate the bond. Send a copy of all exoneration documentation received by the court along with the associated power numbers marked on the documentation to Lexington by Fax or EMail.

◆ If the Bond does not have a forfeiture status then scroll to the bottom of the *Bond* page to the *Exoneration Detail* box and enter the *Exonerated Date* and click *Save*. The green status bar at the top of the page will indicate "*Bond …. Saved Successfully*."

◆ Once you have entered all of the *Exonerations*, you must print an *Exoneration* report to submit to the *Surety* with the supporting documentation. Click the *Reporting* menu and choose *Bond, Exonerations* report.

◆ Click the *Agency Report Option* to run an *Exoneration* report for a particular *Agency* and click *Search*. Confirm the list of exonerations match the documentation and click the *Publish* button at the bottom of the page. The report link will then appear at the bottom of the page – click the *Open* or *Create PDF* link to see the report. Send a copy of the report and the supporting documentation to the Surety for verification. In order to better track the Surety verification of the *Exonerations* submitted, you should scan and e-mail same to the Surety.

Paying Your Transfer Bonds

Transfer bonds posted for your *Agency* are billed by the Surety and a *Transfer Bond Transmittal* is sent indicating the total amounts due in connection with the *Bond*. To make a payment on *Transfer Bonds* unpaid by your *Agency,* follow the following steps:

◆ Click the *Reporting* menu and choose *Bond, Transfers, Surety Disbursement* report.

◆ Enter your *Agency* name and the *End Date* of the *Transfer Bonds* executed and click *Search*. A list of all unpaid *Transfer Bonds* through the entered date will display.

◆ Click the box next to each *Transfer Bond* that you are submitting payment (or click the box in column header area to choose all) and click *Publish*.

◆ The report link will then appear at the bottom of the page – click the *Open* or *Create PDF* link to view the report. Send a copy of the report, copies of the signed *Transfer Bond Transmittals* and the applicable checks to the Surety.

Running Reports (REPORING Menu)

Reporting, Power

Agency Distribution Report:

A detailed list of *Powers* that are being issued to a particular *Agency* during the *Issuing Powers* process to be used as a receipt of said *Powers*. See *Issuing Powers* section above.

◆ Click the *Reporting* menu and choose *Powers, Distribution* report.

◆ Choose the *Agency/Agent* that you issued powers to and click the *Search* button.

◆ Confirm the list of powers is correct and click the *Publish* button at the bottom of the page.

◆ The report link will then appear at the bottom of the page – click the Open link to see the report. Print a copy of the report and forward same with the original powers.

Inventory Summary Report:

An overview of the *Stated Inventory* and *Powers* issued to a particular *Agency* for a designated calendar year displayed in summary format by *Power Pre-fix.* The report provides summarized information for each *Power Pre-fix* as to the number of *Powers Reported*, *Suspended*, *Open* (unused), *Total Issued* and *Replenish* (the number of powers that should be issued to return the number of powers to the *Stated Inventory*).

◆ Click the *Reporting* menu and choose *Powers, Inventory Summary* report.
◆ Choose the *Agency* and *Year* that you want the information to display and click the *Search* button. If you have agencies in various states or under different general agencies, you can also filter the *Search* by those fields; otherwise, leave blank.
◆ The information will display on the screen, with the information for the prior year to the far right for comparison. The information can be printed from the screen or exported to Excel by clicking on the green Export to Excel button.

Open Inventory Report:

A detailed list of Powers issued to a particular *Agency* for a designated calendar year grouped by Power Pre-fix that have not yet been reported to the Surety.

◆ Click the *Reporting* menu and choose *Powers, Open Inventory* report.
◆ Choose the *Agency* and/or *Agent, State* and *Year* and click the *Search Powers* button. To *Search* all, leave filter fields blank. If you have agencies in various states or under different general agencies, you can also filter the *Search* by those fields; otherwise, leave blank.
◆ The information will display on the screen. Click the *disk* export button and choose the file format you wish to print the report – generally, *pdf* for *exce*l. The file will appear in the bottom left hand corner of the screen to open and print/save.

Void Report:

A detailed list of *Powers* that are being voided by a particular *Agency* during the *Voiding Powers* process to be submitted to the Surety with the original *Powers*. See *Voiding Powers* section above.

◆ Click the *Reporting* menu and choose *Powers, Void* report.
◆ Choose the *Agency/Agent* that you voided powers from and click the *Search* button.
◆ Confirm the list of powers is correct and click the *Publish* button at the bottom of the page. This action changes the power status to *Void Reported*.
◆ The report link will then appear at the bottom of the page – click the Open link to see the report. Print a copy of the report and forward same with the original powers of attorney to the Surety. The Surety will confirm that all voided bonds have been accepted or, if there are any discrepancies, those will be noted to you by way of e-mail. Note: if you are the General Agency receiving voids from a Sub-Agency that is using the system, you do not need to make any entries into LexBail.net. Simply forward the *Void Report* and original powers of attorney to the Surety.

Lost Report:

A detailed list of *Powers* that are being marked as lost by a particular *Agency* during the *Lost Power* process and submitted to the Surety with the Lost Bond Affidavit. A *Power* can be marked *Lost* <u>only if approved by the Surety</u> and a Lost Bond Affidavit is issued by the Surety and fully executed by the *Agency*. See *Voiding Powers* section above.

- ◆ Click the *Reporting* menu and and choose *Powers, Lost* report.
- ◆ Choose the *Agency/Agent* that you marked powers lost for and click the *Search* button.
- ◆ Confirm the list of powers is correct and click the *Publish* button at the bottom of the page. This action changes the power status to *Lost Reported*. The report link will then appear at the bottom of the page – click the Open link to see the report. Print a copy of the report and forward same to the Surety with the fully executed Lost Bond Affidavit. The Surety will confirm that all lost bonds have been accepted or, if there are any discrepancies, those will be noted to you by way of e-mail.

Reporting, Bond:

Disbursement Report:

To submit a report of Bonds written for your required reporting period, follow the following steps:

- ◆ Click the *Reporting* menu and choose *Bond, Disbursement* report.
- ◆ Enter your *Agency* name, the *State* and the *Report Date* of the *Bonds* executed and click *Search*. A list of all unreported *Bonds* written through the *Report Date* will display.
- ◆ Confirm the accuracy of the *Bonds* entered and click *Publish*.
- ◆ The report link will then appear at the bottom of the page – click the *Open* or *Create PDF* link to view the report. Send a copy of the report, the Home Office copy of each Power and the applicable checks to the Surety. If you have a GA, submit a copy of the report, the Home Office and MGA copies of the Bond and the applicable checks.

Dynamic Bond Report:

This report screen is used to provide you with a variety of options to filter the bonds written by your *Agency* and/or *Agent* and export into a report format or to simply view on the screen to view each bond.

- ◆ Click the *Reporting* menu and choose *Bond, Dynamic Bonds* report.
- ◆ Enter your filter criteria in the fields provided according to your desired results:
  - *G/A* name, if applicable
  - *Agency* name
  - *Is related to bond as:* select how the Agency is related to Bond
  - *Agent* name
  - *State* where *Bond* was written
  - *Court* where *Bond* was written
  - *Case #*

- *Booking #*
- *Execute Date* range or exact date *Bond* was written
- *Suspended* Yes or No to include suspended *Bonds*
- *Large Bond* Yes or No to include *Bonds* written over *Agency* limit
- *Transfer #* to search by *Transfer Bond Transmittal* number
- *Claim #* to search a *Forfeiture Claim*
- *Amount* to search on a range of amount or exact amount
- *Status* to search on the *Bond* status

❖ Click the *Search* button. All records matching your *Search* criteria will display.
❖ To view a particular *Bond* in the result screen, click the *Select* link next to the *Bond*.
❖ To display or print the results in a formatted report, choose the format of the report – *PDF, Excell* or *Web Page* – and click *Formatted Report* button. The report file will display at the bottom of the page for you to open.

Exonerations Report:

A detailed list of *Bonds* that are being submitted as exonerated by a particular *Agency* during the *Exoneration* process and submission to the Surety with the supporting documentation. See *Processing Exonerations* section for details.

◆ Click the *Reporting* menu and choose *Bond, Exonerations* report.
◆ Click the *Agency Report Option* to run an *Exoneration* report for a particular *Agency* and click *Search*.
◆ Confirm the list of exonerations match the documentation and click the *Publish* button at the bottom of the page.
◆ The report link will then appear at the bottom of the page – click the *Open* or *Create PDF* link to see the report. Send a copy of the report and the supporting documentation to the Surety for verification. In order to better track the Surety verification of the *Exonerations* submitted, you should scan and e-mail same to the Surety.

Forfeits, Open Forfeiture Report:

A detailed list of *Bonds* that have been forfeited and are currently in *Forfeit* or *Summary Judgment* status. If you have updated documentation indicating the forfeiture has been satisfied, forward that documentation with the associated power numbers to the Surety immediately and the system will be updated accordingly and will no longer appear on the Open Forfeiture Report.

◆ Click the *Reporting* menu and choose *Bond, Forfeits, Open Forfeiture* report.
◆ Enter your *G/A* (if applicable), *Agency* name, *Agent* name (if applicable), *State* (if applicable) and click *Search*. A list of forfeited *Bonds* currently in *Forfeit* or *Summary Judgment* status will display.
◆ The information will display on the screen. Click the *disk* export button and choose the file format you wish to print the report – generally, *pdf* for *excel*. The file will appear in the bottom left hand corner of the screen to open and print/save.

Forfeit, Search Report:

This report screen is used to provide you with a variety of options to filter the bonds forfeited under your *Agency* and/or *Agent* and export into a report format or to simply view on the screen to view each bond.

◆ Click the *Reporting* menu and choose *Bond, Forfeits, Search* report.
◆ Enter your filter criteria in the fields provided according to your desired results:
   - *G/A* name, if applicable
   - *Agency* name
   - *Is related to bond as:* select how the Agency is related to Bond
   - *Agent* name
   - *State* where *Bond* was written
   - *Court* where *Bond* was written
   - *Case #*
   - *Execute Date* range or exact date *Bond* was written
   - *Forfeit Date* range or exact date *Bond* was forfeited
   - *Forfeit Due Date* range or exact date *Bond* forfeiture was due
   - *Amount* to search on a range of amount or exact amount
   - *Rewrite* Yes or No to include *Rewrite Bonds*
   - *Transfer* Yes or No to include *Transfer Bonds*
   - *Split Risk* Yes or No to include *Split Risk Bonds*
   - *Status* to search on the *Bond Forfeiture* status
◆ Click the *Search* button. All records matching your *Search* criteria will display.
◆ To view a particular *Bond* in the result screen, click the *Select* link next to the *Bond*.
◆ To display or print the results in a formatted report, choose the format of the report – *PDF, Excel* or *Web Page* – and click *Formatted Report* button. The report file will display at the bottom of the page for you to open.

Transfers, Surety Disbursement Report:

This report screen is used to pay *Transfer Bonds* posted for your *Agency*. See *Paying Your Transfer Bonds* section above. *Transfer Bonds* posted for your *Agency* are billed by the Surety and a *Transfer Bond Transmittal* is sent indicating the total amounts due in connection with the *Bond*. To make a payment on *Transfer Bonds* unpaid by your *Agency,* follow the following steps:

◆ Click the *Reporting* menu and choose *Bond, Transfers, Surety Disbursement* report.
◆ Enter your *Agency* name and the *End Date* of the *Transfer Bonds* executed and click *Search*. A list of all unpaid *Transfer Bonds* through the entered date will display.
◆ Click the box next to each *Transfer Bond* that you are submitting payment (or click the box in column header area to choose all) and click *Publish*.
◆ The report link will then appear at the bottom of the page – click the *Open* or *Create PDF* link to view the report. Send a copy of the report, copies of the signed *Transfer Bond Transmittals* and the applicable checks to the Surety.

Audit of Entry Report:

This report screen is used to provide you with a variety of options to filter the bonds written by your *Agency* and/or *Agent* and export into a report format. The report will provide you with the number of *Powers, Liability, Gross Premium, Net Premium* and *Build Up Fund.*
The Report Date field relates to the date the Surety receives the Surety Disbursement Acceptance Report which is how new bonds are reported to the Surety.
◆ Click the *Reporting* menu and choose *Bond, Audit of Entry* report.
◆ Enter your filter criteria in the fields provided according to your desired results:

- *G/A* name, if applicable
- *Agency* name
- *Agent* name, if applicable
- *State* where *Bond* was written
- *Court* where *Bond* was written
- *Bond Amount* to search on a range of amount or exact amount
- *Execute Date* range or exact date *Bond* was written
- *Reported Date* range or exact date the *Bond* was reported.
- *Bond Type*
- *Bond Status* to search on the *Bond* status
- *Report Type* to run in summary format or detail format
◆ Click the *Search* button. All records matching your *Search* criteria will display.
◆ The information can be printed from the screen or exported to Excel by clicking on the green Export to Excel button.

Open Liability Report:

A detailed list of *Bonds* that are still *Open*. This includes *Bonds* that are in *Open, Forfeit, Summary Judgment* or *Reinstated* status. If any of the *Bonds* on this list have been exonerated, see *Processing Exonerations* section above.

◆ Click the *Reporting* menu and choose *Bond, Open Liability* report.
◆ Enter your filter criteria in the fields provided according to your desired results:
- *G/A* name, if applicable
- *Agency* name
- *Agent* name
- *State* where *Bond* was written
- *Execute Date* range – defaults to today to get all open *Bonds*
◆ Click the *Search* button. All records matching your *Search* criteria will display.
◆ The information will display on the screen. Click the *disk* export button and choose the file format you wish to print the report – generally, *pdf* for *excel*. The file will appear in the bottom left hand corner of the screen to open and print/save.

Suspense Bond Report:

A detailed list of *Bonds* that are in *Suspense* status from a court notice, exoneration or other documentation obtained by the Surety.

◆ Click the *Reporting* menu and choose *Bond, Suspense* report.
◆ Enter your filter criteria in the fields provided according to your desired results:
- *G/A* name, if applicable
- *Agency* name
- *Agent* name
- *State* where *Bond* was written
- *Execute Date* range – defaults to today to get all suspense *Bonds*
◆ Click the *Search* button. All records matching your *Search* criteria will display
◆ The information will display on the screen. Click the *disk* export button and choose the file format you wish to print the report – generally, *pdf* for *excel*. The file will appear in the bottom left hand corner of the screen to open and print/save.

Open Liability Report:

TBD : Add text

Reporting, Agency

Accounts Receivable by Dates

Reports outstanding balance of all individuals for the **Executed** date range entered. The report is in last name order and includes the power number, executed date, bond amount, premium, payments made and outstanding balance.
- ◆ Click the *Reporting* menu and choose *Agency, Accounts Receivable by Date* option.
- ◆ Enter your filter criteria in the fields provided according to your desired results:
  - *G/A* name, if applicable
  - *Agency* name
  - *Agent* name
  - *Executed* Date range – Enter a start date and change the end date if today's date is not desired.
- ◆ Click the *Search* button. All records matching your *Search* criteria will be displayed
- ◆ Export / Save Options : Click the *disk* export button to choose the file format you wish to Save / Export the displayed data to. – Options include *pdf, csv, mhtml, exce*l, **TIFF** or **word** formats. When option is selected a separate window will appear giving the option to save the file in a location of your choice.

Payments By Date

Reports payments received from clients for the **Executed** date range entered. The report includes payment date, amount paid, power number, defendant's name, paid by name, method of payment, check number, receipt number and name of person who received the payment.
- ◆ Click the *Reporting* menu and choose *Agency, Payments by Date* option.
- ◆ Enter your filter criteria in the fields provided according to your desired results:
  - *G/A* name, if applicable
  - *Agency* name
  - *Executed* Date range – Enter a start date and change the end date if today's date is not desired.
- ◆ Click the *Search* button. All records matching your *Search* criteria will be displayed
- ◆ Export / Save Options : Click the *disk* export button to choose the file format you wish to Save / Export the displayed data to. – Options include *pdf, csv, mhtml, exce*l, **TIFF** or **word** formats. When option is selected a separate window will appear giving the option to save the file in a location of your choice.

Bond Statement

The Bond Statement report will generate individual billing statements for all outstanding payments shown under the "Accounts Receivable" report. If there are 20 outstanding payments due then there will be 20 separate reports generated that can saved in various file formats of the users preference. Once saved the billing statements can be individually printed out or EMailed.

- ◆ Click the *Reporting* menu and choose *Agency, Bond Statement* option.
- ◆ Enter your filter criteria in the fields provided according to your desired results:
    - - *G/A* name, if applicable
    - - *Agency* name
- ◆ Click the *Search* button. All outstanding payment coupons will be generated
- ◆ Export / Save Options : Click the *disk* export button to choose the file format you wish to Save / Export the displayed data to. – Options include *pdf, csv, mhtml, exce*l, **TIFF** or **word** formats. When option is selected a separate window will appear giving the option to save the file in a location of your choice.

Last Payment Rec'd – Defendant

Generates a list of payment details made by defendants within the selected date range and is sorted by the defendant's last name.
- ◆ Click the *Reporting* menu and choose *Agency, Last Payment Rec'd-Defendant* option.
- ◆ Enter your filter criteria in the fields provided according to your desired results:
    - - *G/A* name, if applicable
    - - *Agency* name
    - - *Agent* name
    - - *Executed* Date range – Enter a start date and change the end date if today's date is not desired.
- ◆ Click the *Search* button. All records matching your *Search* criteria will be displayed
- ◆ Export / Save Options : Click the *disk* export button to choose the file format you wish to Save / Export the displayed data to. – Options include *pdf, csv, mhtml, exce*l, **TIFF** or **word** formats. When option is selected a separate window will appear giving the option to save the file in a location of your choice.

Trial Balance

Generates a list defendants that owe money and how much is owed for each individual bond and the total amount the particular defendant owes across all bonds which is listed under the "Running Balance" column. The detailed information is sorted by defendant's last name.
- ◆ Click the *Reporting* menu and choose *Agency, Trial Balance* option.
- ◆ Enter your filter criteria in the fields provided according to your desired results:
    - - *G/A* name, if applicable
    - - *Agency* name
- ◆ Click the *Search* button. All records matching your *Search* criteria will be displayed
- ◆ Export / Save Options : Click the *disk* export button to choose the file format you wish to Save / Export the displayed data to. – Options include *pdf, csv, mhtml, exce*l, **TIFF** or **word** formats. When option is selected a separate window will appear giving the option to save the file in a location of your choice.

Zip Code Summary

TBD :Add Text

Court Dates

TBD :Add Text

Mailings TBD