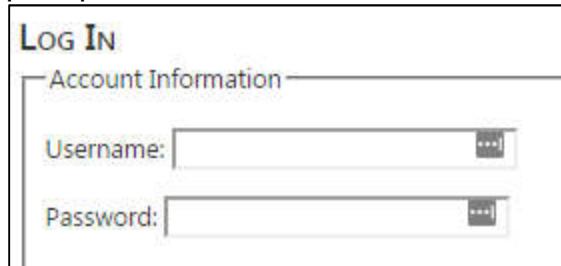


Lex-Bail Quick Reference Guide for Bond Entry

Use this guide to for Lex-Bail general bond entry.

Login to Lex Bail:

Goto the login URL at <https://lexbail.net/> which will bring you to the Lex-Bail login prompt.



The image shows a screenshot of a web browser displaying the Lex-Bail login interface. At the top left is a large blue 'LOG IN' button. Below it is a section titled 'Account Information' containing two input fields: 'Username:' and 'Password:', each with a small icon to its right.

Enter your “User Name” and Password in the space provided.

For the first time only, accept the disclaimer option will pop up. After the disclaimer is accepted, the main Lex-Bail screen will appear.

Entering a Bond into Lex-Bail:

With the bond or bond information at hand, enter the bond/power number into the “**Quick Search**” area located in the upper right portion on the screen and select “Go”. Note that the format should be YYYY-AA ##### with a dash after the year and dash or space after the two letter designation.



The image shows a screenshot of a search bar. It has a text input field labeled "Quick Search:" and a blue "Go" button to its right.

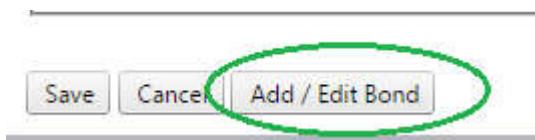
 Permission denied on Power: 20732808.

If you see this:

Then your powers were not distributed to you properly and you need to contact your GA or Lexington to have them distribute your powers to you.

Quick Note on the “**Quick Search**” box : This will bring you directly to the bond screen for the power entered in the quick search box if a bond has been attached to the power and already entered into and saved in Lex-Bail, otherwise you will be directed to the edit power screen.

If this is a new / unused power you will be brought to the “Edit Power” screen which shows the power information that was assigned to this particular power such as the receiving agency and power status. Generally this is for informational purposes only and you can skip to the bottom of the screen and select: Add / Edit Bond



This brings you to the “Bond Screen” where you enter your bond information.

The Bond Screen:

The top of an unsaved bond looks like this:

BONDS : ADD/EDIT

Power Information				Save
Power Year:	Power Prefix:	Power Number:	Maximum Bond:	
2016	AA		\$5,500.00	<input type="button" value="Lookup"/>
Basic Information				
Bond Type:	Bond #:			
<input type="checkbox"/> Rewrite Bond	<input type="checkbox"/> Transfer Bond	<input type="checkbox"/> Split Risk	0	
Date Executed:	Court Jurisdiction:	Card Not Included:		
<input type="text"/>	<input type="radio"/> State	<input type="radio"/> Federal	<input type="radio"/> Immigration	<input type="checkbox"/>

Enter the bond information using this screen, by clicking into the required fields. The required fields that need to be entered are: **Date Executed, Executing Agent, Bond Face Amount, State, Court, & Defendant**

All other fields are optional and are not required to save the information to a bond, but it is recommended that you add as much information about the case as possible.

The Bond screen is broken down into 5 entry areas:

- 1) Power Information: Power Number and limit
- 2) Basic Information: Bond Type, Date of Execution, Bond Jurisdiction
 - ❖ Required Entry: **Date Executed**
- 3) Agency Information: Liability Agency, Executing Agent, Face Amount
 - ❖ Required Entry: **Executing Agent, Bond Face Amount**
- 4) Case Information: Court, Case and Charges Information
 - ❖ Required Entry: **State, Court**
- 5) Defendant / Cosigners : Add Defendant and Cosigners
 - ❖ Required Entry: **Defendant**

For Exoneration Details, refer to Manual

If the required fields are not filled in when attempting to save, they will show a red asterisk (*) to the right of the field, and will not let you save the bond until these fields are entered.

Date Executed:

*

It is recommended that as much extra information as possible be entered into the fields provided so if the bond / defendant needs to be tracked for instance the case # and Defendant Court Date / Time.

Case#:	15F12345678
Date/Time:	5/20/2016 9:30 AM

Defendant / Cosigners Entry:

Defendant / Cosigners

Search / Add

Agency:	LNIC DIRECT : MD		
Name:	First Name	Middle Name	Last Name
Search Type:	<input checked="" type="radio"/> Fuzzy <input type="radio"/> Exact		
Alias:	Alias / AKA / Bonded Name		
DOB:	<input type="text"/> <input type="button"/>		
SSN:	<input type="text"/>		
<input type="button"/> Search	Click here create a NEW PERSON RECORD and add to this bond Search required for 'Add'		

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.

The first step, enter the defendant's name in any of the fields provided in the "Defendant / Cosigners" area. The more information provide the quicker the search will produce a result. The data entered is not case sensitive and you can enter in partial data, for example:

Defendant's Name: John Smith, DOB 4/5/1961

You could search for First Name: "jo" Last Name: "smi"

Or just search for a DOB of : "4/5/1961"

Each will pull up a result if the record exists within the database.

The second step, after the search is complete, you will notice that the word "Add"

changes from a grey to a selectable black this indicates that the search is complete and if a match was found a list of people will display allowing you to select one of them by selecting the word "**Add this person to BOND**" or add as a new person by selecting the "**Click here create a NEW**

PERSON RECORD and add to this bond” button.

Defendant / Cosigners

Search / Add

Agency: LNIC DIRECT : MD

Name: Jo Middle Name: Smi

Search Type: Fuzzy Exact

Alias: Alias / AKA / Bonded Name

DOB:

SSN: _____

Add as New Add Existing

Search Click here create a NEW PERSON RECORD and add to this bond

Name	AKA	Agency	Address	DOB	Bonds	View Details
Smith, John		LNIC DIRECT : MD		1/2/1972		View Details Add this person to BOND Delete
Smitty, Joseph		LNIC DIRECT : MD		6/12/1968		View Details Add this person to BOND Delete

Once either option is selected, the choice will display at the top of the “**Defendant / Cosigners**” area where defendants are highlighted with a light green background and cosigners are highlighted in a light blue background.

Defendant / Cosigners

Name	AKA	Address	DOB	Bonds	Type
Smith, John			1/2/1972		Defendant View Details

At this point all the required fields should be filled in and you are ready save by

selecting the **Save** button either at the top of the “Bond” screen or at the bottom of the “Bond” screen. Once saved, a banner will appear at the top of the bond screen signifying that the bond was saved. If it does not appear then this means a field wasn’t filled out and needs to be before the bond can be saved, look for the red * and add the correct information for that field.



Adding a Co-Signer

The same process is done to add a cosigner.

Selecting “Add this person to BOND” a second time will add the selection automatically as a cosigner.

Defendant / Cosigners

Name	AKA	Address	DOB	Bonds	Type
Smith, John			1/2/1972		Defendant View Details
Smitty, Joseph			6/12/1968		Co-Signer View Details

Additional Defendant Information

If additional information needs to be entered for the defendant then this can be done under the defendant screen by either selecting “View Details” to the right of the defendants name or by accessing the “Defendants” menu from the top menu button and searching for the defendant. Refer to manual for additional defendant entry options.

Powers	Bonds	Defendants	Reporting	Mailings	Entities	Account
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Note : Defendants can be entered separately as a standalone record (“Potential Client”) from the main defendants menu and saved into the defendant database and at a later time be added to a bond.

Related Bonds

After the first bond is entered, bonds related to the particular arrest, can be attached to the first bond without having to re-enter all the details. Every bond entry will be duplicated except for the **Power Number**, **Face Amount** and the **charges** for the offense this bond is for.

To add a related bond, first make sure you are still on the bond screen for the first bond that was entered, and then select the “Related Bonds” tab near the top of the bond screen:

BONDS : ADD/EDIT : 2016-BB-11971 : xxx : LNIC DIRECT - OPEN

Bond	Defendant / Cosigner (1)	Financial	Related Bonds (0)	Notes	Pay PI
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This will switch you to the related bond screen where you will enter in the next power number that is related to the first one entered with the amount of the bond and select the “Add Related Bond” button.

Add Power:

Year: 2016	Prefix: AA	Power#:	Face Amount: 0.0	Add Related Bond
Relate an EXISTING Bond See Manual				
Bond#	Power	Bond Amount		
No records to display.				

The new bond gets saved and opens up to the new bond with 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.