Lex-Bail Form Entry

Lexington National Standard Forms

(State Forms, coming soon)

Newly added to Lex-Bail are forms which allow agents to fill out and print standard bail application forms from within Lex-Bail. The filled forms can be used to generate new bonds or to act as a holding place for potential bail applicants. The entry forms can be accessed under the defendants menu using an "**Agency Level"** account only. Note, there is no access to forms from Surety Level Lex-Bail accounts.

A quick note: Application Forms are not for updating current defendant's information or status. Any informational updates for a current defendant record must be entered in the standard Lex-Bail entry area under the defendant menu.

The filled forms are kept separate from the Lex-Bail defendant database but they do share common data. The data that gets entered into the forms can be either imported from an existing defendant record or entered as a new client. When a new "potential" client's information is entered into the forms and saved, the form and the information within the forms will be stored under the "**Bond Applications**" area but the information will not be ported to the Lex-Bail defendant database until the decision is made to assign the potential client to a bond. Once this decision is made and the option to convert to a bond is selected the information within the form will generate a defendant record within the Lex-Bail database. After the bond is generated from the form, the user will be taken to the bond screen where a selection button is available, labeled "Print Forms", for the user to print the completed forms with the bond information.

Accessing the Standard Bail Bond Forms

There are three sections in the bond application area: "**Bond Application**", "**New Application**", and "**Blank Forms**". Access these under the "Defendants" menu. Selecting any one of these will have different uses.
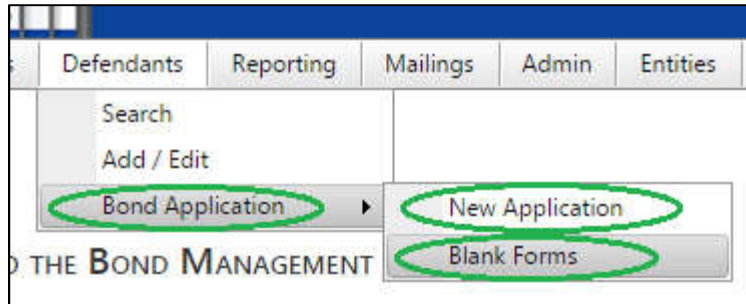
The "**New Application**" is used to start a new form by importing from an existing defendant record or entering everything as though client is a new defendant within your agency's database. Once data is entered and the form is saved, the form will be placed under the "**Bond Application**" selection for access the next time the form needs to be edited or converted to a bond. The "**Blank Forms**" will bring up a list of standard forms that can be downloaded or printed out so the form can be brought with the agent to fill out by hand if there is no access to a computer or tablet.

Bond Application

Selecting "**Bond Application**" will open a dialog box to search for saved applications.

You can search for existing saved application by either searching for a client's name or by the date the entry was made.

If searching by name, enter the partial or full client name, which is not case sensitive, and select search. If you want to see all the entries up to a certain date or if you want to look at entries on a particular date, fill in the date and select the appropriate radio button and select search. Once the search is complete and entered forms are found they will be displayed as shown in the following figure.
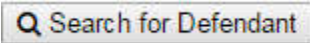
To select any applications listed, you would select the magnifying glass ^Q on the far right of the list displayed. If there is a magnifying glass under the "**Bond**" column and next to a particular person in the list then this means the application was converted to a bond and the application can only be viewed. Selecting the magnifying glass under the **Bond** column will bring you to the standard Lex-Bail bond screen for this case where the bond information can be accessed and the form generated with the bond information can be printed.

If there is a magnifying glass under the bond column then selecting the magnifying glass under the "**App**" column will only bring up a viewable form of the data entered. If the form needs to be printed out then this will have to be open under the standard bond screen. If there is no magnifying glass under the **Bond** column then the form was not converted to a bond and the form application can be opened, edited, and converted to a bond if desired.
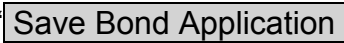
New Application

Selecting "**New Application**" will take you to a blank form where you can either import an existing defendant in the Lex-Bail database or enter new client record from scratch.

Using an Existing Defendant Record:

To import an existing record from the Lex-Bail database select the "Search for Defendant" **Q Search for Defendant** button to pull up the search dialog box and enter the defendant's name using either the full name or a portion of the name. Once the list of defendants appears, if any matches are found, click on the light blue "select" text on the far right to import that record.

Generating a New Defendant Record:

If this is a new entry then start filling in the form with all the information that you have on hand and select the "Save Bond Application" button to save the current entered data. Once the data is saved a second selectable button will appear named "Actions" that will give you the option to either print or convert the form to a Bond.

Create Bond From Application

To create a bond from a filled application, select the "**Actions**" button and select the "**Convert to Bond**" option. When "Convert to Bond" is selected a separate menu will

BOND APPLICATION : CREATE BOND FROM APPLICATION

STEP 1: Choose Power

Agency [LNIC DIRECT ▼]

Year [Year]   Prefix [▼]   Number [Number]   [Search]

appear requesting a power number to assign to the new bond. Fill in a single power number, (a range is not acceptable), in the fields provided and select "**search**", then click on "select" once the empty power is found.

STEP 1: Choose Power

Agency: LNIC DIRECT ▾

Year: 2016   Prefix: AA ▾   Number: 34021   [Search]

Power Number	Maximum $ Amount	Select
2016-AA-34021	$5,500.00	Select

If the power was already used then a message will show stating that "No unused powers were found for your search". Once an unused power is found and selected, a second dialog box will appear requesting the bond information.

STEP 2: Preliminary Information

Power:	2016-AA-34021
Face Amount:	$4,600.00
Executing Agent:	WILLIAMS, J. SCOTT ▾
Date Executed:	4/20/2016
State:	MD ▾
Court:	Baltimore City Circuit Court, Judicial Circuit 8 : Clarence M. Mitchell Jr. Courthouse - Criminal Division - 100 N. Calvert Street, (
Defendant:	Smith, John
Defendant's Address:	234 Old Montgomery Rd Woodstock, MD 21004

[Create Bond Now]

Fill in the appropriate bond information and select "Create Bond Now" to create the bond and to transfer the defendant information to the Lex-Bail database.

When completed an informational message will appear stating:

Bond Created

A new bond has been created from this application. Click below to view the new bond. Note that you will have to complete any court information for this bond.

Click here to go to the new bond

Selecting the "Click Here" will bring you to the standard bond screen for the bond just generated where the forms can be printed with the bond information included.

BONDS : ADD/EDIT : 2016-AA-34021 : LNIC DIRECT - OPEN

Bond | Defendant / Cosigner (1) | Financial | Related Bonds (0) | Notes | Pay Plan/Fees/Payments | Disbursements | Forfeit | Civil Suit

Print Forms   [Save]
Print DEFENDANT Application
Print INDEMNITOR Application
Print ELECTRONIC MONITORING

Power Information

Power Year: 2016   Power Prefix: AA ▾   Power Number: 34021   [Lookup]

Basic Information

Bond Type: Bond #:
☐ Rewrite Bond ☐ Transfer Bond ☐ Split Risk   2613541

Date Executed: 4/20/2016   Court Jurisdiction: ● State ○ Federal ○ Immigration   Card Not Included: ☐

Agency Information

Liability Agency: LNIC DIRECT
Executing Agent: WILLIAMS, J. SCOTT ▾
Face Amount: $4,600.00