

APPROVED PROCEDURES FOR MONTHLY APPROVAL  
OF GENERAL BAIL BOND AGENTS

Local Rule 67.1.1.7 should be followed:

67.1.1.7 Every surety who intends to charge and receive compensation for serving as surety must be licensed by the State of Missouri as a General Bail Bond Agent. Every licensed General Bail Bond Agent who desires to sign bail bonds in Clay County shall qualify before the Judge of the Circuit Criminal Division by appropriate monthly affidavit. Such affidavit must be presented to the Circuit Clerk no later than the first business day (courthouse open) of each month and may be presented as early as five business days before the first business day of the month. Affidavits shall be in substantial accord with the forms and procedures prescribed by the judge of the Circuit Criminal Division. Information on required forms and procedures shall be available from the Circuit Clerk. The judge of the Circuit Criminal Division shall approve those General Bail Bond Agents who shall be entitled to act as surety for persons charged with crimes until the 10<sup>th</sup> of the next month, subject to disqualification under 67.1.16.

There are two forms of monthly affidavits.

The long form, INITIAL OR SEMI-ANNUAL QUESTIONNAIRE GENERAL AFFIDAVIT OF QUALIFICATION, must be used when initially seeking approval and in March and September of each year.

Any General Bail Bond Agent with approval for the prior month may use the shorter form, MONTHLY AFFIDAVIT RENEWAL OF SEMI-ANNUAL QUESTIONNAIRE, for the months of January, February, April, May, June, July, August, October, November, and December.

Section 8 of both forms of affidavit requires the use of a POWER OF ATTORNEY AND AUTHORITY TO EXECUTE CERTAIN DOCUMENTS.

The two forms of affidavit and the Power of Attorney must be on the forms approved by the court or on your own forms that are in substantial accord with the court forms. Copies of both forms of affidavit and the Power of Attorney are provided herewith. Additional copies in reasonable quantity will be provided as needed.

Judge Alexander  
Circuit Criminal Division