

**ADMINISTRATIVE DIRECTIVE
OF THE
CHIEF JUDGE OF THE COURT OF COMMON PLEAS
FOR THE STATE OF DELAWARE
NO. 2016-1**

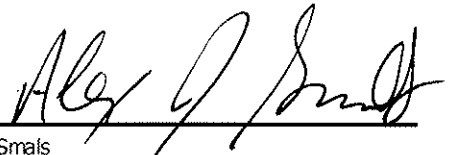
AUTOMATED BAIL POSTING PROCEDURES

This 19th day of January, 2016, IT IS HEREBY DIRECTED that pursuant to 10 *Del.C. §1302(d)*, the authority being vested in the Presiding Judge as the administrative head of the Court during the term of his or her appointment;

Effective January 19, 2016, Administrative Directive 2016-1 is hereby adopted creating a new automated bail posting process for the Court of Common Pleas and will be implemented state wide as soon as practicable.

1. The procedure established by this administrative directive shall supersede any other existing procedures related to the posting of bail in the Court of Common Pleas.
2. The Court will provide Bail agents with a resource mailbox email address (ccp_nc_bail@state.de.us ; ccp_kc_bail@state.de.us; and ccp_sc_bail@state.de.us) where they will be required to:
 - a. Send inquiries for all bail information requested except where bail agent is present in the Court at the time the bail is set;
 - b. Court staff will be required to manage the inbox and respond timely to all requests for bail information;
 - c. The bail agent will be required to send all requests to post bond to the resource box confirming that they are posting the bond including the defendant's name and date of birth;
 - d. The clerk will respond to the bail agent upon bond completion and the bail agent has until 4:30 pm that business day to report to the office and complete the process for the bond to be posted;
 - e. In the event that a bail agent fails to appear to complete the process after making their request to post through the resource mailbox, that bondsman shall incur a \$50 processing fee payable to the Court of

Common Pleas. Failure to remit incurred processing fee will result in recommendation for suspension.

X 

Alex J. Smals
Chief Judge, Court of Common Pleas