

INSTRUCTIONS FOR BAIL REMISSION APPLICATIONS

\*\* Only a SURETY (Person who put up the Bail) can make this application\*\*

REQUIRED ITEMS:

1. An affidavit (Notarized Statements) in TRIPLICATE must be made by the surety (**person who put up the bail**) (**Original and 2 copies**) and contain the following:

- The defendant's name
- The indictment and/or docket number.
- The surety's name.
- Amount of bail forfeited and date forfeited.
- Date *WARRANT* issued (**WARRANT MUST BE ISSUED**).
- Reasons for defendant not appearing in court.
- Efforts made by surety to return defendant to court.
- Hardships if any, that the loss of this money places on you.

2. Attach your ***Bail Receipt and any exhibits*** that may assist the court in reaching a decision.

3. Prepare a notice of motion which recites:

- All your papers and dates of affidavits.
- The date the motion is returnable (Always a Friday).
- Time returnable 9:30 A.M. (Bail Review Part, 88-11 Sutphin Boulevard, Jamaica, N.Y.)
- Write your name, address and telephone number on the ***BACK*** of the last page along with the Name of the case and number.

4. ***BEFORE*** bringing your original papers to the court you must serve the District Attorney with a copy of all the papers You are going to submit to the court. **Get the COURT SET stamped by the D.A. to show they were served.**

**Address: OFFICE OF THE DISTRICT ATTORNEY  
QUEENS COUNTY  
CIVIL ENFORCEMENT BUREAU  
80-02 KEW GARDENS ROAD, 1<sup>ST</sup> FLOOR  
KEW GARDENS, NEW YORK, 11415**

5. Bring the ORIGINAL STAMPED application AND A COPY to:

**SUPREME COURT, QUEENS COUNTY  
BAIL REVIEW PART, Room 140  
88-11 SUTPHIN BOULEVARD  
JAMAICA, NEW YORK, 11435**

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**TO FIND OUT IF WARRANT ISSUED AND BAIL FORFEITED DATE GO TO:**

**SUPREME COURT, QUEENS COUNTY  
125-01 QUEENS BOULEVARD - Record Room, 7<sup>th</sup> Floor  
KEW GARDENS, NEW YORK, 11415**

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**TO RECEIVE PAYMENT THE SURETY MUST GO TO:**

1. **SUPREME COURT, QUEENS COUNTY  
88-11 SUTPHIN BOULEVARD - THE CLERK'S OFFICE 1<sup>ST</sup> FLOOR  
JAMAICA, NEW YORK, 11435**

2. **TAKE THE CERTIFIED COPY TO:  
THE OFFICE OF THE CORPORATION COUNCIL  
100 CHURCH STREET, Room C39, 6TH FL.,  
NEW YORK, N.Y. 10007**

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