

**U.S. DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF NEW YORK**

FORM PETITION AND ORDER FOR THE RETURN OF CASH BAIL

PETITIONER MUST COMPLETE THE ENTIRE PACKET AND RETURN IT TO THE CLERK. ALL CHARGES AGAINST THE DEFENDANT FOR WHICH BAIL WAS POSTED MUST BE TERMINATED BY CONVICTION AND SENTENCE OR DISMISSAL BEFORE SUBMITTING THE PETITION TO THE COURT.

TO BE COMPLETED BY THE PETITIONER

PETITIONER'S NAME: _____

FULL ADDRESS: _____

**MAILING ADDRESS
IF DIFFERENT FROM ABOVE:** _____

FULL SOCIAL SECURITY #: _____

*******FOR INTERNAL CLERK'S OFFICE USE ONLY (TO BE SENT TO FINANCIAL
OFFICE ALONG WITH COMPLETED PETITION AND ORDER)**

Case Number _____

*******THIS PAGE SHALL NOT BE SCANNED*******

LETTER OF INSTRUCTION

ORDER AND PETITION FOR RETURN OF CASH BAIL

Use the enclosed form Order and Petition to obtain return of cash bail for a surety who has deposited money with the court on behalf of the defendant in a criminal matter for the purpose of a bail bond.

The petitioner (person who deposited the money) is to complete the enclosed Petition, **have it notarized**, and return it to the Clerk, U.S. District Court.

The Clerk will verify the signature on the Petition and verify that the deposit was made. The Petition and proposed Order will then be sent to the appropriate Judge for consideration. If a payee on a return of a bond is different than the original payer, then legal documentation of the transfer of entitlement must be included with the Petition. You must supply the court with the following approved documentation:

- 1. Power of Attorney (NOTARIZED)**
- 2. NOTARIZED statement of the original payer designating or authorizing the release of funds to the petitioner together with an affidavit that the original payer is not an infant or incompetent (Example of a single and Dual assignment form are attached)**
- 3. If the payer is deceased: Documentation demonstrating that the petitioner is a beneficiary of such funds of the payer/decedent (NOTARIZED)**

After the Order is signed, the Petition and Order will be returned to the Clerk and a check will be issued to the petitioner.

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF NEW YORK**

UNITED STATES OF AMERICA,

Plaintiff

PETITION

V.

Case No: _____

Defendant.

To the Honorable Judge of the United States District Court for the Northern District of
New York:

Your petitioner, _____ respectfully shows:

That your petitioner resides at:

CITY _____ STATE/COUNTRY _____

Social Security Number of petitioner: **(LAST 4 DIGITS ONLY)** _ _ _ _

That on (date) _____, the defendant herein gave bond before the
United States Magistrate Judge for his/her appearance to answer to the criminal charges against
him/her, and your petitioner on the day aforesaid signed said bond as surety for the said
defendant and deposited with said United States District Court the sum of \$ _____.

That thereafter and on (date) _____, the said defendant appeared before this court. The charge, for which bail was posted, was finally determined by:

Select Appropriate Disposition:

- Conviction and Sentence
- Dismissal

That said sum of money deposited with the United States District Court as aforesaid is the money of your petitioner and the right thereto has not been assigned.

WHEREFORE, your petitioner respectfully prays that an order be entered releasing your petitioner as surety as aforesaid and that the Clerk of the Court be directed to remit to your petitioner said sum of \$ _____ deposited in connection with said bail bond.

Dated: _____.

Signature of Petitioner

State of _____

County of _____

Social Security # (LAST 4 DIGITS) _ _ _ _

City of _____

_____, being duly sworn, deposes and states that he/she is the petitioner in the above Petition; that he/she has read the foregoing Petition and knows the contents thereof and that the same are true of his/her own knowledge.

Signature of Petitioner

Sworn to before me this _____
day of _____.

NOTARY PUBLIC
My Commission Expires: _____

**TO BE COMPLETED BY THE CLERK'S OFFICE
UPON RECEIPT OF THE PETITION**

(18 U.S.C. 3142)
(Fed.R.Crim.P. Rule 46)
(NDNY Local Rule 57.2)

1. I, _____, Deputy Clerk have verified that the signature on the petition appears to be the same as the signature on the Bail Bond failed with this Court on _____.
2. I have verified with the Financial Administrator that said funds are on deposit with the Court.
3. **(Check if appropriate)** The Petitioner is different than the original payee. Appropriate legal documentation of the transfer of entitlement is attached to this petition for the court's consideration. (See Letter of Instruction above)
4. I have verified that a judgment of conviction or dismissal order has been entered.
5. **Self Surrender Cases:** I have verified with the U.S. Marshal that the defendant reported to the designated Bureau of Prisons institution.
6. The petition and supporting documents have been signed and notarized where appropriate.

Deputy Clerk

Dated: _____

INSTRUCTIONS FOR THE CLERK

1. Scan and docket the Petition using the event "Motion for Release of Funds" and attach the proposed order as an attachment to the petition.
2. Email chambers to let them know that the petition has been filed.
3. Forward the original Petition packet to Finance in Syracuse.
4. Chambers will issue an order granting the return of the funds. CRD will docket the Order and forward original wet signature of order to Finance in Syracuse.
5. Finance will issue a check and the Syracuse Office will scan the "Return on order" indicating compliance with the order into DocIts to be docketed by digit.

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

UNITED STATES OF AMERICA,
Plaintiff

ORDER

V.

CRIMINAL NO. _____

Defendant.

Upon reading and filing the annexed Petition, it is

**ORDERED; that the petitioner therein be and he/she hereby is released as surety on
the bail bond of the defendant in the above entitled cause, and it is further**

**ORDERED; that the Clerk of the Court remit to the petitioner the sum of _____
_____ (\$ _____) deposited in connection
with said bail bond.**

DATED: _____

**_____
UNITED STATES DISTRICT JUDGE**

RETURN ON ORDER

**I, _____ Deputy Clerk, have complied with the Court's order
this _____ day of _____.**

**UNITED STATES DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF NEW YORK**

IN THE MATTER OF:

USA V. _____ CRIMINAL NUMBER: _____

SINGLE ASSIGNMENT FOR THE RETURN OF CASH BAIL

I, _____ deposited

_____ Dollars with _____

(AMOUNT) (MAGISTRATE JUDGE)

on _____ and thereto assign the right to _____.

(DATE) (ASSIGNEE (PETITIONER))

(ASSIGNOR)

Sworn to before me this

_____ day of _____

NOTARY PUBLIC