

JACKSON COUNTY CIRCUIT-PROBATE-FAMILY COURT

312 South Jackson Street
Jackson, Michigan 49201
Phone: (517) 788-4365

Chief Circuit Judge
Thomas D. Wilson

Circuit Judges
John G. McBain
Diane M. Rappleye
Susan E. Beebe
Richard N. LaFlamme

PROCEDURE FOR BONDSMEN APPLICATIONS

As required by MCL 750.167b(4), the Chief Judge of the Circuit Court annually compiles and maintains a list of persons engaged in the business of becoming surety upon bonds for compensation in criminal cases. Approved applications received after the annual compilation will be added to the list quarterly.

Persons desiring to engage in the business of becoming surety upon bonds must apply using one of the two alternatives: Either answering a comprehensive inquiry into the applicant's property, debts, encumbrances, judgments, etc. OR, a less comprehensive procedure whereby the bondsperson is backed by insurance. (See MCLA 765.20.) The Court requires the following information when application is made to be admitted to the list of approved bondsmen for the County of Jackson, Circuit Court:

ONLY JACKSON COUNTY FORMS/APPLICATIONS WILL BE ACCEPTED For the most current forms please visit, www.co.jackson.mi.us. (Go to, County Courts, Circuit –Probate, Other Documents).

Page 1, the Company Summary Application Page must be submitted by each company. The information on this sheet determines how the firm is listed on the final bondsmen list.

Each company must supply phone number(s), fax number(s), e-mail address and physical address.

Companies applying under the **Property Alternative** must fill out the Property Application and also complete the affidavit. They must also submit a Limited Power of Attorney signed by the owner or president of the company. This Limited Power of Attorney must list each agent and the amount of bond he/she is authorized to write. This Power of Attorney must be also notarized.

Companies applying under the **Property Alternative** are **required** to have a physical office located in Jackson County **and** must own real estate in Jackson County to secure their bonds.

Agents for property firms must submit a Power of Attorney from the firm. This should be signed and notarized.

Companies applying under the **Insurance Alternative** must submit the following information:

1. Company Summary Application Page
2. Affidavit (Form A) and Insurance Application
3. A current copy of the Power of Attorney from insurance company to the applicant.
4. A current copy of applicant's license certification from the Department of Licensing and Regulation
5. A current copy of the insurance company's Certificate of Authority from the State of Michigan.
6. A Power of Attorney authorizing the company's agents to post bonds in the company's name. This should include a statement that their agents have no felony record.

Agents of firms using the insurance alternative must supply the following:

1. Copy of **current** license certification.
2. Copy of issuing States Driver's License
3. Power of attorney from bonding company.
4. Completed Insurance application

Companies submitting multiple names/bond companies will be required to submit supporting documentation that each company follows all the legal formalities of the recognized business organization in Michigan. This may involve a request to show that separate tax forms are being filed for each bond company.

Annual Renewal: *If no information has changed from the current year or if only minor changes are made, the Annual Renewal and Change Form [Form B] may be submitted by each firm, thus negating the need to submit the whole application packet for the coming year.* This form may also be used for making minor changes to the listing, such as adding, deleting agents or changing the authorized amount for an agent. Proper paperwork must also be included for these changes.

An alphabetized bondsmen list will be issued after January 1 of each year. ***PLEASE NOTE:** *Jackson County does not allow symbols as part of the bond company name.* Companies qualifying for the list and having a symbol as part of their name will have the symbol dropped and will be alphabetized consistent with The Gregg Reference Manual.

All information for the bondsmen's list must be delivered to the Court Administration Office by the stated deadline set by said office. Annual **(01/01)** and Quarterly **(04/01, 07/01 and 10/01)** update deadlines will be posted on the Jackson County Website www.co.jackson.mi.us. (*Go to, County Courts, Circuit –Probate, Other Documents*).

The Court Administration Office circulates the list to all local Courts and the appropriate law enforcement agencies.

This revised policy will take effect January 01, 2015.

Thomas D. Wilson
Chief Circuit Court Judge

Dated: September 30, 1999
Revised: November 12, 2003
Revised: December 29, 2008
Revised: April 27, 2009
Revised: March 18, 2010
Revised: July 12, 2011
Revised: January 9, 2014
Revised: October 24, 2014
Revised: December 31, 2014
Revised: December 28, 2015

JACKSON COUNTY BONDSMEN INSURANCE APPLICATION

COMPANY SUMMARY

COMPANY NAME: _____

COMPANY ISSUANCE LIMIT: _____

COMPANY ADDRESS: _____

COMPANY PHONE NO.(S): Direct: _____

Toll Free/800: _____

Fax: _____

COMPANY E-MAIL ADDRESS(S): _____

Do you want your company e-mail address on the list? YES NO

AGENTS' NAME & BOND LIMIT(S):

(Please print clearly and include First, Last & Middle Int.)

	\$250,000	\$500,000	\$1,000,000	OTHER
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

INSURANCE APPLICATION – signed and notarized....

1. Applicant Full Name: _____ Date of Birth: _____

2. Any other name(s) or maiden name used now or previously: _____

3. Michigan Driver's License: _____ Expiration Date: _____

4. Business Address: _____

_____ Telephone No.: _____

5. Residential Address: _____

_____ Telephone No.: _____

6. A statement that the applicant has not been convicted of a felony or misdemeanor in the last 10 years, if the applicant has been convicted attach all information pertinent to any of these convictions. _____

7. Name, physical address and phone number of the insurance company backing bonds signed by the applicant.

NOTARY – must be completed and notarized at time application is submitted for review & approval.

DATE:

SIGNATURE OF APPLICANT:

PRINTED NAME:

Subscribed and sworn to before me, a notary public in and for the County of _____

State of Michigan, this _____ day of _____, 20_____.

NOTARY PUBLIC:

MY COMMISSION EXPIRES: _____

INSURANCE AFFIDAVIT
(to be signed by each applicant and notary)

APPLICANT'S NAME: _____
COMPANY NAME: _____
COMPANY ADDRESS: _____

COMPANY PHONE #: _____

- A. I shall promptly notify the Chief Judge by certified mail of any change in my residence or business addresses.
- B. I understand that a current affidavit containing the above information must be filed with the Circuit Court Administration Office on or before December 30, of the current year by persons wishing to remain on the list of approved bondsmen.
- C. I understand that agents of an approved bondsman are authorized to sign recognizance under a power of attorney when said document includes the provision that power of attorney is authorized to write bonds for a sum not to exceed \$_____. Until the bondsman delivers to the Chief Judge a new qualifying power establishing a higher limit.
- D. The undersigned agrees to timely pay any said forfeiture. If they do not they will be removed from the approved Bondsmen List.

DATE:

SIGNATURE OF APPLICANT:

PRINTED NAME:

Subscribed and sworn to before me, a notary public in and for the County of _____
State of Michigan, this _____ day of _____, 20_____.

NOTARY PUBLIC:

MY COMMISSION EXPIRES: _____

ANNUAL RENEWAL OR CHANGE OF STATUS FORM

(to be signed by applicant and notary)

This form may be used by applicants who are making no changes or only minor changes to their application. If major changes are required, it will be necessary to submit a new application form.

COMPANY NAME: _____

COMPANY ISSUANCE LIMIT: _____

COMPANY ADDRESS: _____

COMPANY PHONE NO.(S): Direct: _____

Toll Free/800: _____

Fax: _____

COMPANY E-MAIL ADDRESS(S): _____

Do you want your company e-mail address on the list? YES NO

NAME OF AGENT(S) & AUTHORIZED AMOUNT TO WRITE

	\$250,000	\$500,000	\$1,000,000	OTHER
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

The previous statement submitted in _____ is still correct and no significant changes have been made.

The changes listed above or on the attached sheet have been made to my _____ application.

DATE:

SIGNATURE OF APPLICANT:

PRINTED NAME:

Subscribed and sworn to before me, a notary public in and for the County of _____
State of Michigan, this _____ day of _____, 20_____.

NOTARY PUBLIC:

MY COMMISSION EXPIRES: _____