

TO RECEIVE YOUR REFUND, PROVIDE YOUR CURRENT MAILING ADDRESS TO THE NEW YORK CITY DEPARTMENT OF FINANCE

If your mailing address has changed, you must submit a notarized Cash Bail Refund Change of Address Notice form to the NYC Dept of Finance's Court Assets Unit. You may also assign a cash bail refund to another person, waiving (giving up) your right to the cash bail refund, by completing a notarized Cash Bail Assignment Notice form. After this form has been processed, the cash bail refund check will be issued to the person you assigned to receive it.

To download cash bail-related forms, visit www.nyc.gov/finance. You may also contact the Department of Finance if you have any questions. If you need up-to-date information related to the court case, you may also contact the corresponding court at one of the numbers below to inquire about case status. Please be sure to have your docket number and TR number ready.

| County | Criminal Court | Supreme Court |
|----------|------------------------------|------------------------------|
| New York | 646-386-4509 | 646-386-4000 |
| Bronx | 718-618-2460 718-618-1592 | 718-618-3100 |
| Richmond | 718-675-8558 | 718-675-8760 |
| Kings | 347-404-9400 | 347-296-1305 347-296-1122 |
| Queens | 718-298-0792 | 718-298-1317 |

CAU001 07/27/2020

TO GET HELP

Online

nyc.gov/contactcashbail

Phone

212-908-7619
9 a.m. to 4 p.m.
Monday - Friday

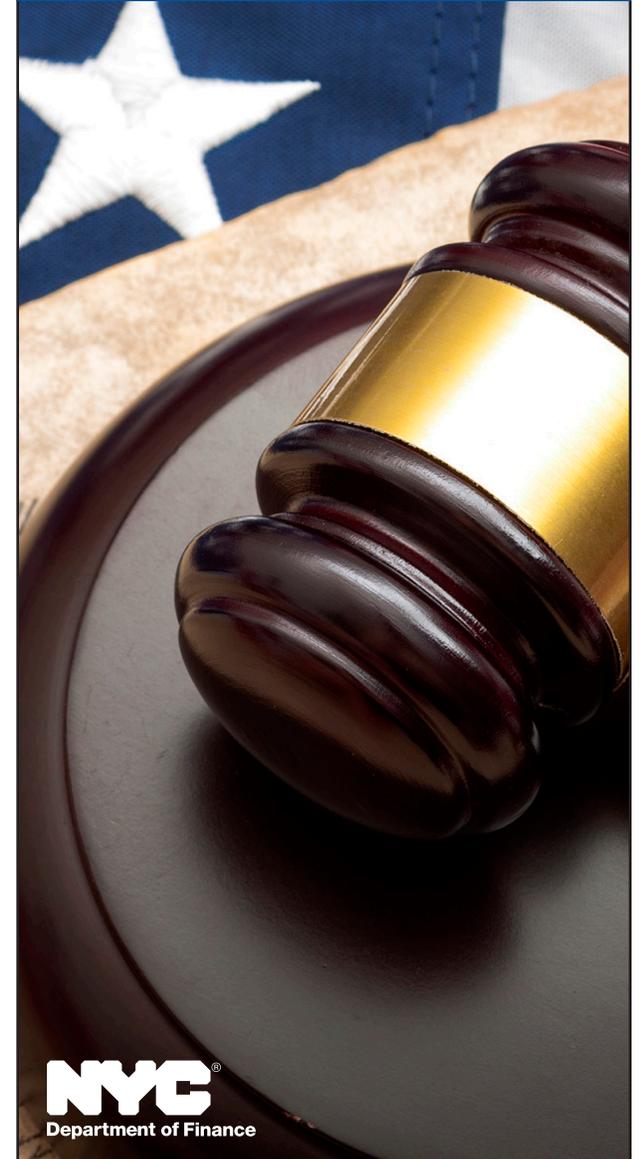
In Person

Manhattan Business Center
66 John Street, 2nd Floor
New York, NY 10038
Monday - Friday
8:30 a.m. to 4:30 p.m.

Postal Mail

NYC Department of Finance
Court Assets Unit
66 John Street, 12th Floor
New York, NY 10038

Do Not Miss Out on Your Bail Refund



NYC
Department of Finance

THE NYC DEPARTMENT OF FINANCE HOLDS CASH BAIL

You are receiving this brochure describing the cash bail process because you recently paid bail. The NYC Department of Finance will hold your funds until the court directs us to release them. At that time, the funds will be returned to you.

The cash bail process is described below. As you will see, you have completed your part of the process.

- A surety (person that pays the bail) pays bail to secure the temporary release of the person awaiting trial.
- The case ends or bail is "exonerated." You, the surety, are now entitled to a refund. Six to eight weeks later, the court will order the Department of Finance to release your refund.
- Within two weeks, we will mail your refund check to the address we have on file.

Take the following steps to track your refund and receive it more quickly:

1. Register with the Department of Finance
2. Register for the New York State Unified Court System's free e-Track service

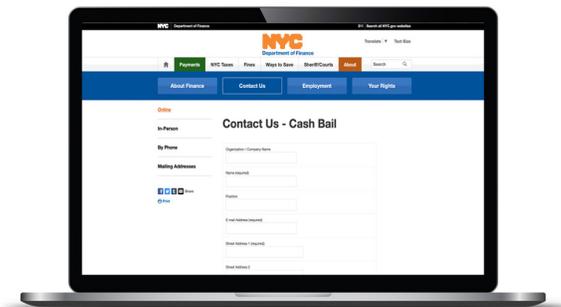
REGISTER WITH THE NYC DEPARTMENT OF FINANCE

To make sure that you receive your refund as quickly as possible:

Register at www.nyc.gov/contactcashbail and enter all of your current contact information so that we may contact you when it's time to process your bail refund.

Under the "Message" box, simply enter the word "Registration."

Then, register for the New York State Unified Court System's free e-Track service to track the status of your refund.



REGISTER FOR THE E-TRACK SERVICE

Sign up to the FREE eTrack Service from the New York State Unified Court System which enables you to receive automated email updates and appearance reminders every time the court staff updates the case in their computer system.

To register for the New York State Unified Court System's free e-Track system and check the status of your refund, visit www.nycourts.gov and select "e-Track."

To create your account, select "Create Account" under "All others."

After registering for e-Track, you will be able to receive case updates and appearance reminders for active cases by email.

