



**Dyana Limon-Mercado** *Travis County Clerk*

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Recording, Elections, Computer Resources, Accounting, and Administration Divisions  
Misdemeanor Records and Records Management Divisions  
Probate/Mental Health Records and Commissioners Court Minutes Divisions  
Civil Records Division

5501 Airport Boulevard, Austin, Texas 78751  
1000 Guadalupe, Austin, Texas 78701  
200 W. 8<sup>th</sup> St., Austin, Texas 78701  
1700 Guadalupe St., Austin, Texas 78701

## REFUND OF CASH BOND INFORMATION

### Misdemeanor Class A, B, and Appealed C Cases

Once the defendant in a criminal case in which a cash bond was posted has complied with the conditions of the bond, the bond may be refunded. An order of the court authorizing the refund is required.

To obtain a refund of any cash deposited as a bond, you must:

1. Obtain and complete an **Order Refunding Cash Bond** form, which can be obtained from either the County Clerk's Office or the office of one of the County Courts at Law. The current form is dated 9.1.15.

How to properly complete the **Order Refunding Cash Bond** form:

**The person designated to receive the refund must be the person who deposited the money with the Sheriff's office** (and whose name appears on the receipt provided by the Sheriff's office) **unless the Sheriff's receipt cannot be found or the depositor has assigned the funds to another person.** (An assignment of funds can be accomplished by use of an "Official Assignment of Cash Bond" form obtained from the Sheriff's Office, Booking Division.)

Thus, if the defendant did not deposit the funds with the Sheriff's office and there is no assignment in his/her favor, do not request that the funds be refunded to the defendant. Failure to properly complete the order will delay the processing and return of the cash bond. [If you have any questions as to whether you have correctly completed the form, please contact the Bond Forfeiture Section of the Travis County Attorney's Office at 512.854.9415.]

Designate on the **Order Refunding Cash Bond** whether you want the refund to be **mailed** or **picked up**. If the refund is to be mailed, an accurate mailing address is required. If the refund is to be picked up, an accurate telephone number is required. All pickups are made from the County Clerk's Airport location – 5501 Airport Blvd. Whether the refund is mailed or picked up, it will take about three weeks to process the refund.

2. Get the **Order Refunding Cash Bond** signed by the County Court-at-Law Judge presiding over the case.
3. Take the signed **Order Refunding Cash Bond** to the County Clerk's Office, along with a copy of the **Cash Bond**, the **Sheriff's Receipt**, and, if the funds have been assigned, the **Official Assignment of Cash Bond**.
4. If the **cash bond was forfeited and a bond forfeiture suit was filed**, the defendant has **not** complied with the conditions of the bond, and **neither the person who deposited the funds nor the defendant nor any assignee is eligible to receive a refund until the bond forfeiture suit is resolved.** Additionally, if the defendant forfeited any other appearance bond, there will be no refund of the cash bond to the defendant until the resulting bond forfeiture suit is resolved.

**All cash bond refunds, less any applicable administrative fee, will be released within three weeks of receipt of all requested information.**