



20TH JUDICIAL DISTRICT OF COLORADO
ADMINISTRATIVE ORDER 85-104

SUBJECT: Property Bonds

To: Twentieth Judicial District Judicial Officers, District Administrator, Clerk of Court, Court Staff, Boulder Bar Association, Sheriff, Public Defender, District Attorney, Community Justice Services, Jail

From: Roxanne Bailin **DATE:** May 5, 2009
Chief Judge, 20th Judicial District

This order replaces the version dated July 15, 1985.

PROPERTY BOND REQUIREMENTS – CRIMINAL CASES

The following is a list of required documents and information needed to post a property bond in Boulder County. There will be **no** exceptions to these requirements. Property Bonds can be posted Monday through Friday from 8:00 a.m. to 4:00. You **must** make an appointment with the Accounting Department (303-441-4757) to post the property bond. Please note that property means **real property** located in the State of Colorado. No mobile homes or personal property such as a car or jewelry are acceptable.

REQUIRED DOCUMENTS

- A written Ownership and Encumbrance Statement (O&E), issued no more than 30 days before the date of the bond faxed (303-441-4750 Attn: Accounting Dept.) to the Court by any title company.
- The Clerk's Office will obtain the Assessor's Valuation when given the property address. The address can be given over the phone by the owner before coming for the appointment.
- A current statement of the balance of any liens or mortgages (if necessary).

REQUIRED EQUITY

- Unencumbered equity must be one and one-half times the amount of the bond. This amount is based on the value of the property minus any amount owed on the property (aka liens). For example, if bond is set at \$10,000, the equity in the property must be \$15,000.
- Equity is determined by the valuation prepared by the County Assessor, less any liens or mortgages on the property. Example: assessed valuation is \$100,000, you owe \$80,000 according to the Deed of Trust or liens, your equity would be \$20,000.

OTHER INFORMATION

- All parties whose names appear on the deed as owners **must** be present (if one party is deceased, a death certificate is required). A Power of Attorney in lieu of personal appearance must be approved by the Court.
- All parties must provide a valid photo ID.
- There will be a \$6 charge per page for recording the documents. This must be paid in cash at the time of posting the bond.
- The parties will be required to sign an Affidavit, Notice of Lien and the Bond paperwork.

***When the Bond is released by the Court, a Release of Lien will be mailed to the property owner. It is the responsibility of the property owner to file it with the County Clerk and Recorders Office (\$6 fee required).

Roxanne Bailin

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District