



**Nikki Alvarez-Sowles, Esq.
Pasco County Clerk & Comptroller**

General Cash Appearance Bond Information

Florida State Statute 903.286 provides, "Notwithstanding s. 903.31(2), the clerk of the court shall withhold from the return of a cash bond posted on behalf of a criminal defendant by a person other than a bail bond agent licensed pursuant to chapter 648 sufficient funds to pay any unpaid court fees, court costs, and criminal penalties. If sufficient funds are not available to pay all unpaid court fees, court costs, and criminal penalties, the clerk of the court shall immediately obtain payment from the defendant or enroll the defendant in a payment plan pursuant to s. 28.246."

Q. What happens to the Cash Appearance Bond if the defendant fails to appear at the scheduled court date?

A. If the defendant fails to appear for a scheduled court date, the cash bond will be forfeited.

Q. What happens to the Cash Appearance Bond if a defendant is surrendered prior to the court date and/or the defendant is sentenced?

A. If the defendant is surrendered prior to the court date or the case is prosecuted, the cash bond will be applied to unpaid court fees, court costs, and penalties of the case or any other case and/or cases in the defendant's name. Once all applicable fees, costs, and penalties have been recovered, the balance of the cash bond is available for a refund. A Cash Bond Refund Request Form must be submitted by the depositor to the Clerk & Comptroller's Office. Proof of I.D. is required.

Q. What happens to the Cash Appearance Bond if the case is not prosecuted?

A. If the case is not prosecuted, the cash bond will be applied to unpaid court fees, court costs, and penalties of any other case and/or cases in the defendant's name. Once all applicable fees, costs, and penalties have been recovered, the balance of the cash bond is available for a refund. A Cash Bond Refund Request Form must be submitted by the depositor to the Clerk & Comptroller's Office. Proof of I.D. is required.

Q. Who is entitled to a Cash Appearance Bond Refund from the Clerk & Comptroller's Office?

A. All refunds are payable to the depositor listed on the bond. Proof of I.D. is required.

Q. Where does the depositor mail a request for refund?

A. A Cash Bond Refund Request Form, with proof of depositor's I.D. should be mailed to:

Office of Nikki Alvarez-Sowles, Esq.,
Pasco County Clerk & Comptroller
Criminal Collections Unit
P.O. Box 338 ▪ New Port Richey, FL 34656-0338

NOTE: Cash Bond Refund Request Form is available online at www.pascoclerk.com.

Q. Can a depositor request a refund in person?

A. Yes, Cash Bond Refund Request Form can be obtained and filed in person by the depositor at the following addresses.

Please bring proof of I.D.; copy of a valid driver's license or photo I.D. is acceptable.

Robert D. Sumner Judicial Center
Customer Service Department ▪ Room 112
38053 Live Oak Avenue ▪ Dade City, FL 33523

West Pasco Judicial Center
Traffic Department ▪ Room 101
7530 Little Road ▪ New Port Richey, FL 34654

NOTE: Cash Bond Refund Request Form is available online at www.pascoclerk.com.

- Pasco County bonds written on OUT-OF-COUNTY charges will be refunded by the county in which the warrant was issued.
- Surety bonds are obtained and processed through a bondsman, and NOT at the Clerk & Comptroller's Office.

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