



Circuit Court of Missouri

Sixteenth Judicial Circuit Court
Kansas City Municipal Division
511 E. 11th Street
Kansas City, Missouri 64106

(816) 513-2700
Fax: (816) 513-6782

BOND PROCEDURE

Effective January 23, 2023

1. A bond forfeiture judgment will be issued at the hearing on the City's Motion for Judgment on Bond Forfeiture unless:
 - a. Surety submits written proof at the hearing that defendant was surrendered to a jurisdiction subsequent to the entry of the bond forfeiture but prior to the hearing; **OR**
 - b. Surety surrenders defendant on the hearing date in open court; **OR**
 - c. Surety submits written proof at the hearing of defendant's incarceration on the date the bond forfeiture was entered; **OR**
 - d. Surety submits written proof of defendant's subsequent incarceration after the date the bond forfeiture was entered but before the date of the hearing; **OR**
 - e. Surety submits verbally that the case was disposed subsequent to the bond forfeiture but prior to the hearing and provides the court with specific disposition dates.

2. The court will retain jurisdiction over the bond judgment for 30 days. The judgment will be final at the end of the 30-day period.
 - a. Written motions for set-aside of judgment or reconsideration of judgment must be filed with the clerk's office within 30 days of the date of judgment and must comply with Missouri Supreme Court Rules. The motion shall include a signature block: signature of surety/attorney; full name of surety/attorney typed under the signature line; surety or attorney's full mailing address, email address, and telephone number.
 - b. Each motion shall be served on the City Prosecutor's Office AND Administration with a completed Certificate of Service attached to each motion stating the date of service on the City Prosecutor's Office and Administration in compliance with Missouri Supreme Court Rules. A sample Certificate of Service is as follows:

Certificate of Service

I hereby certify that a copy of the above and foregoing was serviced via hand-delivery/ email on this day of , 2018, to: The Office of the City Prosecutor, 511 E. 11th Street, Kansas City, MO 64106, certificate.service@kcmo.org; Ms. Elizabeth Thomas, Administrative Officer, Finance Department, Kansas City Municipal Court, 511 E. 11th Street, Kansas City, MO 64106, Elizabeth Thomas Elizabeth.Thomas@kcmo.org, and to G court clerk at G.Courtroom@kcmo.org.

Attorney or Surety

- a. The motion must present a factual basis for reconsideration of a judgment (see 1 a-e) and must include the case number, bond number, date of bond, and date of judgment.
- b. Verbal motions to set-aside bond judgments will not be heard.
- c. No motions will be “added on” to scheduled docket.
- d. Motions are to be filed via hand delivery to Division 206 or emailed to the Division 206. Motions will be file-stamped by the clerk upon receipt. Any motion that is not in compliance with the Missouri Supreme Court rules will be returned without consideration.
- e. The clerk will provide a confirmation email attaching a file stamped copy of the motion for your records if filing is via email. A file stamped copy of your motion will be available from the clerk if filed via hand delivery.
- f. Copies of all motions and judgments will be attached to the electronic file and maintained as part of the official record. Administration will also retain a copy of the motion and judgment.
- g. Orders signed by the judge will be returned via email or the original may be picked up in Division 206.

3. On the date of hearing, surety is to:

- a. Present cases to the Judge in alphabetical order;
- b. Provide the judge with the date of bond and bond number if requested; and
- c. Present written documentation to support its claim for forfeiture set-aside with relevant dates highlighted.

4. Motions to set aside final bond judgments issued by Judge Wilcher must be filed in Division 209.

5. Elizabeth Thomas, Elizabeth.Thomas@kcmo.org, is the Court’s contact person for all questions concerning bonds including, but not limited to, bond forfeiture hearing schedules, powers of attorney attachments, status of bond forfeitures, final judgments orders on bonds.

**IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI
KANSAS CITY MUNICIPAL DIVISION
ADMINISTRATIVE ORDER 2022-007**

Re: Bonding companies with outstanding judgments

Now on this 9th day of November 2022, the Presiding Judge of the Kansas City, Missouri Municipal Division considers outstanding judgments on bonding companies, and enters the following:

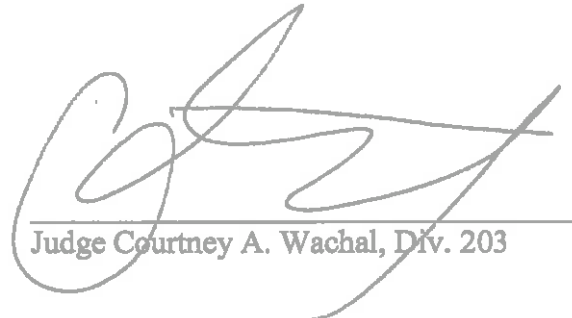
IT IS HEREBY ORDERED, that the Kansas City, Missouri Municipal Court Administration is hereby directed to report to the Circuit Court of Jackson County and the Department of Insurance all outstanding bonding judgments under the following criteria:

1. Any company that has over \$150,000 in total judgements OR
2. Any company that has failed to pay the full negotiated monthly payment in two consecutive months.

IT IS SO ORDERED.

11/9/22

Date



Judge Courtney A. Wachal, Div. 203

Service:

Megan Pfannenstiel, Court Administrator, Kansas City Municipal Division
Elizabeth Thomas, Violations Bureau Manager, Kansas City Municipal Division
Olivia Jones, Judicial Administrative Assistant