



---

Scottsdale City Court • 3700 N 75th Street Scottsdale, AZ 85251 • (480) 312-2442

---

Fax: (480) 312-2764 • [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov) • [www.ScottsdaleAZ.gov/Court](http://www.ScottsdaleAZ.gov/Court)  
ORI: AZ007111J • Maricopa County, Arizona

---

## **BOND FORFEITURE FORM**

This Bond Forfeiture form is used to notify the Court of any address changes for the bond poster (payor), or to change the bond poster's consent for the outcome of the appearance bond. For example; change the consent of the bond to be refunded only to the bond poster to consent to the use of the bond for the Defendant's fines or fees or vice versa.

## **INSTRUCTIONS FOR FILING BOND FORFEITURE FORM**

- 1) Type in all necessary information on the form.
- 2) Save the form and file it along with the bond posters photo ID to the Court.
- 3) To file with the Court, you must submit the completed form to the Court by email as an attachment (Word or PDF attachments only), by fax, by mail, or in person.
- 4) After the Court receives your form, it takes about 7-10 working days for the Court to process your request. Any bond refunds could take up to 3 weeks to process completely and there is no way for the Court to expedite the process.
- 5) Contact the Court ASAP, if the bond has already been refunded, and you're updating your mailing information.

**NOTE:** It is your responsibility to ensure that your fax or email was received by the Court. Review our website at [www.scottsdaleaz.gov/court](http://www.scottsdaleaz.gov/court) to check if the Court has received & processed your filing.

### **If filing by email:**

- Attach the completed motion to an email and send to [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov).
- Only PDF and TIFF documents will be accepted.

### **If filing by fax:**

Print the completed form and fax it to Scottsdale City Court at 480-312-2764.

### **If filing by mail:**

Print the completed form and mail it to Scottsdale City Court, 3700 N 75<sup>th</sup> St, Scottsdale, AZ 85251.

### **If filing in person:**

Print out the completed form and bring it to the Court (address above), date stamp it and drop it in the drop box in the Court's lobby.



Scottsdale City Court • 3700 N 75th Street Scottsdale, AZ 85251 • (480) 312-2442

Fax: (480) 312-2764 • court@scottsdaleaz.gov • www.ScottsdaleAZ.gov/Court

ORI: AZ007111J • Maricopa County, Arizona

State of Arizona  VS.	Case #:  Complaint #:	
-----------------------------	-----------------------------	--

### **Bond Information Update**

I (Yo), \_\_\_\_\_, grant the Scottsdale City Court permission to do the following with the bond posted on this case (*le concedo permiso al Tribunal Municipal de Scottsdale para hacer lo siguiente con la fianza de este caso*):

- Consent for bond to be forfeited to the defendant’s case as listed above  
(*Consentimiento para que se decomise la fianza en el caso encabezado del Acusado*)
- Consent for bond to be forfeited to any other cases the defendant has at this Court as listed below:  
(*Consentimiento para que se decomise la fianza a cualquier otro caso que el Acusado tenga en este Tribunal como se indica a continuación*)
- Do **NOT** consent to have bond forfeited to this or any case for the above defendant  
(**NO** *doy consentimiento a que se decomise la fianza a este o a cualquier otro caso del Acusado previamente mencionado*)
- Update Address/ Refund bond to (If other than bond poster):  
(*Actualizar dirección/Reembolsar fianza a (si no es la misma persona que fijo la fianza)*)

Name (*Nombre*): \_\_\_\_\_

Address (*Dirección*): \_\_\_\_\_

Apt# (# de Dpto): \_\_\_\_\_

Phone# (# de Telefono):(\_\_\_\_\_) \_\_\_\_\_

A legible copy of driver license or state issued picture identification must be submitted with this form in order to change the status of the bond on the case. By signing below, the Scottsdale City Court Clerk or the Notary Public is acknowledging that the bond poster listed in this document is consenting to update the bond status on this case. (*Una copia legible de la licencia de conducir o identificación de imagen emitida por el estado debe presentarse con este formulario para cambiar el estado de la fianza en el caso. Al firmar a continuación, el Secretario del Tribunal Municipal de Scottsdale o el Notario Público está reconociendo que la persona que aparece en este documento como la persona que fijo la fianza está dando su consentimiento para actualizar el estado de fianza en este caso.*)

\_\_\_\_\_  
Date (*Fecha*)

\_\_\_\_\_  
Bond Poster Signature (*Firma de la persona que fijo la fianza*)

\_\_\_\_\_  
Date (*Fecha*)

\_\_\_\_\_  
Court Clerk/Notorized Signature (*Secretario del Tribunal/Firma Notarizada*)