

Complaints

17-19-209. **Violations - Hearings.**

(a) The Professional Bail Bond Company and Professional Bail Bondsman Licensing Board shall investigate any alleged violation of this chapter.

(b) Any person may file a **complaint** stating facts constituting an alleged violation of this chapter. The complaint shall be signed under penalty of **perjury**.

(c) All hearings held under this chapter shall be conducted in the same manner as hearings held by the board under the **Arkansas Administrative Procedure Act**, § 25-15-201 et seq., unless otherwise stated in this chapter.

(d)(I)(A) With respect to the subject of any examination, investigation, or hearing being conducted by the board, the board or the Executive Director of the Professional Bail Bond Company and Professional Bail Bondsman Licensing Board, with board approval, may subpoena witnesses and administer oaths and affirmations, and examine an individual under oath, and may require and compel the production of records, books, papers, contracts, and other documents.

(B) A professional bail bondsman or professional bail bond company that fails to comply with this section may be subject to penalties under § 17-19-210.

(2) **Subpoenas** of witnesses shall be served in the same manner as if issued by a circuit court and may be served by certified mail.

(3) If any individual **fails to obey a subpoena** issued and served pursuant to this section with respect to any matter concerning which he or she may be lawfully interrogated, upon application of the board, the **Pulaski County Circuit Court** may issue an order requiring the individual to comply with the subpoena and to testify.

(4) Any failure to obey the order of the court may be punished by the court as a **contempt** thereof.

(5) **Any person willfully testifying falsely** under oath to any matter material to any examination, investigation, or hearing shall upon conviction be guilty of **perjury** and punished accordingly.

(e) Not less than **ten (10) days** in advance, the board shall give notice of the time and place of the hearing, stating the matters to be considered at the hearing.

(f) The board shall allow any party to the hearing to appear in **person and** by **counsel**, to be present during the giving of all evidence, to have a reasonable opportunity to inspect all documentary evidence and to examine witnesses, to present evidence in support of his or her interest, and to have subpoenas issued by the board to compel attendance of witnesses and production of evidence in his or her behalf.

(g)(1) A party may appeal from any order of the board as a matter of right and shall be taken to the **Pulaski County Circuit Court** by filing written notice of appeal to the court and by filing a copy of the notice with the board.

Within **thirty (30) days** after filing the copy of a notice of appeal with the board, the board shall make, certify, and deposit in the office of the clerk of the court in which the appeal is pending a full and complete transcript of all proceedings had before the board and all evidence before the board in the matter, including all of the board's files therein.

17-19-206. Duties of Board.

Before issuance of a license under this chapter, applicants for a license shall satisfy the Professional Bail Bond Company and Professional Bail Bondsman Licensing Board as to Arkansas residency, trustworthiness, and competence, as applicable, and shall otherwise comply with the conditions and qualifications set forth in this chapter.

The board may refuse to issue a license to an applicant who fails to comply with the provisions of this chapter or rule of the board.

The board may refuse to issue a license to an applicant that has made a **material misrepresentation in the application** for a license.

Upon the approval and issuance of a license under this chapter, the board shall give **notice to the sheriff of each county** in the state.

Upon **revocation or suspension** of license, the board shall give notice to that effect to the **sheriff in each county** in the state.

The board shall maintain a complete record of registrations, revocations, and suspensions, and the record shall be available to the sheriff and county clerk of each county of the state.

Annually, the board shall furnish the sheriffs with a list of renewal licenses.

17-19-210. Suspension and penalties -- Review.

The Professional Bail Bond Company and Professional Bail Bondsman Licensing Board, should it determine that the licensee or any member of a company which is so licensed committed an act listed in subsection (b) of this section, may:

- (1) Suspend the license for up to **twelve (12) months**;
- (2) Revoke or refuse to continue any license;
- (3) Impose an administrative penalty in an amount not to exceed ten thousand dollars **(\$10,000)**; or
- (4) Impose **both** a suspension of up to twelve (12) months and an administrative penalty in an amount not to exceed ten thousand dollars (\$10,000).

A licensee is subject to the penalties of subsection (a) of this section should it be found that the licensee:

Violated any **provision** of or any obligation imposed by this chapter or any lawful rule, regulation, or order of the board or has been convicted of a **felony** or any offense involving **moral turpitude**;

Made a **material misstatement** in the application for license, in the application for renewal license, or in the financial statement which accompanies the application or renewal application for license as a professional bail bond company;

Committed any **fraudulent or dishonest acts** or practices or demonstrated incompetency or untrustworthiness to act as a licensee;

Charged or received, as **premium** or compensation for the making of any deposit or bail bond, any sum in **excess of that permitted by law**;

Required as a **condition** of executing a bail bond that the principal agrees to engage the services of a **specified attorney**;

Signed, executed, or issued bonds with endorsements in blank, or prepared or issued fraudulent or **forged bonds or power of attorney**;

Failed in the applicable regular course of business to account for and to pay **premiums** held by the licensee in a fiduciary capacity to the professional bail bond company or other person entitled thereto; or

Failed to comply with the provisions of the laws of this state, or rule, regulation, or order of the board for which issuance of the license could have been refused had it then existed and been known to the board.

(b)) The **acts or conduct** of a professional **bail bondsman** who acts within the scope of the authority delegated to him or her shall also be deemed the act or conduct of the **professional bail bond company** for which the professional bail bondsman is acting as agent.

(c) If the board finds that one (1) or more grounds exist for the suspension or revocation of a license, the board may in its discretion request that formal charges be filed against the violator and that penalties set out in § 17-19-102 be imposed.

(d) If the board finds that one (1) or more grounds exist for the suspension or revocation of a license and that the license has been suspended within the previous **twenty-four (24) months**, then the board shall **revoke** the license.

(e) The board may not again issue a license under this chapter to any person or entity whose license has been revoked.

(f) If the board determines that the public health, safety, or welfare imperatively requires emergency action and incorporates a finding to that effect in its order, a summary suspension of a license issued under this chapter may be ordered pending an administrative hearing before the board, which shall be promptly instituted.

(g) If a professional bail bond **company license** is so **suspended** or revoked, a **member** of the company or officer or director of the corporation **shall not be licensed** or be designated in any license to exercise the powers thereof during the period of the suspension or revocation, unless the board

determines upon substantial evidence that the member, officer, or director was **not personally at fault and did not acquiesce in the matter** on account of which the license was suspended or revoked.

The action of the board in issuing or refusing to issue or in suspending or revoking any license shall be subject to review by the **Pulaski County Circuit Court upon filing of an action therefor within thirty (30) days** after the issuance of written notice by the board of the action taken.

17-19-102. Penalties.

(a) Any person who is found guilty of violating any of the provisions of this chapter shall upon conviction be guilty of a Class A misdemeanor.

(b) Any person who falsely represents to the Professional Bail Bond Company and Professional Bail Bondsman Licensing Board that any person has met the education or continuing education requirements of §§ 17-19-107, 17-19-212, and 17-19-401 et seq., shall be guilty of a Class B misdemeanor and upon conviction shall be punished accordingly.

17-19-103. Civil and criminal proceedings.

The venue for any criminal or civil proceeding filed for any violation of this chapter shall be in the **county** wherein the violation occurred.

SECTION 28. BAIL BOND COMPLAINT FORM AND PROCEDURES

A. Complaints may be filed and hearings will be conducted pursuant to A.C.A. § 17-19-209 and ACT 1477 of 1999.

B. Any person desiring to make a complaint concerning an alleged violation of Ark. Code Ann. Sections 17-19-201, et seq., by any company or bondsman shall use the bail bond complaint form prescribed in Appendix "G" of this rule. A copy of the complaint form may be obtained from the Board.

C. The form must be signed by the complaining party under penalty of perjury and be notarized.

SECTION 29. COMPLAINTS, COOPERATION REQUIRED

A. All complaints will be investigated by the Executive Director or his/her designee.

B. Every bail bondsman and company shall promptly respond to all correspondence, request for information, or otherwise, directed to the bondsman or company by the Board or an employee thereof. Every licensed professional bail bondsman and/or company shall fully cooperate with any examination or investigation conducted by the Board.

C. Failure on the part of any company or its licensees to make all financial and business records available for inspection or examination upon request by the Board, or failure to otherwise cooperate, may be grounds for a hearing.

D. If any person or company regulated by this Board files a complaint or causes a complaint to be filed against another person or company regulated by this Board and said complaint is ultimately determined by the Board to be a complaint without merit, the complaining party shall be brought before this Board for appropriate disciplinary action pursuant to Ark. Code Ann. Section 17-19-210.

SECTION 30 HEARING OFFICER

The Board may appoint a hearing officer to preside at hearings pursuant to Ark. Code Ann. §25-15-213 and who may, if authorized by the Board, prepare a proposal for decision pursuant to Ark. Code Ann. §25-15-210.

SECTION 31. HEARINGS, REVOCATION OR SUSPENSION OF LICENSE

A. All hearings shall be conducted in the same manner as hearings held by the Board under the Arkansas Administrative Procedure Act, Ark. Code Ann. Section 25-15-201 et seq., unless otherwise stated.

B. At the discretion of the Board, the Executive Director may hold informal hearings in reference to a complaint or the Executive Director may set a formal hearing before the Board. The company or bondsman may request a formal hearing before the Board. Consent agreements entered into as a result of an informal hearing shall be submitted for Board approval at the next regularly scheduled meeting of the Board after the informal hearing.

C. The Board may subpoena witnesses; administer oaths and affirmations; examine any individual under oath; require and compel production of books, papers, contracts and other documents. Subpoenas of witnesses shall be served in the same manner as if issued by a circuit court and may be served by certified mail.

D. If any individual fails to obey a subpoena, duly issued and served, with respect to any matter concerning which he or she may be lawfully interrogated, the Board may apply to the Pulaski County Circuit Court which may issue an order requiring the individual to comply with the subpoena and to testify. Failure to obey the order of the court may be punished by the court as a contempt thereof.

E. Any person willfully testifying falsely under oath to any matter material to any examination, investigation, or hearing shall, upon conviction, be guilty of perjury and punished accordingly.

F. Notice of the time and place of the hearing, stating the matters to be considered shall be given not less than ten (10) days in advance.

G. The Board shall allow any party to the hearing to appear in person and by counsel, to be present during the giving of all evidence, to have a reasonable opportunity to inspect all documentary evidence and to examine witnesses, to present evidence in support of his or her interest, and to have subpoenas issued by the Board to compel attendance of witnesses and production of evidence in his or her behalf.

H. The Board may suspend for up to twelve (12) months or revoke or refuse to continue any license, if after notice and hearing the Board determines that the licensee or any member of a company has violated any provision of Ark. Code Ann. Section 17-19-210.

I. The acts or conduct of any bondsman who acts within the scope of the authority delegated to him or her shall be deemed the act or conduct of the company for which the bondsman is acting as agent.

J. If the Board finds that one (1) or more grounds exist for the suspension or revocation of any license, the board may request that formal charges be filed against the violator and that the penalties set out in Ark. Code Ann. Section 17-19-102 be imposed.

K. If the Board finds that one (1) or more grounds exist for the suspension or revocation of any license and that the license has been suspended within the previous twenty-four (24) months, the license shall be revoked.

L. The Board may not again issue a license to any person or entity whose license has been revoked.

M. If the Board or its designee determines that the public health, safety or welfare imperatively requires emergency action, and incorporates a finding to that effect in its order, a summary suspension of a licensee may be ordered pending an administrative hearing before the Board, which shall be promptly instituted.

N. If a company license is suspended or revoked, no member of the company or officer or director of the corporation shall be licensed or be designated in any license to exercise the powers thereof during the period of suspension or revocation, unless the Board determines upon substantial evidence that the member, officer, or director was not personally at fault and did not acquiesce in the matter on account of which the license was suspended or revoked.

O. A party may appeal from any order of the Board as a matter of right. The appeal shall be taken to the Pulaski County Circuit Court by filing written notice of appeal to the Court and by filing a copy of the notice with the Board within thirty (30) days after issuance of the Order by the Board.

P. Within thirty (30) days after filing of the copy of the notice of appeal with the Board, the Board shall make, certify and deposit in the office of the clerk of the court in which the appeal is pending a full and complete transcript of all proceedings had before the Board and all evidence before the Board in the matter, including all of the Board's files therein.

SECTION 27. UNPAID FORFEITURES AND MISCONDUCT; LICENSE SANCTIONS

A. If it is found that any licensee has been found guilty of misconduct or malfeasance and upon notice from the aggrieved party of damages due to the licensee's misconduct, the Board may notify the licensee by certified mail of the claim.

(1) If the verified amount due the aggrieved party is not paid within twenty (20) days of issuance of notice, the Board may suspend the license and immediately withdraw the allowable amount from the posted certificate of deposit or maintain a civil action on the letter of credit.

(2) The license of the malefactor shall remain suspended until the amount of damage is paid.

(3) If the amount remains unpaid after suspension, the Board may order a hearing for the licensee to show cause why his license should not be revoked.

(4) Any company whose license is revoked by the Board pursuant to a show cause hearing must immediately discontinue operations. Telephone service, signs and other forms of advertising and communication shall be disconnected and the offices locked.

B. When a final civil judgment of forfeiture is entered as to a bail bond issued by a licensee by a court of competent jurisdiction and the judgment is not paid within ninety (90) days thereafter and is forwarded to the Board pursuant to Ark. Code Ann. Section 17-19-208(b)(1), the Board shall notify the licensee involved by certified mail. If the forfeiture judgment remains unpaid for ten (10) days following issuance of notice, the Board may administratively suspend the license and make claim against the licensee's security deposit up to the allowable amount of ten thousand dollars (\$10,000.00).

17-19-112. Unpaid Bond Forfeiture Judgment Limits.

(a)(1) There shall be an initial one hundred thousand dollars **(\$100,000)** limit on active **unpaid bond forfeiture judgments** for each bail bonding company.

Under this section, the amount of unpaid forfeiture or forfeitures shall be determined using the face value of an unpaid forfeited bond.

When the Professional Bail Bond Company and Professional Bail Bondsman Licensing Board is notified of a bond forfeiture judgment under § 17-19-208(b)(1) and has issued notice to the company after ninety (90) days from the date of judgment has elapsed, the value of the forfeited bond shall count against that company's respective limit.

When a company's unpaid bond forfeiture or forfeitures reach one hundred thousand dollars (\$100,000) or the total amount of security deposit posted with the board, whichever is higher, the company license shall be **suspended.**

The license shall remain suspended until:

The company can post an **additional certificate of deposit or letter of credit** with the board so that the company's security deposit exceeds the unpaid bond forfeiture or forfeitures amount;

The bond forfeiture judgment or judgments are **paid** to the extent that the total amount of unpaid forfeiture or forfeitures are less than the security deposit posted with the board; or

The **court** that entered the bond forfeiture judgment **releases the company's** security deposit from responsibility on the unpaid forfeiture as required by§ 17-19-208(a)(1).

If the court releases the company's security deposit from responsibility on an unpaid bond forfeiture judgment, the release must be decreed by court order.

If the court releases the company's security deposit from liability on a bond forfeiture, that bond amount shall not count against the company's unpaid forfeiture limit.

A company's unpaid bond forfeiture limit shall not exceed one hundred thousand dollars (\$100,000) unless the company has posted additional security with the board and shall never exceed the company's total amount of posted security deposit or one hundred thousand dollars (\$100,000), whichever is more.

17-19-208. Civil action - Administrative action.

(a)(I) If during the term of the letter of credit or certificate of deposit any licensee shall be guilty of misconduct or malfeasance in his or her dealings with any court or magistrate or officer or with any person or company in connection with any deposit or bail bond, the Professional Bail Bond Company and Professional Bail Bondsman Licensing Board may maintain a civil action on the letter of credit or certificate of deposit, or may maintain an administrative action on any certificate of deposit. The board may recover for the use and benefit of the person or persons aggrieved a maximum amount of **ten thousand dollars (\$10,000)**. The provisions of this subdivision (a)(I) shall be in addition to all other remedies available to the aggrieved person and nothing in this subdivision (a)(I) shall be construed as limiting the liability of a professional bail bond company or a professional bail bondsman.

The board may **suspend** the license of such a licensee until such time as the board recovers the full amount allowable or recovers for the benefit of the persons aggrieved the amount of loss or injury sustained pursuant to subdivision (a)(I) of this section, and until such time as the licensee has filed with the board an additional letter of credit or certificate of deposit in

the required amount. The board shall promptly notify the licensee as provided in subdivision (b)(2) of this section.

When a **final civil judgment for court-ordered bond forfeitures** is entered as to a bail bond issued by the licensee by a court of competent jurisdiction in this state and the judgment is not paid within **ninety (90)** days thereafter, the court may send a copy of the judgment, duly certified by the clerk of the court, and proof of service of the judgment on the licensee in accordance with Rule 5 of the Arkansas Rules of Civil Procedure to the board, and then the board may promptly make a **claim** on the **surety** for **payment of the allowable amount** of the licensee's letters of credit on behalf of the court **or shall withdraw the allowable amount** of the licensee's certificates of deposit and shall transmit to the clerk of the court so much of the securities as are allowable. The board shall honor the judgments from the respective courts up to the limits set out in subdivision (a)(l) of this section.

Upon receipt of the judgment and proof of notice of service on the licensee, the board may **suspend** the license of the licensee until such time as the judgment is paid or otherwise satisfied and until such time as the licensee has filed with the board **another letter of credit or certificate of deposit in the required amount.** The board shall promptly notify the licensee in writing by certified mail of the claims upon the licensee's letter of credit or certificates of deposit and shall also include a copy of the board's order of suspension.

If the allowable amount of the letter of credit or certificate of deposit filed with the board is not sufficient to pay or otherwise satisfy the judgments as to bail bonds issued by the professional bail bond company in § 17-19-205(a), the board may promptly make a claim against the professional bail bond company on behalf of the court.

In the event a professional bail bond company fails to file with the board the additional letter of credit or certificate of deposit to maintain the license within **ninety (90) days** from the effective date of the board's order of suspension as provided in subdivisions (a)(2), (b)(2), or (b)(3) of this section, the board shall **cancel the license** of the licensee and shall promptly notify the licensee as provided in subdivision (b)(2) of this section.

Upon the nonrenewal, cancellation, or revocation of any license hereunder, the board will release to the licensee the qualifying bonds or certificates of deposit filed with the board only upon receipt of written documentation from all the courts in all the counties in which the licensee engaged in business that all bonds issued by the licensee have been exonerated, and that no unpaid bond forfeitures remain outstanding, and that all civil judgments as to forfeitures on bonds issued by the licensee

have been paid in full.

If a company license has been revoked because of unpaid judgments, during the appeals process the company shall file a supersedeas bond in the amount of the unpaid judgments with the court in which the appeal is taken.

17-19-205. Letter of credit or certificate of deposit required.

An applicant for a professional bail bond company license shall file with the Professional Bail Bond Company and Professional Bail Bondsman Licensing Board an irrevocable letter of credit from an Arkansas chartered bank or a federally chartered bank in Arkansas or a certificate of deposit.

The letter of credit or certificate of deposit shall be approved by the board as to form and sufficiency and shall be conditioned upon faithful performance of the duties of the licensee.

The minimum amount for a professional bail bond company initially licensed on or before July 1, 1989, shall be twenty-five thousand dollars (\$25,000).

The minimum amount for a professional bail bond company initially licensed after July 1, 1989, shall be one hundred thousand dollars (\$100,000).

The minimum amount for a professional bail bond company initially licensed on or after **July 1, 2009**, shall be two hundred fifty thousand dollars **(\$250,000)**.

Professional bail bond companies and professional bail bondsmen who were licensed under Act 400 of 1971 [repealed] before March 8, 1989, shall be required only to file or have on file with the board a letter of credit or certificate of deposit approved by the board as to form and sufficiency, in a minimum amount of five thousand dollars (\$5,000), conditioned upon the faithful performance of the duties of the licensee, provided they do not exceed the maximum amount of unsecured bond commitments as provided in § 17-19-304.

A letter of credit or certificate of deposit shall not be subject to termination or cancellation by either party in less than sixty (60) days after the giving of written notice thereof to the other parties and to the board.

A termination or cancellation shall not affect the liability of the surety or sureties on a bond incurred before the effective date of termination or cancellation.

SECTION 12. CLEAN IRREVOCABLE LETTER OF CREDIT

A. Every company posting a clean irrevocable letter of credit with the Board pursuant to Ark. Code Ann. Section 17-19-205(a)(2)(A) shall post such letter using the form approved by the Board and contained in Appendix "F" of this rule. Copies of the clean irrevocable letter of credit may be obtained from the Board.

B. Substituted forms from financial institutions are not acceptable.

C. No letter of credit shall be subject to termination or cancellation by either party in less than sixty (60) days after the giving of written notice thereof to the other parties and the Board. Notice of termination or cancellation to the Board shall be by certified mail, return receipt requested.

D. No termination or cancellation shall affect the liability of the surety or sureties on a bond incurred prior to the effective date of termination or cancellation.

SECTION 13. CERTIFICATES OF DEPOSIT

A. Any certificate of deposit filed with the Board pursuant to Ark. Code Ann. Section 17-19-205(a)(1) shall be a certificate of deposit issued by an Arkansas or federally chartered bank located in Arkansas.

B. No certificate of deposit shall be subject to termination or cancellation by either party in less than sixty (60) days after the giving of written notice thereof to the other parties and the Board. Notice of termination or cancellation to the Board shall be by certified mail, return receipt requested.

C. No termination or cancellation shall affect the liability of the surety or sureties on a bond incurred prior to the effective date of termination or cancellation.

SECTION 14. CERTIFICATE OF DEPOSIT AND CLEAN IRREVOCABLE LETTER OF CREDIT; RELEASE

Any company desiring the release of a certificate of deposit or clean irrevocable letter of credit that has been filed with the Board shall comply with either of the following requirements:

A. A company seeking release of a certificate of deposit or a clean irrevocable letter of credit may file with the Board a replacement security in an amount equal to or greater than the amount of the security for which release is sought, and the replacement security must be specifically retroactive to the date the original security was issued.

B. If a company wishes to procure the release of a clean irrevocable letter of credit or of a certificate of deposit, it must present a statement in writing from each court of each county in which the company was engaged in business to write bail bonds, stating that the company has satisfied all its outstanding liabilities, both actual and potential; that no outstanding forfeitures against the company remain; that all bail bonds which were issued by the company have been discharged; and that all civil judgments as to forfeitures on bonds issued by the licensee have been paid in full.

SECTION 32. GIFTS PROHIBITED

A. No licensee shall give, directly or indirectly, any gift of any kind to any public official, any candidate for public office, or any employee of a governmental agency who has duties or responsibilities with respect to the administration of justice or a place wherein detention of a person charged with a crime may occur or to any prisoner in any jail.

B. Items that are distributed generally for the purposes of advertising and **political contributions lawfully given shall not be considered gifts** for the purposes of this section.

SECTION 33. NOTICE OF CHANGE OF ADDRESS

A. Every professional bail bondsman and professional bail bond company shall notify the **Board in writing** of any change of his/her/its principal business address and/or his/her residence address within **thirty (30) days** of such change.

B. Failure to notify the Board of such address change may be grounds for a hearing.

SECTION 25. ALLOWABLE CHARGES

A. The premium allowed by Ark. Code Ann. Section 17-19-301 is the maximum amount a bail bondsman may charge for writing a bond.

B. The following separate charges are not allowable and shall not be

charged by a company or any licensee:

- (1) Operating expenses
- (2) Mileage
- (3) Telephone calls
- (4) Photo fees
- (5) Postage
- (6) Extra personnel fees
- (7) Prepaid recovery expenses

C. Allowable charges do include any expenses such as filing fees for documents or other fees that are expenses incurred by the person executing any documents in order to procure coverage by a bail bond.

D. Any rebating or discounting of premiums by any company or licensee is strictly prohibited.

SECTION 36. RECORD RETENTION

All records required herein shall be maintained for a period of **five (5)** years at one central location. If the records are kept at a location other than the mailing address on file at the Board, such address must be submitted to the Board in writing with a notation that such address is where the records are maintained

SECTION 40. COMPLIANCE WITH POSTED RULES OF JAILS

A licensee **shall comply** with publicly posted rules of a jail.

(B) As used in this section, "Rules" shall mean policies and procedures relating to the operation of a jail that are not in conflict with state or federal statutes and that have been approved by the chief law enforcement officer of the jail.

(C) A licensee who is found, after notice and hearing, to have violated this sections may be subject to disciplinary action as provided in Ark. Code Ann. §17-19-210 (2001 Repl.).

SECTION 37. COMPANY APPOINTMENT

A. A professional bail bondsman can represent no more than **one** professional bail bond company at a time.

B. A company that notifies the Board it has terminated the appointment of a bail bondsman must wait a minimum of seven (7) days after notice of termination before requesting reinstatement of the bondsman's license.

SECTION 34. WRITTEN STATEMENT OF BAIL TRANSACTION; CONTENTS

Every bail bondsman shall, at the time of obtaining the release of an arrestee on bail, deliver (and keep a copy for his own records) to such arrestee or to the principal a numbered document signed by the arrestee containing the following information as prescribed in Appendix "C":

the name of the bail bondsman

(2) the name, address and telephone number of the professional bail bond company;

(3) the name of the arrestee;

(4) the date of arrest;

(5) the date of release of the arrestee;

(6) the date, time and place of the arrestee's required appearance, if known;

(7) the amount of bail;

(8) the offenses with which the arrestee is charged;

(9) the premium for the bail bond;

(10) the amount received;

(11) the unpaid balance, if any; and

(12) a description of and receipt number for any collateral received.