Deleting Bail Posts bailpost

Kristi Hannett - 2020-07-06 - Older Knowledgebase Items

Deleting Bail Posts

(Ticket ex: 33623)

If a bailpost was entered incorrectly, you will need to verify with the docket clerk which entry needs to be deleted.

Search for the docket provided, and from the header of the screen, press **F2** to open the event list:

Find the bailpost the docket clerk specified, highlight the event and press **F2** to open the details of the event, and take down the receipt # of the bail:

F1 out of the event, make sure you are still highlighting the same event, and press **F7** + **enter and type evekill**.

F9 to update, and go through the prompts on the screen to confirm the event you are removing.

After it has been deleted, **F1** back to the header of the docket:

Then press **Tab + E** to open the entity screen of the defendant:

Press **Tab + B** to open the list of all bail entries tied to the defendant:

The last end of the receipt number you wrote down will be found in the right hand column so you can find which one you need to delete:

Arrow down to highlight the bail entry and press **F2** to open the entry up to the bail screen:

To delete this bail post completely, just press **Shift + F2**. You may receive and error such as "Bad arguments" or something along the lines of the data not matching, but just enter through the errors and press **F1** twice to go back to the entity screen, then

Tab + B to open up a refreshed bail list and verify that the entry is gone.

If it is not gone, verify with the docket clerk that no one else is in the docket or the entity screen.

After you have closed the ticket, ~~*print out the ticket and put it in the bail folder on the shelf by Jim Baslock's desk.*~~ ***Save a PDF to the folder "bail_audit_docs" on the V Drive (as of 7/1/2020).*** ***This needs to be saved for auditing***