



## Tucson City Court Administrative Directive

SUBJECT  <b>APPEARANCE BONDS IN DIVERSION CASES</b>	NUMBER 260-14	PAGE 1 of 2
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### I. PURPOSE

The purpose of this directive is to address posted appearance bonds on cases in which diversion has been ordered.

### II. POLICY

In all cases in which diversion has been ordered, staff shall take appropriate action as indicated below.

### III. PROCEDURE

When staff identifies cases in which diversion has been ordered while performing monthly reviews of bond paperwork, the file should be requested from Court Services. Once diversion has been verified, staff should review the file to determine if the judge has entered an order with regard to the posted bond.

- A. Cases in which the judge has not entered an order regarding the posted bond, the bond shall remain in effect throughout the scheduled duration of the ordered diversion. As a result, staff should place a copy of this Administrative Directive in the case file. Additionally, for audit purposes, staff should make a notation on the financial services copy indicating the case is currently in diversion status. Staff will continue to monitor diversion bond paperwork monthly for changes in the diversion status or until a judge enters an order regarding the status of the bond.
- B. Cases in which the judge has entered an order with regard to the posted bond, the bond will be processed according to the established policies and procedures.



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**REVIEW RESPONSIBILITY:** The Court Administrator or designee will review this Court Administrative Directive for revision or deletion every two years or as needed.

  
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PRESIDING MAGISTRATE

4/10/12  
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DATE