

## TO RECEIVE YOUR REFUND, PROVIDE YOUR CURRENT MAILING ADDRESS TO THE NEW YORK CITY DEPARTMENT OF FINANCE

If your mailing address has changed, you must submit a notarized Cash Bail Refund Change of Address Notice form to the NYC Dept of Finance's Court Assets Unit. You may also assign a cash bail refund to another person, waiving (giving up) your right to the cash bail refund, by completing a notarized Cash Bail Assignment Notice form. After this form has been processed, the cash bail refund check will be issued to the person you assigned to receive it.

To download cash bail-related forms, visit [www.nyc.gov/finance](http://www.nyc.gov/finance). You may also contact the Department of Finance if you have any questions. If you need up-to-date information related to the court case, you may also contact the corresponding court at one of the numbers below to inquire about case status. Please be sure to have your docket number and TR number ready.

County	Criminal Court	Supreme Court
New York	646-386-4509	646-386-4000
Bronx	718-618-2460 718-618-1592	718-618-3100
Richmond	718-675-8558	718-675-8760
Kings	347-404-9400	347-296-1305 347-296-1122
Queens	718-298-0792	718-298-1317

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## TO GET HELP

### Online

[nyc.gov/contactcashbail](http://nyc.gov/contactcashbail)

### Phone

212-908-7619  
9 a.m. to 4 p.m.  
Monday - Friday

### In Person

Manhattan Business Center  
66 John Street, 2nd Floor  
New York, NY 10038  
Monday - Friday  
8:30 a.m. to 4:30 p.m.

### Postal Mail

NYC Department of Finance  
Court Assets Unit  
66 John Street, 12th Floor  
New York, NY 10038

## Do Not Miss Out on Your Bail Refund



**NYC**  
Department of Finance

## THE NYC DEPARTMENT OF FINANCE HOLDS CASH BAIL

You are receiving this brochure describing the cash bail process because you recently paid bail. The NYC Department of Finance will hold your funds until the court directs us to release them. At that time, the funds will be returned to you.

The cash bail process is described below. As you will see, you have completed your part of the process.

- A surety (person that pays the bail) pays bail to secure the temporary release of the person awaiting trial.
- The case ends or bail is "exonerated." You, the surety, are now entitled to a refund. Six to eight weeks later, the court will order the Department of Finance to release your refund.
- Within two weeks, we will mail your refund check to the address we have on file.

Take the following steps to track your refund and receive it more quickly:

1. Register with the Department of Finance
2. Register for the New York State Unified Court System's free e-Track service

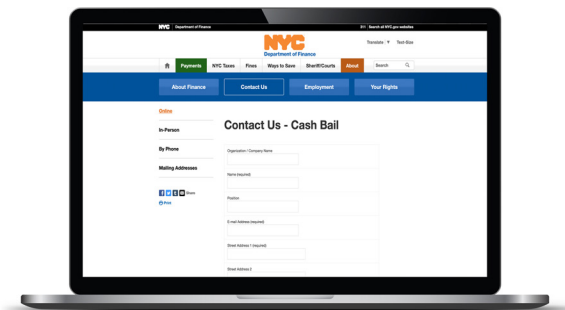
## REGISTER WITH THE NYC DEPARTMENT OF FINANCE

To make sure that you receive your refund as quickly as possible:

**Register at [www.nyc.gov/contactcashbail](http://www.nyc.gov/contactcashbail)** and enter all of your current contact information so that we may contact you when it's time to process your bail refund.

Under the "Message" box, simply enter the word "Registration."

Then, register for the New York State Unified Court System's free e-Track service to track the status of your refund.



## REGISTER FOR THE E-TRACK SERVICE

Sign up to the FREE eTrack Service from the New York State Unified Court System which enables you to receive automated email updates and appearance reminders every time the court staff updates the case in their computer system.

To register for the New York State Unified Court System's free e-Track system and check the status of your refund, visit [www.nycourts.gov](http://www.nycourts.gov) and select "e-Track."

To create your account, select "Create Account" under "All others."

After registering for e-Track, you will be able to receive case updates and appearance reminders for active cases by email.

