

# INSTRUCTIONS FOR POSTING APPEARANCE BONDS

**Effective August 1, 2017**

1. Pick up an assessment certificate for your property in the Assessor's Office.
2. Go to the Sheriff's Office to get the bond amount.
3. Purchase a conveyance certificate from the Clerk of Court recording Department for **\$20.00 (CASH OR DEBIT/CREDIT CARD ONLY!)**
4. Purchase a mortgage certificate from the Clerk of Court Recording Department. The fee is **\$20.00** for the first name, **\$10.00** each additional name. **(CASH OR DEBIT/CREDIT CARD ONLY!)**
5. Bring the mortgage certificate and assessment to the Sheriff's Office in either Gonzales or Donaldsonville to have the bond prepared for **\$30.00. (CASH ONLY!)**
6. Bring the bond to a 23rd Judicial District Court Judge for approval and signature.
7. Bring the signed bond to the Clerk of Court in Donaldsonville or Gonzales for recordation. The fee is **\$105.00** per Appearance Bond. **(CASH OR DEBIT/CREDIT CARD ONLY)**
8. Bring the certified copy of the bond to the jail where the person is being held.