

## **PROCEDURE TO POST OR PICK-UP BAIL**

### **I. Bail Bondspersons**

A. To post bail or pick-up bail, send an email to the Court indicating “Bail Appointment” in the subject line and provide the following information:

1. Name of the Bail Bonds Company
2. Name of the Defendant
3. All Case Numbers of Defendant on which bail is being posted or is being picked up
4. Amount if known

B. Email should be sent to the following individuals in the appropriate county where you seek to post bail.

- New Castle County, contact Tenyah Franklin at [Tenyah.Franklin@delaware.gov](mailto:Tenyah.Franklin@delaware.gov) or 302-255-0603.

- Kent County, contact Carol Gondeck at [Carol.Gondeck@delaware.gov](mailto:Carol.Gondeck@delaware.gov) or 302-735-1902.

- Sussex County, contact Leslie Rementer at [Leslie.Rementer@delaware.gov](mailto:Leslie.Rementer@delaware.gov) or call the Sussex Prothonotary at 302.855.7055 option #3.

C. The Court will accept the posting of bail every hour, on the hour, beginning at 9:00 a.m. and ending at 4:00 p.m. To post bail the same day, bail appointments must be made at least 2 hours prior to the anticipated arrival time.

D. If a bail appointment is scheduled via email, the Court will send a confirming Microsoft Outlook Appointment to the bail bondsperson indicating the date and time of the scheduled bail appointment. If the bail appointment is scheduled via telephone, the bail bondsperson will receive a reservation number corresponding to a specific date and time.

**Effective June 8, 2020 until further notice.**

E. It is recommended that the Bail Bondsperson bring the appointment confirmation or the reservation number provided to avoid any possible confusion.

## **II. Private Citizens**

**Private citizens seeking to post bail do not need to make an appointment.**