

### Instructions for Set Aside for Bond Forfeiture motion

1. All of the information including the amount of the bond forfeited, the date of the forfeiture judgement and the type of the bond can be found on the judgement paperwork that you were mailed after the forfeiture hearing.
2. Include the information that you have about when the defendant was apprehended or turned themselves into authorities.
3. If there is additional information you would like the Judge to have please include that on a separate piece of paper.
4. Surety is responsible for any costs associated with the defendant being extradited, apprehended, or transported. Court staff will verify these costs and present them to the court at the time of the hearing.
5. The hearings are held at 10:00 AM on the following dates for 2024:

March 22, 2024

June 21, 2024

September 20, 2024

December 20, 2024

Choose the date closest to the file date. The hearing will be held in front of Judge Quist in Courtroom 12A

6. Print form – must be single sided. The Court does not accept double sided documents.
7. Mail or hand deliver **original** to the 17<sup>th</sup> Circuit Court Clerk – 180 Ottawa Suite 2400, Grand Rapids MI 49503.
8. Mail, hand deliver or email 1 copy to the 17<sup>th</sup> Circuit Court Finance Department – 180 Ottawa Suite 3500, Grand Rapids MI 49503, Attn: Carrie Irwin, [carrie.irwin@kentcountymi.gov](mailto:carrie.irwin@kentcountymi.gov)
9. Mail 1 copy to the 17<sup>th</sup> Circuit Court – 180 Ottawa Suite 11B, Grand Rapids MI 49503, Attn: Judge Quist.
10. If you have questions call Carrie Irwin at 616-632-5175.