

QRG – Adding Court Involvement Information

Add court involvement information

1. After logging in to the Bail Bond Program Database, click Agent Profile.

Refer to QRG – Creating a MyCourtMN User Account on the <u>Bail Bond Program</u> website for login instructions.



- 2. Click Court Involvements.
- 3. Click Add New.

Home » Agent Profile						
Agent Profile						
Agent Summary	Court Involvements	2				
Court Involvement Records		 	2	Add New		
There are no records	i.					



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- 4. Add agent court involvement information. Scroll down to complete all required fields.
 - a. Offense Date
 - b. Court Involvement Type
 - c. Charge
 - d. Detailed Description of Charge
 - e. Resolved
- 5. Click Save.

Add an Agent Court Involvement Record	
Offense Date *	
Date format: mm/dd/yyyy	
Court Involvement Type *	
Case Number	
	0/30
Statute Number	
Statute, admin rule, or ordinance number	0/50
Charge *	
	0/2000
Detailed Description of Charge *	
Resolved *	▼
Disposition Date	Ē
Date format: mm/dd/yyyy	
Disposition Type	
Comment	
	0/255
5	Save Close