

Nassau County Treasurers Office



Cash Bail System Manual

Written & Programmed By:
The Nassau County Department of Information Technology

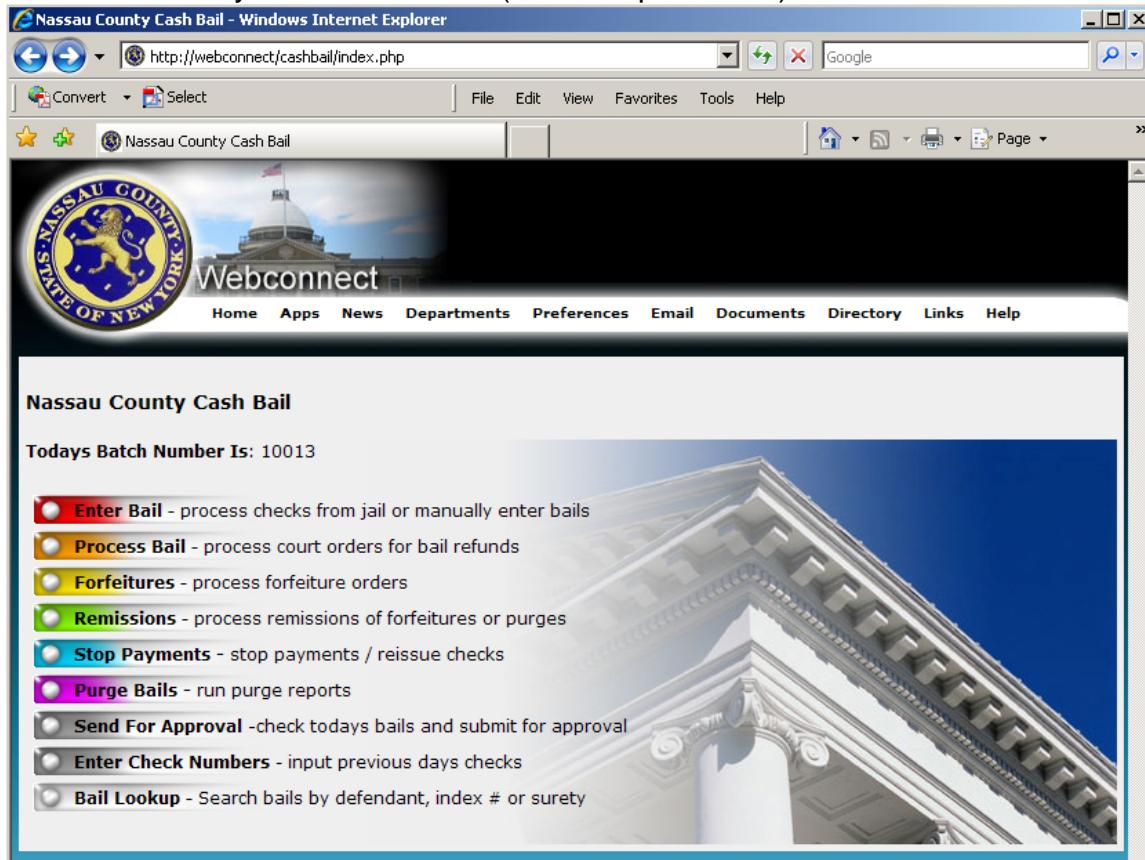
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Introduction

The new Nassau County Cash Bail System is an intranet based, menu driven application. This means that anyone with proper credentials can access the application from anywhere inside the County network using only a browser application. There is no installation procedure, simply log in and go.

The first screen you will encounter (as a bail processor):

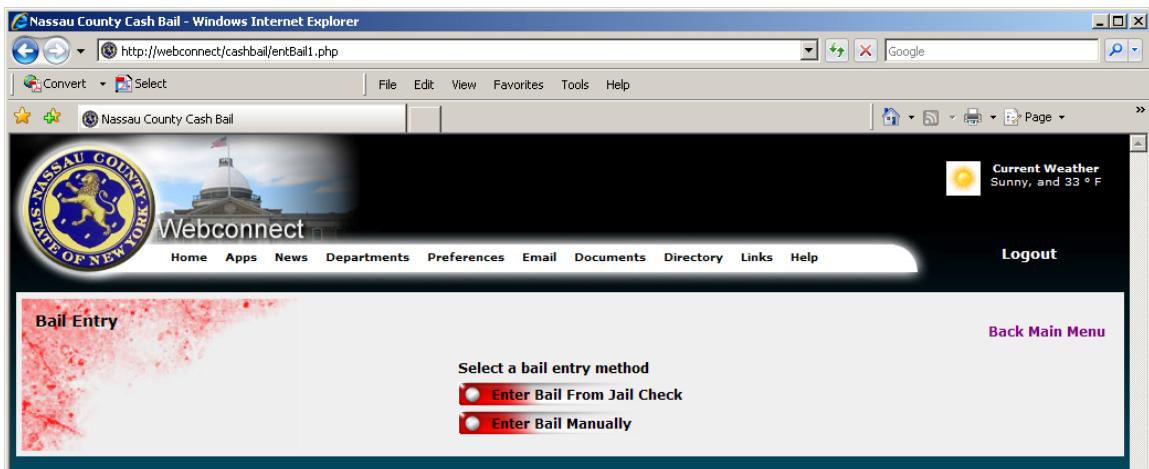


Towards the top of the main content area you will notice a batch number. This number is automatically assigned when someone (regardless of their access rights) loads the page for the first time that day. This number will be used to reference all activities done on that day.

Below the batch number, you will see a color coded list of options that you can perform as a bail processor. General users will not see all of these options. Instead, they will only see the white tab for "Bail Lookup".

Let's begin working our way down the list of options.

Entering Bail



Bail Entry Menu

After clicking on the “Enter Bail” link from the main menu, you arrive at the “Bail Entry Menu”. From here you can choose to either enter bail from a check sent from the jail, or enter bails manually. On the top right there is a link to return to the main menu.

Nassau County Cash Bail - Enter Bail By Jail Check Number - Windows Internet Explorer
http://webconnect/cashball/jailimport.php

Convert Select File Edit View Favorites Tools Help

Nassau County Cash Bail - Enter Bail By Jail Check Nu... Page >

Webconnect Current Weather Sunny, and 33 ° F

Logout

Home Apps News Departments Preferences Email Documents Directory Links Help Main Menu

Enter Bail By Jail Check Number

Enter Check Number: Submit

Document Number:

Court: District Court

Date of Record: 02/09/2010

Posted Date Date of Rec Def Last Def First Index No/ Yr Court Bail Amt Surety Last Surety First Surety Address City State Zip Phone

Total Check = \$0

Process Bails

©2009

Done Internet 100%

Enter Bail By Jail Check Number

If you've received a list of bails from the jail with a check number, you can enter the check number and click submit to see if the information has been passed from the jail to the County system. If the check number is valid, and the data has been passed to the County, you will get a list of all bails associated with that check number.

Enter Check Number: Document Number: Court:

Date of Record: 02/16/2010

Posted Date	Date of Rec	Def Last	Def First	Index No/ Yr	Court	Bail Amt	Surety Last	Surety First	Surety Address	City	State Zip	Phone
01/24/2010		AGUILAR	JOSE	2108 10		2500	AGUILAR	JOSE	18 ELDERBERRY	NEW CASTLE NY	11590	5164556929
01/22/2010		BANKER	JOHN	27838 09		500	BANKER	KIM	15 CONNELLY DR	OLD MEDFORD NY	11763	6317145957
01/23/2010		BRUNDIGE	STEVEN	1703 10		1500	SAVAGE	JANICE	34 ELK ST APT.3E	HEMPSTEAD NY	11550	5167508133
01/23/2010		BRUNDIGE	STEVEN	1702 10		1000	SAVAGE	JANICE	34 ELK ST APT.3E	HEMPSTEAD NY	11550	5167508133
01/23/2010		CALIENDO	SEBASTIAN	2101 10		1000	CALIEDO	SEBASTIAN	180 GREAT EAST NECK RD	WEST BABYLON NY	11704	5165248895
01/23/2010		CHO	JONG	2077 10		2500	CHO	JONGHYUN	200-04 32ND AVE 2FL	BAYSIDE NY	11361	7188198119
01/23/2010		CIFUENTES	ORLANDO	2090 10		500	VENTURA	GUADALUPE	140 FRONT AVE	BRENTWOOD NY	11717	6319135055
01/23/2010		CRONAN	ADAM	2067 10		500	CRONAN	MICHAEL	105 BUCKET LANE	LEVITTOWN NY	11756	5165035554
01/23/2010		DEMARCO	ANTHONY	1993 10		5000	DEFEO	AUGUSTINE	439 MAIN STREET	PORT WASHINGTON NY	11050	5168833200
01/22/2010		FRYLING	MELISSA	NN2929 0		5000	JACOBS	PAUL	2509 HORSHAM RD	HATBORO PA	19040	2152663402
01/24/2010		HANCOCK	GORDON	27513 08		250	CARTER	ROCHELLE	86 HILLSIDE AV	FREEPOR	NY	11520 5167791297
01/24/2010		HANCOCK	GORDON	27514 08		500	CARTER	ROCHELLE	86 HILLSIDE AV	FREEPOR	NY	11520 5167791297
01/24/2010		HANCOCK	GORDON	4400 08		250	CARTER	ROCHELLE	86 HILLSIDE AV	FREEPOR	NY	11520 5167791297
01/24/2010		HANCOCK	GORDON	21623 08		500	CARTER	ROCHELLE	86 HILLSIDE AV	FREEPOR	NY	11520 5167791297

In the example above we have entered a check number from the jail and have found that data has been passed. Notice, there are two bails highlighted in red. This red color indicates that there is a **duplicate index number** in the system and needs to be changed before the bails can be imported into the new system.

The bottom of this screen will give you a total amount for the bails listed which should match the amount of the check from the jail. Once that is verified, and all errors are corrected, enter the document number provided by the jail at the top. You may select a court to apply to all bails as well as a "Date of Record" to apply for all bails if desired. Should there be errant bails listed with different courts or dates, you can manually enter the correct date of record and/or court on the bails that do not match the rest. Please note the court field should be entered as a number. There is a menu at the bottom of the page that lists the court and the appropriate number to post. Once everything is in order, you can click on the "Process Bails" button at the bottom. Should there be any errors or problems with the insert, you will be notified of the errors before anything gets submitted into the new system.

The screenshot shows a web browser window for Nassau County Cash Bail - Enter Bail Manually. The URL is http://webconnect/cashbaill/enterbaill.php. The page features the Nassau County seal and a weather widget showing "Current Weather: Sunny, and 34 ° F". The menu bar includes Home, Apps, News, Departments, Preferences, Email, Documents, Directory, Links, Help, and Logout. A "Main Menu" link is visible in the top right. The main content area is titled "Enter Bail Manually" and contains fields for Date Posted (02/09/2010), Date of Record (02/09/2010), Validation No., and Defendant information (Last Name, First Name, Index No., Year, Bail Amt, Court). There are also fields for Surety, Address, City State, Zip, and a "Defendant Comments" checkbox. A "Insert Bail Record" button is at the bottom.

Enter Bail Manually

You may have to enter bail manually into the system for a few reasons. Should a situation arise where you need to do this, clicking the “Enter Bail Manually” button from the bail entry menu will bring you to this screen.

Here you can enter all the information that has come in to be put into the system for processing. By default the “Date Posted” and Date of Records” are filled in with today’s date. If either of these two dates needs to be different, you can change them.

Please note: if you have multiple bails that need to be entered, once you change one of the dates, the date entered **will remain until you change it again.

The Defendant Comments check box should be used to mark the bail as needed and indicated by the bail order.

If the name of the defendant is the same as the surety, you may enter the equals sign (=) into the surety last name field and the system will copy whatever is entered in the defendant’s first and last name field into the surety’s first and last name fields upon submission.

In addition to entering the defendant’s information, you will need to enter a validation number. If you do not enter a Validation Number, the information entered into the fields below **will not** be put into the system. You will receive a

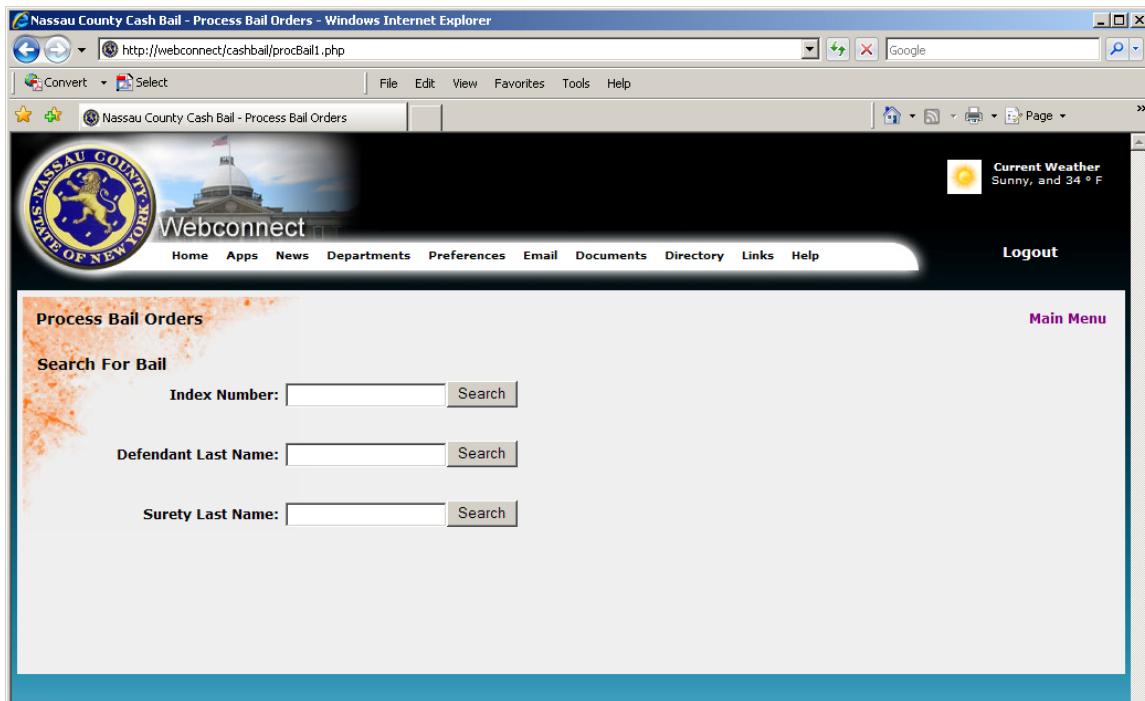
warning letting you know that mandatory information has not been entered so that you may correct the problem and re-submit the data.

As with the jail check entry screen, should there be a duplicate index number entered, the bail system will reject it and post an error at the top of the screen notifying you that you cannot enter the bail with that index number. You will have to re-enter the defendant and surety bail information should this occur.

Below the entry form, you will begin to build a list of bails entered under the current validation number. For your convenience, there is a total value of bails as well as a total number of entries made at the bottom should your list become long. This should help verify that you have entered the correct amount of bails.

Processing Bails

The “Process Bails” link from the main menu is where the bails are selected and processed for payment. Clicking the link brings you to the first of what will be known as the “common menus”.



Common Search Menu

The first common menu is the Search Menu. From here you have three choices in which to find a bail. You may search by index number, defendant last name or surety last name.

Please note that if you only wish to look up a bail you should perform your search from the “Bail Lookup” link at the main menu. The process bails tab is ONLY for processing bails to be paid by check.

The screenshot shows a Microsoft Internet Explorer window titled "Nassau County Cash Bail - Windows Internet Explorer". The URL is http://webconnect/cashball/indexno.php. The page header includes the Nassau County seal, a "Webconnect" logo, and a "Logout" link. A weather widget on the right shows "Current Weather: Sunny, and 34 ° F". The main content area has a heading "Find Bail By Index Number" and a sub-heading "Click on the index number to begin processing that record." Below this is a table with the following data:

Name	Index No / Yr Court	Date Posted	Total Forfeit Amt	Total County Fee	Total Payment Amt	Total Receipt Amt	Surety Name
HECTOR PADILLA	1045 /10	District Court 01/11/2010	.00	.00	.00	500.00	LIZ SALAZAR

Common Search By Index Number

Should you choose to search using an index number, enter the index number only (do not include the index year) and click the search button immediately to the right of the index number field. The search, if successful, will bring up a list of all bails that have a remaining balance. You will not find bails that have already been processed and have a remaining balance of zero (\$0). From here, you can click on the index number of the correct bail to bring you to the processing screen.

You may also click on the defendant's last name if you wish to search for other non-zero balance, outstanding bails for that individual.

There is a link at the top right that will bring you back to the common search menu.

The screenshot shows a web browser window for "Nassau County Cash Bail Find Records By Defendant Name - Windows Internet Explorer". The URL is <http://webconnect/cashbail/name.php>. The page title is "Nassau County Cash Bail Find Records By Defendant ...". The header includes a "Webconnect" logo, a menu bar with "Home", "Apps", "News", "Departments", "Preferences", "Email", "Documents", "Directory", "Links", "Help", and a "Logout" link. A weather widget shows "Current Weather: Sunny, and 34 °F". The main content area is titled "Find Bail By Defendant Name" and contains a search form with "Last Name: padilla" and a "Search" button. Below the search form is a list of defendant names:

- Defendant
- [ADAM L. PADILLA](#)
- [ADRIAN PADILLA](#)
- [ARNOLD PADILLA](#)
- [BRENDA PADILLA](#)
- [CALIXTO PADILLA](#)
- [CARMEN M. PADILLA](#)
- [DAVID PADILLA](#)
- [DAVID K. PADILLA](#)
- [DIXIS AMANDA PADILLA](#)
- [EDENIR PADILLA](#)
- [EDWIN A PADILLA](#)
- [ELAN PADILLA](#)
- [ELIDA R PADILLA](#)

Common Search By Last Name (Defendant)

Should you choose to search for a bail using the defendant's last name, you would enter all or the beginning part of the last name in the "Defendant Last Name" field in the search menu and click the search button immediately to the right of the defendant last name field. This will bring you to the screen pictured above. Here, a list of all matching last names of defendants will appear. From this list, you may select the appropriate defendant which will bring you to the second defendant name search screen (*below*)

The screenshot shows the same web browser window as the previous one, but now displaying search results. The search term "PADILLA" has been entered in the "Last Name:" field and the "Search" button has been clicked. The results table shows one row of data:

Name	Index No / Yr Court	Date Posted	Total Forfeit Amt	Total County Fee	Total Payment Amt	Total Receipt Amt	Surety Name
HECTOR PADILLA 1045 /10	District Court	01/11/2010	.00	.00	.00	500.00	LIZ SALAZAR

From this screen you can click the index number to bring you to the processing screen.

Nassau County Cash Bail Find Records By Surety Name - Windows Internet Explorer
<http://webconnect/cashball/surety.php>

File Edit View Favorites Tools Help

Convert Select

Nassau County Cash Bail Find Records By Surety Name

 Webconnect

Home Apps News Departments Preferences Email Documents Directory Links Help Logout

Current Weather Sunny, and 34 ° F

Find Bail By Surety Name

Surety Last Name: Search

Surety

- [ACOSTA SALAZAR](#)
- [AHMED SALAZAR](#)
- [ALAJANDRO SALAZAR](#)
- [AMPARO SALAZAR](#)
- [ANGEL SALAZAR](#)
- [CARMEN F. SALAZAR](#)
- [CHRISTIAN SALAZAR](#)
- [CLAUDIA SALAZAR](#)
- [DENISE SALAZAR](#)
- [E.F. SALAZAR](#)
- [ERNESTO SALAZAR](#)
- [FRANCISCA SALAZAR](#)
- [GLORIA SALAZAR](#)

Search Menu

Done

Common Search By Last Name (Surety)

Should you choose to search for a bail using the surety's last name, you would enter all or the beginning part of the last name in the "Surety Last Name" field in the search menu and click the search button immediately to the right of the surety last name field. This will bring you to the screen pictured above. Here, a list of all matching last names of sureties will appear. From this list, you may select the appropriate surety which will bring you to the second surety name search screen (*below*)

Nassau County Cash Bail Find Records By Surety Name - Windows Internet Explorer
<http://webconnect/cashball/surety.php>

File Edit View Favorites Tools Help

Convert Select

Nassau County Cash Bail Find Records By Surety Name

 Webconnect

Home Apps News Departments Preferences Email Documents Directory Links Help Logout

Current Weather Sunny, and 34 ° F

Find Bail By Surety Name

Surety Last Name: Search

Name	Index No / Yr Court	Date Posted	Total Forfeit Amt	Total County Fee	Total Payment Amt	Total Receipt Amt	Surety Name
HECTOR PADILLA	1045 /10	District Court 01/11/2010	.00	.00	.00	500.00	LIZ SALAZAR

Search Menu

From this screen you can click the index number to bring you to the processing screen.

Nassau County Cash Bail - Process Bail Refund - Windows Internet Explorer
 http://webconnect/cashball/refbail.php?id=107869

Convert Select File Edit View Favorites Tools Help

Nassau County Cash Bail - Process Bail Refund Main Menu Search Menu

Process Bail Refund

Defendant Transaction Summary

Index No: 1045 / 10	Court: District Court	Surety: LIZ SALAZAR		
Date Posted: 01/11/2010	75 SOUTH COVERT AVE			
Defendant: HECTOR PADILLA	ELMONT NY 11003			
Bail Amount	Forfeit/Purge	Payment	County Fee	Balance
500.00	.00	.00	.00	500
Date of Record	Transaction	Document	Transaction Amount	Check Number
01/12/2010	R	RCCC10000016	500.00	0.

Select A Refund Option

Refund Balance info	Refund -3% info	Amount: [] info	Partial Payment	Amount: [] info	to District Court	Multi Check
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Comments:

Add Comment

Process Bail Refund

Once we have found our bail record, we are brought to the “Process Bail Refund” screen. This screen allows us to update the defendant and surety information. Update the court and index number. Read and leave comments regarding the bail and, of course, process the bail according to the court order.

It is easiest to think of this screen in three parts, the top, middle and bottom or information, processing and comments.

If you need to (and it is recommended it be done at this point) update any of the master information, such as the defendant, surety, court and index number/year, simply type in the changes that need to be made and click on the “Update Info” button. The screen will refresh itself and any changes that were made to the top of the screen will be implemented. Please note, if you add a note at the same time as you update the master information, the note will **not** be added when you hit the “Update Info” button as this button **only** processes the master information fields.

We will skip the middle for a moment and move down to the comments area. The new bail system will include any old comments that were in the old system and allow for an almost unlimited amount of information to be added to this area. If you need to make a new comment, simply type the information in to the comments text area and click the “Add Comment” button. The screen will refresh and the comment will be saved.

Select A Refund Option					
Refund Balance info	Refund -3% info	Amount: <input type="text"/> info	Partial Payment info	Amount: <input type="text"/> to <input type="button" value="District Court"/> District Court info	Multi Check info

The middle section contains the “Processing Bar” used to process the bail order. From left to right we have, Refund Balance, Refund -3%, Partial Payment and Multi Check.

****Note:** when any of the buttons are clicked, a pop up notification will appear to alert you as to which process you have selected as well as guard against accidental double clicking.

The first button, “Refund Balance”, when clicked, will issue a refund of 100% of the balance with **no** county fee taken out. Once processed, you will see the refund transaction along with any other transaction that may be associated with the bail up to this point in the transaction log (middle section directly above the processing bar).

The second button, “Refund -3%”, when clicked, will issue a refund of the full balance **minus** the County fee of 3%. There will be two transactions added to the transaction log, one for the refund, and another for the County fee taken.

The third button is the “Partial Payment” button. There is a text box directly to the left of this button where you can enter the amount of the partial payment to be made. On processing, there will be two transactions added to the transaction log, one for the refund, and another for the County fee taken. The County fee taken is proportional to the **amount entered** for refund and is not calculated against the total or remaining balance of the bail.

The last button on the Processing Bar, is the “Multi Check” button. This button is used when a payment is to be made to the court as well as the county and the surety (if there is any remaining balance). There are two fields to the left of this button. The first is the amount field. Here you will enter the amount **going to the court**. The second field is used to select which court the amount will be written to. When the button is clicked, up to three transactions will be made. There will be a county fee transaction, a court payment transaction, and a surety transaction (if there is any balance left over after the county fee and court checks are issued). It is important to note that the program will automatically calculate the proper amount to be taken from the bail. Below are a couple of examples of how this will work.

IMPORTANT: DO NOT PRE-CALCULATE THE AMOUNTS DUE!!!

Example 1: Using the depicted bail above, there is a \$500 bail outstanding. If the court orders \$250 to be paid to the court, a transaction will be made for \$250 to the court, \$15 to the County as a fee, and \$235 to the surety.

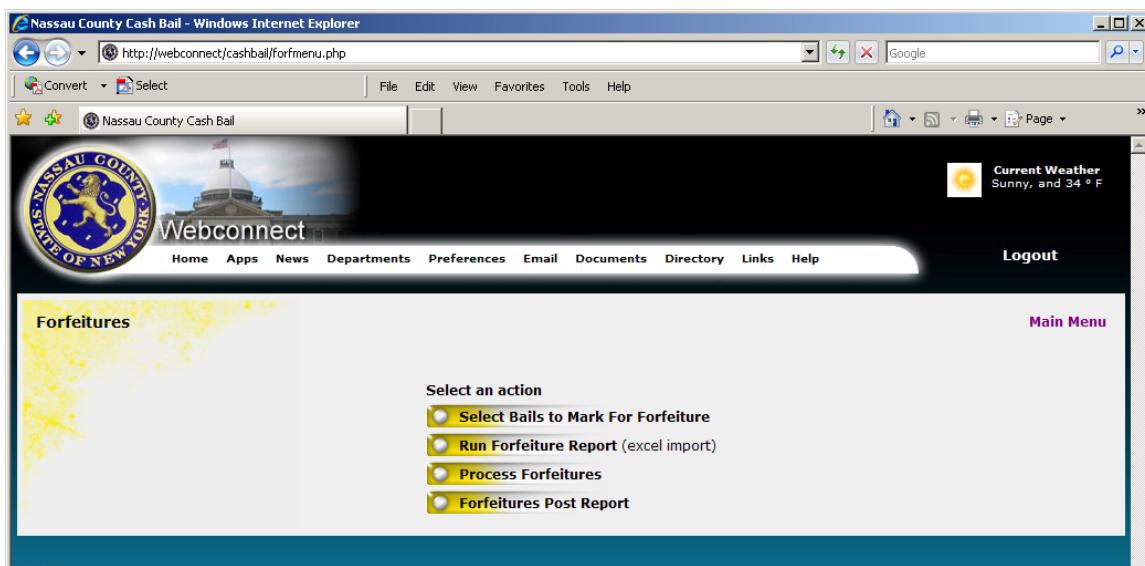
Example 2: Using the same example: If the court orders \$500 to be paid to the court, \$500 should be entered into the amount field. The program will issue a court check of \$485 and a check for \$15 to the County as a fee. There will be no third check in this example as the total amount of the bail has been exhausted with these two checks.

Date of Record	Transaction	Document	Transaction Amount	Check Number
01/12/2010	R	RCCC10000016	500.00	0.
02/09/2010	P	10013	485.00	NIFS
02/09/2010	C	10013	15.00	NIFS

In the above screenshot, we have processed the bail using the second, “Refund - 3%” button. Notice there are two transactions listed below the initial bail entry transaction. Also, notice there are reverse buttons now next to the two new transactions and all the buttons on the Processing Bar have disappeared. Should an error be made, for example, this bail should have been a full refund and not refund -3%, you would simply “reverse” the two transactions which would re-instate the bail money back into the record (making the balance \$500 again). Once a balance has been re-instated, the Processing Bar will again appear for you to re-process the bail.

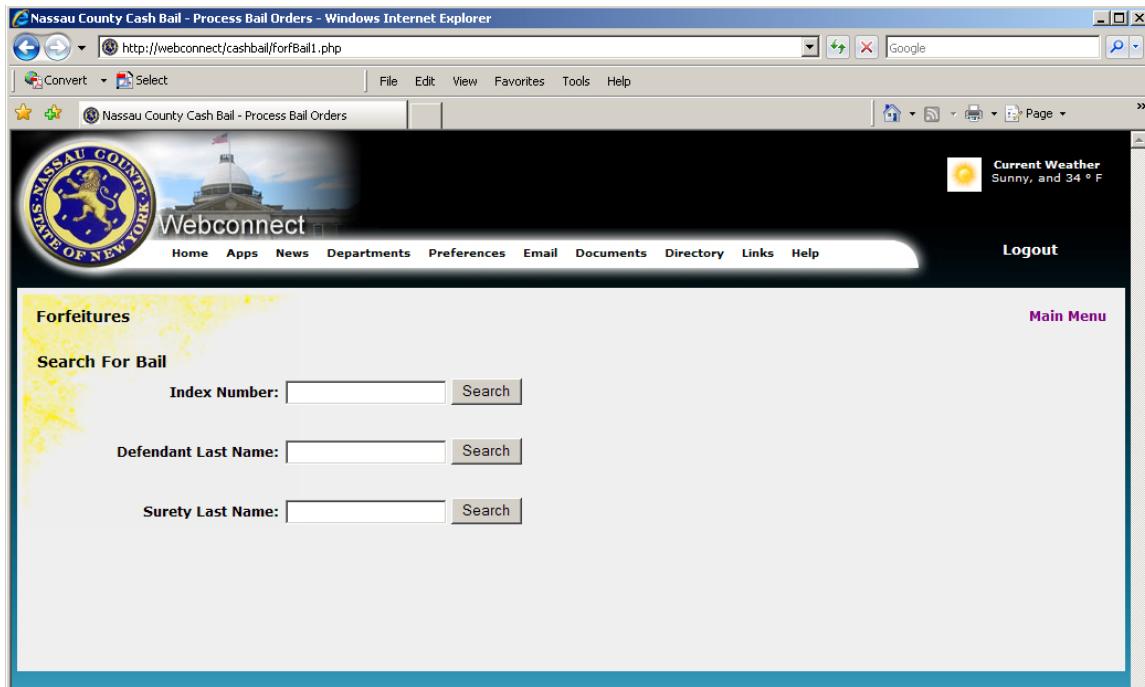
****NOTE:** If you process a bail and navigate away from the Process Bail Refund screen, you will **not** be able to pull the bail up from the Process Bail Search. Since the bail no longer has a balance the bail will not show up. If a correction needs to be made, you **can** still get to the bail by going to the “Send For Approval” screen and clicking on the bail index number from there.

Forfeitures



Forfeiture Menu

Should you need to run a forfeiture batch, click the “Forfeitures” button from the main menu. This will bring you to the “Forfeitures Menu”. Here we have four options to choose from.



Searching for Bails to Mark for Forfeiture

The first thing that needs to be done for forfeitures is marking the bails for forfeiture. When you click the link from the Forfeitures menu, you will be brought to the screen above. This is the same Common Search screen as seen in the Process Bails section and functions the same way. You can search for the bail using any of the three criteria listed following the same procedure as explained earlier in the manual.

Nassau County Cash Bail - Flag Bail for Forfeiture - Windows Internet Explorer
<http://webconnect/cashbaill/forflag.php?id=36443>

Convert Select File Edit View Favorites Tools Help

Nassau County Cash Bail - Flag Bail for Forfeiture

Webconnect

Logout

Forfeitures

Main Menu
 Search Menu
 Forfeiture Menu

Index No: 1042 / 10 Flag for Forfeiture Surety: BHAGMATTEE DEONARAIN

Date Posted: 01/12/2010 Court: District Court Address: 40-30 75TH ST AP 5E
 Defendant: BHARAT DEONARAIN ELMHURST NY 11373

Bail Amount	Forfeit/Purge	Payment	County Fee	Balance
1000.00	.00	.00	.00	1000

Date of Record	Transaction	Document	Transaction Amount	Check Number
01/13/2010	R	RCCC10000021	1000.00	0.

Comments:

Flagging Bails for Forfeiture

Once you have located the appropriate bail to be marked for forfeiture, you will be brought to the Flag screen. This screen is very similar to the Process Bail Refund screen. It contains all the information about the bail, defendant, surety, court, all transactions as well as any notes that may be associated with the bail. Note that none of the information is updateable through this screen. (if the bail has an outstanding balance, the information may be updated from the process bails screen or from the Process Forfeitures screen) There is a single check box towards the top of the screen with a button, "Flag for Forfeiture". (this button's name changes if the check box is found to be already checked to "Un-Flag for Forfeiture").

To mark the bail for forfeiture, simply click the check box and click the "Flag for Forfeiture" button. The screen will refresh, the check box will remain checked and the button name will have changed. If you do not wish to have this bail record flagged, follow the same procedure for flagging it. Un-check the check box and click the button, this will un-flag the bail and remove it from the forfeitures report.

The screenshot shows a web browser window for Nassau County Cash Bail. The main content area is titled "Forfeiture Report". It features a search bar with the date "2/09/2010" and a "Run Batch" button. Below this, a table lists bails flagged for forfeiture. The columns are labeled: Def, street, Town etc., surety, date, and do after. One row in the table is shown:

Def	street	Town etc.	surety	date	do after
BHARAT DEONARAIN	40-30 75TH ST AP SE	ELMHURST , NY 11373	BHAGMATTEE DEONARAIN	02/09/2010	03/26/2010

Run Forfeiture Report (w/ excel import)

Once all the bails have been marked for forfeiture, go back to the forfeitures menu and click the Run Forfeiture Report link.

This screen will show all bails marked for forfeiture. By default, the current date is run for the batch. You may enter a previous date and run the batch which will remove any flagged bails that fall **after** the date listed.

The main purpose of this screen is to allow the bail processor a means to import the information into an Excel spreadsheet to perform a mail merge to send out letters of notification to the sureties regarding the forfeiture.

To import the report into excel:

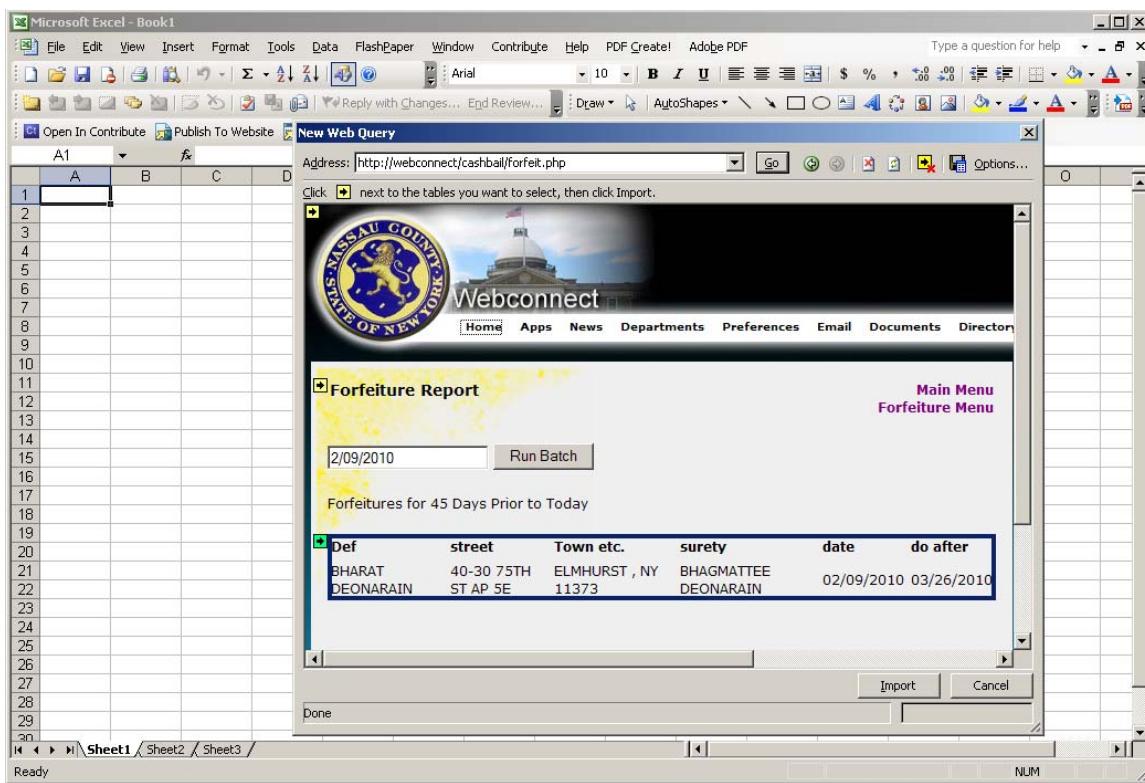
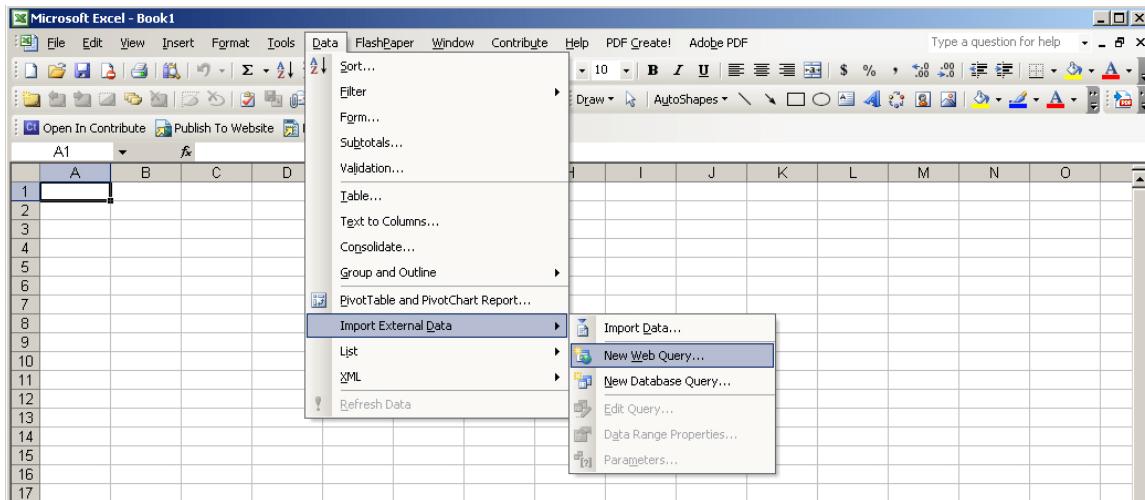
1. Open Excel
2. Create a New Worksheet (if one isn't created by default when opening Excel)
3. Click Data on the top tool bar.
4. Move the mouse down to the "Import External Data"
5. Move the mouse over to the "New Web Query" option and click. (see top image on next page)

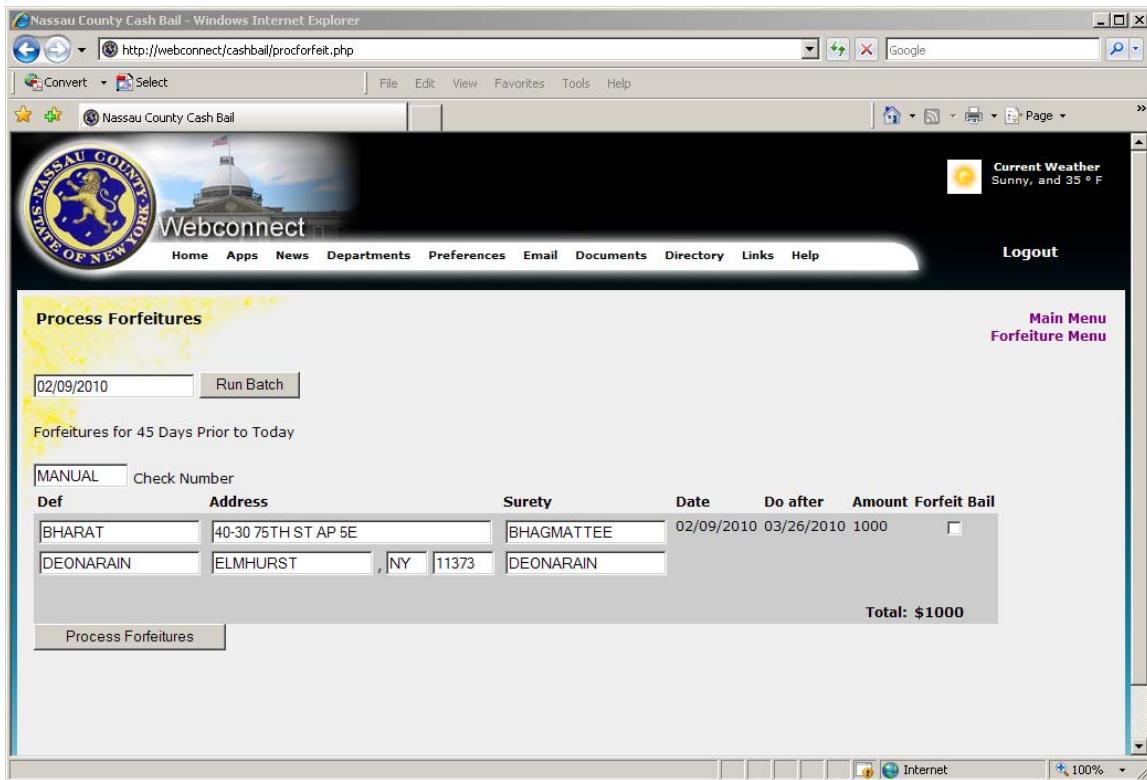
A pop up window will open that resembles a browser.

1. In the address field at the top type in "webconnect"
2. Click the "Go" button.
3. Login to Webconnect
4. Navigate to the Cash Bail application.
5. Click on the forfeitures link
6. Click on the Run Forfeiture Report Link
7. Scroll down (if needed) to the table that contains all of the flagged for forfeiture bails.

8. Click on the small yellow arrow on the top left of the table (it will turn into a green check mark) (see bottom image below)
9. Click Import on the bottom left of the pop up window
10. Click "OK" on the new Import Data window

At this point the data that is found on the table in Webconnect, is now in your excel spread sheet.





Processing Forfeitures

After flagging the bails, running the report, doing the mail merge and waiting the 45 days, the remaining outstanding flagged bails are up for forfeiture. Clicking the “Process Forfeitures” link from the forfeitures menu brings you to the page pictured above.

At the top there is a date field where you can enter the date of the date of the batch you need to forfeit. **ONLY** bails that were flagged on that batch date will come up on the list below.

Below the date field is a check number field. After the check is written (manually from the treasurers office, or wired) you can enter the check number here which will apply itself to all the forfeitures that are being processed.

In the center of the screen there is the process queue of bails to be forfeited. The contact information can be updated or corrected here (and will be applied once the process forfeitures button is clicked). To the far left of the information is a check box under the “forfeit bail” heading. If there are bails that are NOT to be forfeited, simply **do not** check the box. All bails that need to be forfeited need to have the box checked. Once all bails are selected and all the contact information is updated/verified, click the “Process Forfeitures” button and all checked bails will be processed. Any un-checked bails will remain in the process queue.

Note: Processed bails will automatically take the County Fee from the amount being forfeited.

The screenshot shows a web browser window for Nassau County Cash Bail. The URL is <http://webconnect/cashball/forfnunis.php>. The page title is "Forfeiture Report By Batch Number". The header includes the Nassau County Seal, a "Webconnect" logo, and a "Logout" link. On the right, there are "Main Menu" and "Forfeiture Menu" links. The main content area displays a table of transactions for batch number 10013 on 02/09/2010. The table columns are: Name, Index No., Yr Posted, Document Date, Record Amount, Reversal Check Number, and Date Check Paid. Two entries are shown:

Name	Index No.	Yr Posted	Document Date	Record Amount	Reversal Check Number	Date Check Paid
BHARAT DEONARAIN	1042	10	10013	02/09/2010	30.00	MANUAL.
BHARAT DEONARAIN	1042	10	10013	02/09/2010	970.00	MANUAL.

Below the table, it says "Total County Fees: \$30", "1%: \$10", "2%: \$20", "Total Transactions Amount: \$970", and "Total Records: 2". The bottom of the page has a footer with "©2009" and various icons.

Forfeiture Report By Batch Number (Post Report)

After running the flagged bails through the forfeiture process, you may need to look up the information about that day's forfeiture run. To do this, click on the "Forfeitures Post Report" link from the forfeitures menu.

At the top of the screen there is a batch search button. This will search the database for all forfeitures using the batch number of whatever day you put in. If you need to look up older information (C-number), you can enter the batch number here (in the example above we used batch "10013").

In the center of the screen we have the transactions that took place under batch number 10013. Notice there are two transactions, one for the County fee (denoted by an "A" at the far right) and the second is the actual forfeiture.

Below the batch information is the County fee breakdown. This totals all County fee's and breaks them up into 1% and 2% totals.

Below the County fee breakdown there is a total of all forfeitures (minus the County fees).

At the bottom of the screen there is a total number of transactions listed for that batch.

Remissions

The screenshot shows a Microsoft Internet Explorer window with the title bar "Nassau County Cash Bail - Process Bail Orders - Windows Internet Explorer" and the URL "http://webconnect/cashbail/remBall1.php". The window contains a header with the Nassau County seal, the Webconnect logo, and a "Logout" link. A weather widget on the right shows "Current Weather: Sunny, and 35 °F". Below the header is a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area is titled "Remission of Forfeiture/Purge" and contains three search fields: "Search For Bail" with "Index Number:" and "Search" buttons; "Defendant Last Name:" and "Search" buttons; and "Surety Last Name:" and "Search" buttons. A "Main Menu" link is located in the top right corner of the content area.

Searching for Remissions of Forfeiture / Purge

If a bail that has been forfeited or purged needs to be re-issued or remitted, you can click the “Remissions” link from the main menu which brings you to the Remissions Search page. This form operates exactly the same as the Process Bail Search and the Forfeitures Search, however, this search will **only** return results that have been forfeited or purged. Search for your bail record as described earlier using any of the three criteria as depicted above.

Nassau County Cash Bail - Remission of Forfeiture/Bail - Windows Internet Explorer
 http://webconnect/cashbaill/rembaill.php?id=36443

Convert Select File Edit View Favorites Tools Help

Main Menu Search Menu

Defendant Transaction Summary

Index No: 1042 / 10	Court: District Court	Surety: BHAGMATTEE DEONARAIN		
Date Posted: 01/12/2010	40-30 75TH ST AP 5E			
Defendant: BHARAT DEONARAIN	Update Info	ELMHURST NY 11373		
Bail Amount	Forfeit/Purge	Payment	County Fee	Balance
1000.00	970.00	.00	30.00	0
Date of Record	Transaction	Document	Transaction Amount	Check Number
01/13/2010	R	RCCC10000021	1000.00	0.
02/09/2010	F	10013	970.00	MANUAL.
02/09/2010	A	10013	30.00	MANUAL.

Comments:

Add Comment

Done

Remitting Bail

Once you have located the correct bail record, you will be brought to the “Remission of Forfeiture/Purge” screen. At first, this screen seems almost identical to the “Process Bail” screen as seen earlier.

At the top of the screen, you may update the information as necessary as described earlier.

In the center is a list of all transactions for that bail record. Notice there are “Reverse” buttons to the right of all reversible transactions.

Below the transaction information there is no Processing Bar (yet).

At the bottom of the screen is the comments area, which operates exactly the same as described in the “Processing Bail” section of the manual.

Use the “Reverse” buttons to re-instate the bail money.

NOTE: Be aware of the amount of the remission. In this example, if the remission is for the \$970 only, it is **not** necessary to reverse the county fee taken. However, if the order is to remit the **entire** bail amount (fee included), you will need to reverse both the forfeiture transaction as well as the County fee transaction.

Nassau County Cash Bail - Remission of Forfeiture/Bail - Windows Internet Explorer
 http://webconnect/cashbaill/rembaill.php?id=36443

Convert Select File Edit View Favorites Tools Help

Main Menu Search Menu

Defendant Transaction Summary

Index No: 1042 / 10	Court: District Court	Surety: BHAGMATTEE DEONARAIN		
Date Posted: 01/12/2010	40-30 75TH ST AP 5E			
Defendant: BHARAT DEONARAIN	Update Info	ELMHURST NY 11373		
Bail Amount	Forfeit/Purge	Payment	County Fee	Balance
1000.00	.00	.00	30.00	970

Date of Record	Transaction	Document	Transaction Amount	Check Number
01/13/2010	R	RCCC10000021	1000.00	0.
02/09/2010	F	10013	970.00	MANUAL.
02/09/2010	A	10013	30.00	MANUAL.
02/09/2010	K	10013	970.00	REVERSAL

Process Remission

Check Number: MANUAL Remit Balance

Comments:

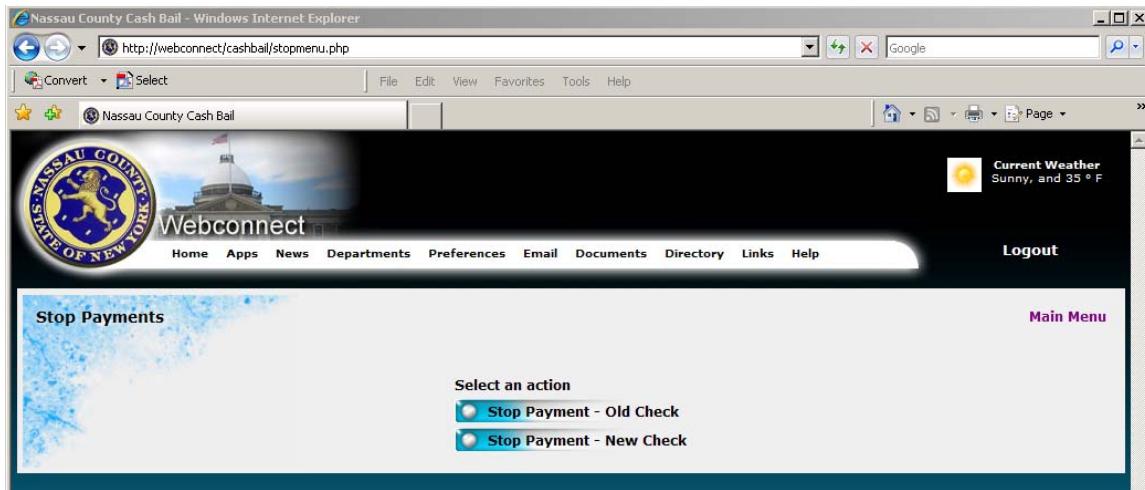
Done

Processing the Remission

Once you have reversed the proper bail amount(s), a new “Processing Bar” will appear below the transaction list. Notice there is a new transaction in the list showing the reversal and is denoted by the transaction type “K”.

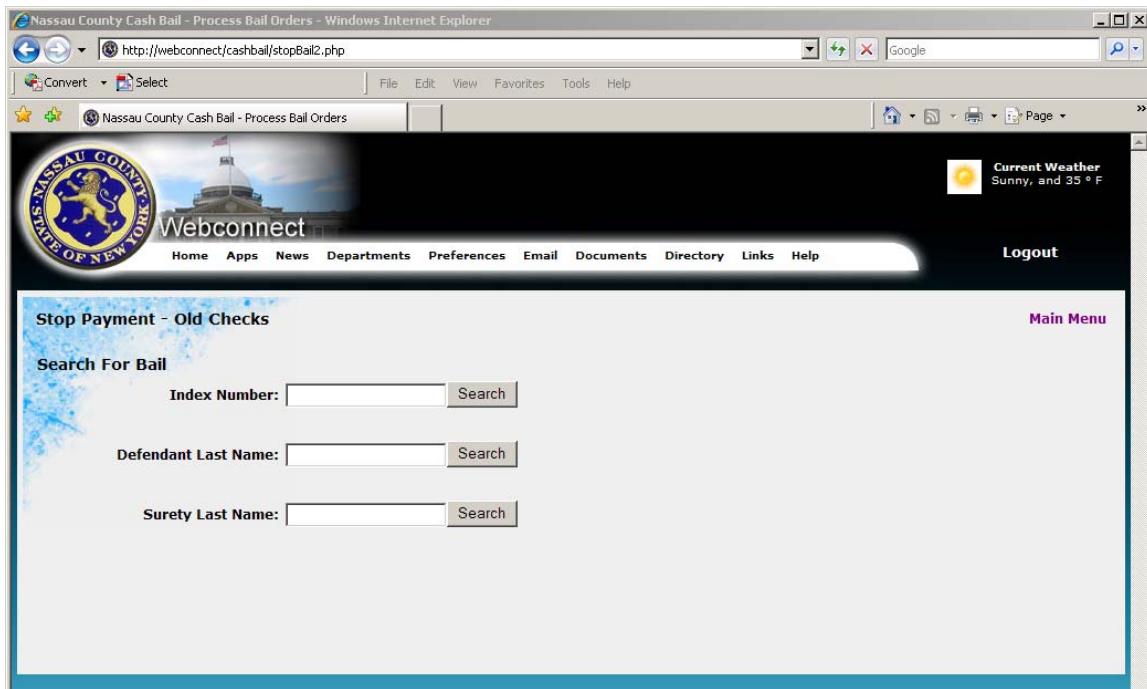
Remission checks are to be manually written from the bail account and will not be processed by NIFS. Once the check is written, you may enter the new check number into the “Check Number” field in the Processing Bar and click the “Remit Balance” button. This button will enter a transaction equal to the balance listed on the bail. As stated earlier it is important to note **exactly** what the total of the remission is to be. If you accidentally remit a County fee where it is unwarranted, you **cannot** undo this. Should this situation arise, you will need to contact the application support team in I.T. to assist.

Stop Payments



Stop Payments Menu

Should a stop payment need to be issued for a check, you may click the "Stop Payment" link from the main menu. This will bring you to the "Stop Payment Menu" screen as pictured above. There are two choices here. The first choice is for the stop payment of an old check. These are checks **not** issued by NIFS. The second selection is to stop payment of a new check. These **are** checks issued by the NIFS system (processed by the new cash bail program).



Stop Payment Search

By now you should be very familiar with this screen. Again, everything functions exactly the same as the other search screens. Enter information into one of the three fields and search for the bail record of the check that needs to be stopped. The search screen is the same for both new and old checks.

Nassau County Cash Bail - Remission of Forfeiture/Bail - Windows Internet Explorer
 http://webconnect/cashball/stoppay2.php?id=36443

Convert Select File Edit View Favorites Tools Help Page >

Stop Payment - Old Check

Main Menu
 Search Menu

Defendant Transaction Summary

Index No: 1042 / 10	Court: District Court	Surety: BHAGMATTEE DEONARAIN		
Date Posted: 01/12/2010	40-30 75TH ST AP 5E			
Defendant: BHARAT DEONARAIN	Update Info	ELMHURST NY 11373		
Bail Amount	Forfeit/Purge	Payment	County Fee	Balance
1000.00	.00	970.00	30.00	0

Date of Record	Transaction	Document	Transaction Amount	Check Number
01/13/2010	R	RCCC10000021	1000.00	0.
02/09/2010	F	10013	970.00	MANUAL.
02/09/2010	A	10013	30.00	MANUAL.
02/09/2010	K	10013	970.00	REVERSAL
02/09/2010	P	10013	970.00	NIFS

Comments:

Add Comment

Stopping Payment

The “Stop Payment” screen looks identical for both new and old checks. The top portion of the page allows you to update the defendant/surety information as needed. The middle section shows the transaction history for the bail record. The bottom allows for the viewing and addition of comments.

In the transactions portion of the screen, you will notice a stop payment button on ONLY checks that have been issued to entities other than the County. You cannot stop payment on transactions that have been reversed or on County fee transactions. The procedure is the same for both old and new checks. To stop payment, simply click on the stop payment button.

Old Checks

Older checks, not processed using the NIFS system, need to be manually re-cut. This means the system will **not** issue a replacement check for the check you are stopping payment on.

New Checks

Newer checks, processed using this system via the NIFS system, are automatically re-cut by NIFS. Notification of the stop payment needs to be made to the Office of the Comptroller by an agent of the Treasurers Office for this to occur.

Nassau County Cash Bail - Remission of Forfeiture/Bail - Windows Internet Explorer
 http://webconnect/cashbail/stoppay1.php?id=36443

Convert Select File Edit View Favorites Tools Help

Main Menu Search Menu

Stop Payment - NEW Check

Defendant Transaction Summary

Index No: 1042 / 10	Court: District Court	Surety: BHAGMATTEE DEONARAIN		
Date Posted: 01/12/2010	40-30 75TH ST AP 5E			
Defendant: BHARAT DEONARAIN	Update Info	ELMHURST NY 11373		
Bail Amount	Forfeit/Purge	Payment	County Fee	Balance
1000.00	.00	.00	30.00	970

Date of Record	Transaction	Document	Transaction Amount	Check Number
01/13/2010	R	RCCC10000021	1000.00	0.
02/09/2010	F	10013	970.00	MANUAL.
02/09/2010	A	10013	30.00	MANUAL.
02/09/2010	K	10013	970.00	REVERSAL
02/09/2010	P	10013	970.00	NIFS
02/09/2010	X	10013	970.00	STOP PMT

Process Re-Issue

Check Number: NIFS Reissue Check

Comments:

Done

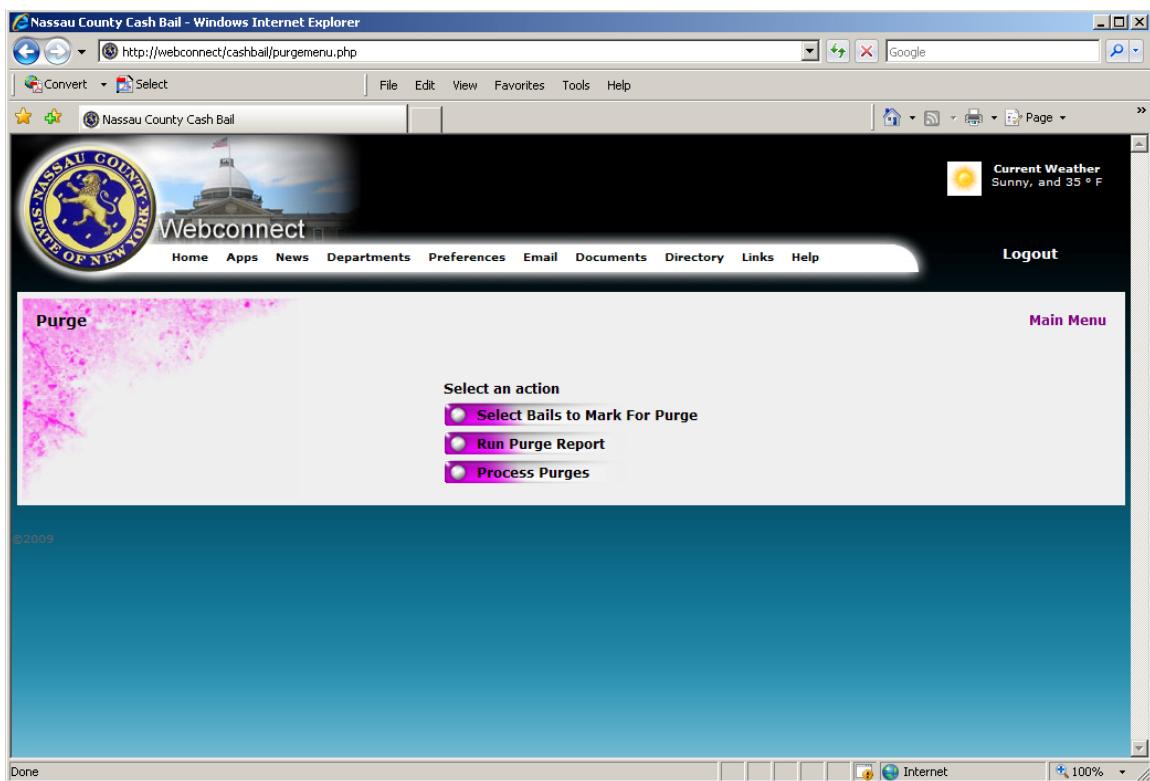
Re-Issuing a Stopped Check

Once you have clicked the “Stop Payment” button, the screen will refresh and you will see a new transaction in the transactions area of the screen showing the stop payment, as well as a new “Processing Bar” below.

The stop payment is listed as an “X” transaction type.

The “Processing Bar” now has an area in which you can enter a check number if you have it. For old checks you will have the check number available to you immediately since the check must be manually cut. Newer checks will need to be cut by the NIFS system. For newer checks, you can leave the check number as NIFS if you choose to process the stop payment **before** the check is cut or enter the check number of the re-issued check if you choose to process the stop **after** the check is written. You will have an opportunity to later change the check number if needed. After you enter the check number (or leave it as the default setting), click the “Reissue Check” button to add the reissue transaction to the bail record.

Purge Bails



Purge Menu

After a great deal of time in the system, some bail records need to be purged. By clicking on the "Purge Bails" link from the main menu we are brought to the "Purge Menu" screen. The purge process is very similar to the Forfeiture process and many of the screens look and operate the same.

The screenshot shows a web browser window for Nassau County Cash Bail. The title bar reads "Nassau County Cash Bail - Windows Internet Explorer" and the address bar shows the URL "http://webconnect/cashbail/selectpurge.php". The page header includes the Nassau County seal, a "Webconnect" logo, and navigation links for Home, Apps, News, Departments, Preferences, Email, Documents, Directory, Links, Help, Logout, Current Weather (Sunny, 35°F), and Main Menu/Purge Menu.

The main content area is titled "Select Records To Be Purged" and displays a table of bail records older than 6 years with remaining balance. The table columns are: Index/Yr Def, Address, Surety, Date, Balance Remaining, and Mark For Purge. The records listed are:

Index/Yr Def	Address	Surety	Date	Balance Remaining	Mark For Purge
479/04 GLORISHA COLLINS	,	GLORISHA COLLINS	01/15/2004	\$ 100	<input type="checkbox"/>
325/04 JUANA VILORIO	,	JUANA VILORIO	01/15/2004	\$ 500	<input type="checkbox"/>
489/04 ADEMER RAMIREZ	,	BALMORES RODRIGUEZ	01/16/2004	\$ 485	<input type="checkbox"/>
488/04 BALMORY-JOSE RODRIGUEZ	,	BALMORES RODRIGUEZ	01/16/2004	\$ 485	<input type="checkbox"/>
1007/04 DANIEL GILL	,	ANN MARIE GILL	01/16/2004	\$ 750	<input type="checkbox"/>
1403/04 HERBY JEAN	187 BOND ST WESTBURY , NY 11590	JEAN MINGOT	01/18/2004	\$ 242.5	<input type="checkbox"/>

At the bottom of the table, there is a "Done" button and a set of browser control buttons. On the right side of the page, there are "Main Menu" and "Purge Menu" links.

Select Records to Be Purged

To select records to be purged, there is no need to do a record search. The system will automatically pull up all bails that are older than six years with a remaining balance (as of the current date) and lists them.

The list screen shows information pertinent to the bail record, including defendant, index number and year, surety etc. On the far right of the record, there is a check box under the "Mark for Purge" heading. To select a record for purge, simply select which bails you would like to purge by clicking (marking) the check box as checked. Once you have checked off all the bails you wish to purge, scroll to the bottom of the list and click on the "Mark Purges" button. Once pressed the screen refreshes. You will notice the only change is that the "Mark for Purge" check box is checked for all the bails you have selected. When you have selected all the appropriate bails and have marked them, click the link at the top right to go back to the purge menu to continue.

The screenshot shows a web browser window titled "Nassau County Cash Bail - Purge Report - Windows Internet Explorer". The URL is "http://webconnect/cashbail/purgereport.php". The page header includes the Nassau County seal, a "Webconnect" logo, and a "Logout" link. A weather widget on the right says "Current Weather: Sunny, and 35 °F". The main content area is titled "Purge Report" and contains a table of bail records. The table has columns: Index No/Yr, Defendant, Surety Address, Surety, and Bail Balance. The data is as follows:

Index No/Yr	Defendant	Surety Address	Surety	Bail Balance
479/04	GLORISHA COLLINS	/	GLORISHA COLLINS	100
489/04	ADEMER RAMIREZ	/	BALMORES RODRIGUEZ	485
325/04	JUANA VILORIO	/	JUANA VILORIO	500

Total: \$ 1085

At the bottom left, it says "©2009". The bottom status bar shows "Done" and "Internet 100%".

Purge Report

Since all the purges (until 2016) will have been made from the old system, the purge check needs to be manually cut from the bail account. The purge report screen (second link on the Purge Menu screen) will allow you to see all the bails that you selected from the purge select screen. The bottom right of the page shows the total of the bails selected. This is the amount the purge check needs to be made out for.

There is no interaction on this screen. It is simply there to total your selected purges and provide you an opportunity to view and print if desired the list of purges. Once the check is ready, you may click the link at the top right to go back to the "Purge Menu" screen to continue.

The screenshot shows a web browser window for Nassau County Cash Bail - Process Purge. The URL is http://webconnect/cashbail/procpurge.php. The page features the Nassau County seal and a weather widget showing sunny conditions at 35°F. The main content area is titled "Process Purges" and contains a table of bail records. The table has columns for Index No/Yr, Defendant, Surety Address, Surety, and Bail Balance. The data is as follows:

Index No/Yr	Defendant	Surety Address	Surety	Bail Balance
479/04	GLORISHA COLLINS	/	GLORISHA COLLINS	100
489/04	ADEMER RAMIREZ	/	BALMORES RODRIGUEZ	485
325/04	JUANA VILORIO	/	JUANA VILORIO	500

Total: \$1085

Purge Bails

Processing Purges

The last step in processing the purge is to click on the “Process Purge” link from the “Purge Menu” screen. This brings you to the “Process Purge” screen. This screen looks almost identical to the “Purge Report” screen with the exception of a check number field at the top left and a purge bails button at the bottom left.

Once the check has been written, you may enter the check number in the field at the top left and click the “Purge Bails” button at the bottom left. This will create transactions for all of the listed bails and bring their balance to zero thus removing them from the list of bails needing to be purged.

Send For Approval

Index #	Pay to the Order of:	c/o	Address	City	State	Zip	Amount Notes
1045 / 10	LIZ SALAZAR	[redacted]	75 SOUTH COVERT AV	ELMONT	NY	11003	485.00 Add Note
Nassau County Treasurer			240 Old Country Rd	Mineola	NY	11501	15 1 Records Total:\$ 500

After processing all the bail orders, select the “Send For Approval” link from the main menu. Here you will see a list of all checks to be written for the day. This not only includes the individual checks for sureties but checks for the courts and the County fee check.

In the main area of the screen, you can correct any information necessary and add a “c/o” if needed. At the far left of the information, you will notice the index number / year is a clickable link. You may click this link to go to the processing screen for that bail. If an error was made, this is your opportunity to correct the issue. On the right of each record is an “Add Note” link. To add a comment to a check, click the link. This will bring you to an add notes screen where you can enter a short note to be printed on the check stub. Once all the bails have been checked over and verified, click the “Send for Approval” button to continue.

Once the bails have been sent for approval, you will lose the ability to perform any further transactions for the day. This procedure is to be done at the **end of the day only!** The only way to get back transaction privileges is for the check approval person to reject the batch sent. After the batch is sent, you are, however, still able to look up bails using the Bail Lookup screen described later on.

Approve Bail Checks

The screenshot shows a Windows Internet Explorer window titled "Nassau County Cash Bail - Windows Internet Explorer". The URL is http://webconnect/cashbail/apprchecks.php. The page header includes "Webconnect" and "Logout". A banner at the top features the Nassau County Seal and the text "Webconnect". On the right, there's a "Current Weather" widget showing "Fair, and 36 ° F". The main content area is titled "Submit Checks To NIFS" and contains a table of bail checks. The table has columns: Index #, Pay to the Order of:, c/o, Address, City, State, Zip, Amount, and Notes. Two entries are listed:

Index #	Pay to the Order of:	c/o	Address	City	State	Zip	Amount	Notes
1045 /10	LIZ SALAZAR		75 SOUTH COVERT AVE	ELMONT	NY	11003-	485.00	Add Note
18665 /00	Nassau County Treasurer		240 Old Country Rd	Mineola	NY	11501-	15.00	Fee Check

Total:\$ 500

At the bottom of the table are two buttons: "Send To NIFS for Processing" and "Kick Back for Error Correction".

If you are designated as the days bail approval person. Once bails are sent for approval from the bail processor, a link will appear on the main menu entitled "Approve Bails". After clicking this link, you will be brought to the bail approval screen where you can look over the days checks and choose to either send them to NIFS for processing, or kick back the batch for correction. Note that the bail approver can only add/change notes and change surety information. A "c/o" cannot be added here and there is no access to the bails processing screen.

If everything looks correct, click the "Send to NIFS for Processing" button. This is **not** undoable. Once the decision has been made to approve the bails the batch is processed and placed in the holding area of the database for NIFS to pick up.

If errors are detected that cannot be rectified by the approver, click the "Kick Back for Error Correction" button. This button will re-activate all the functions of the bail processor and allow him/her to make corrections or add / remove transactions. The bail processor will then have to re-submit the batch for approval once all changes are made.

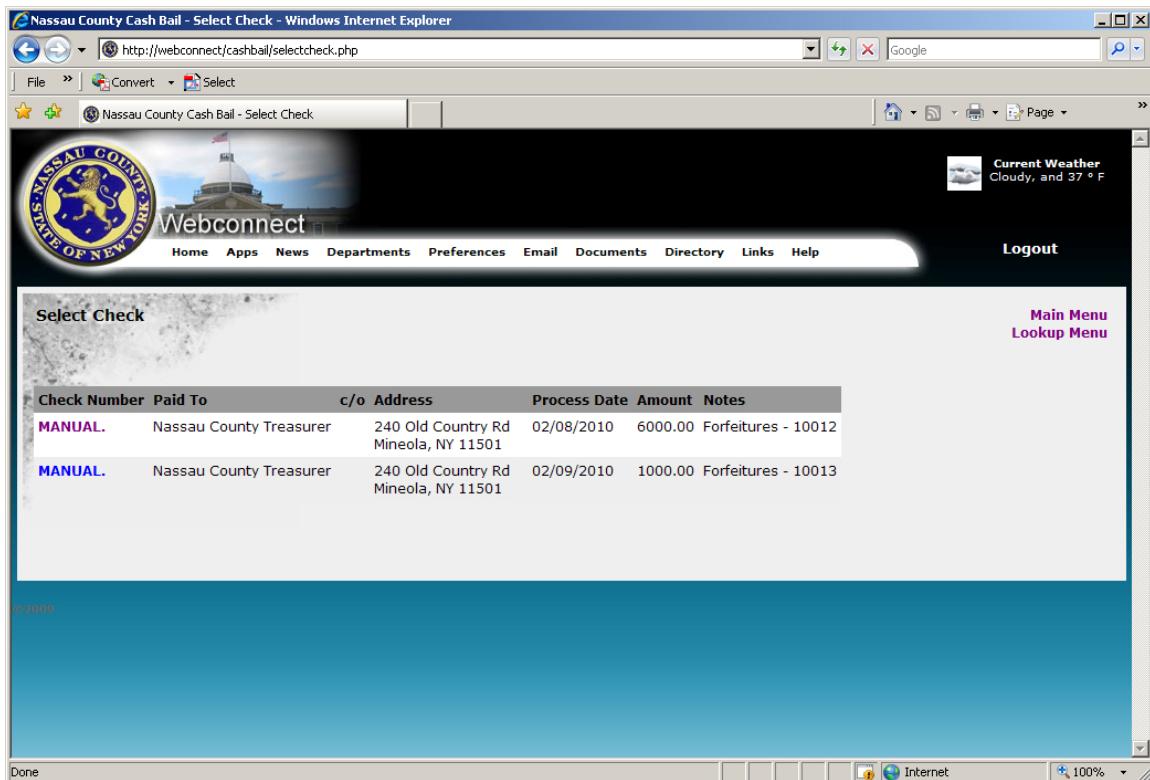
Bail Search (General Users)

Nassau County Cash Bail - Process Bail Orders - Windows Internet Explorer
File >> Convert Select
Nassau County Cash Bail - Process Bail Orders
Webconnect
Home Apps News Departments Preferences Email Documents Directory Links Help Logout
Look Up Bail Records Main Menu
Search For Bail
Index Number: Search
Defendant Last Name: Search
Surety Last Name: Search
Check Number: Search
Journal Entry Number : Search
100% Internet

The bail look up screen allows any user with credentials to the Cash Bail System to look up information regarding bails and bail checks. This search screen operates the same as the common search screens as described earlier, with the exception of two search criteria.

The first new criteria on this search screen, is the “Check Number Search”. To search for a check number, simply fill in the check number field and hit the search button.

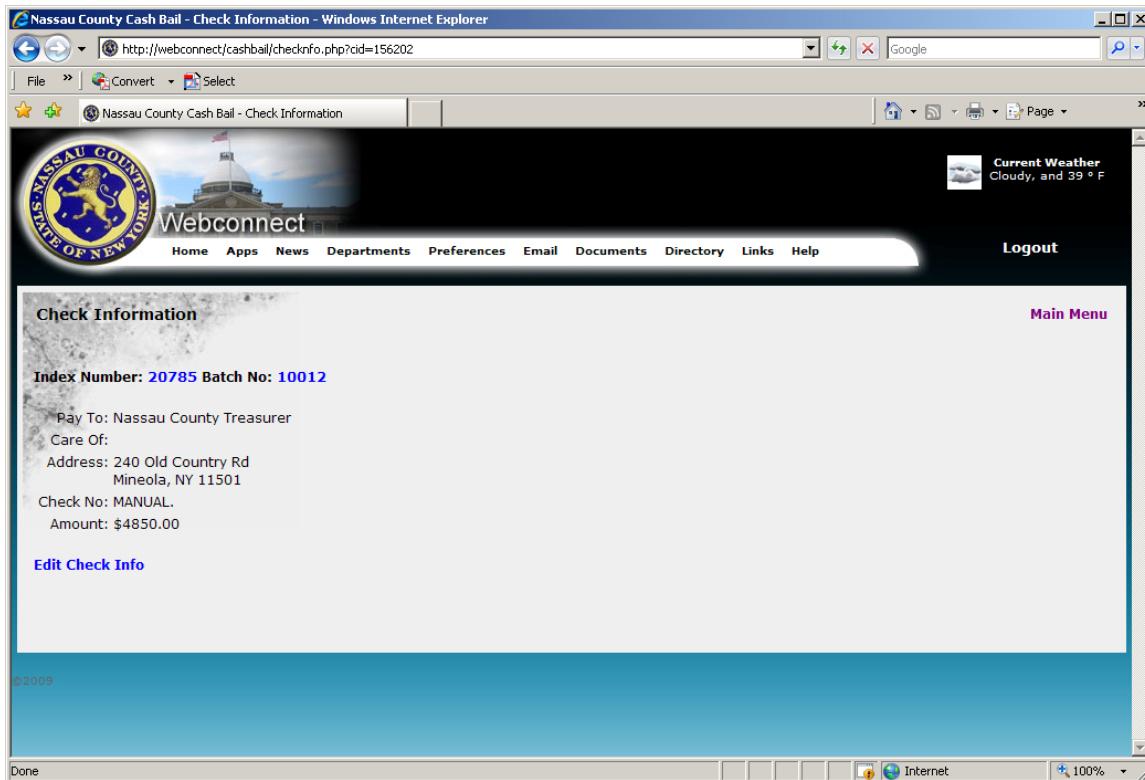
The second new criteria on this search screen, is the “Journal Entry Number”. To search for a journal entry number (older records are “C numbers”), simply fill in the number field and hit the search button.



Check Selection and Information

When searching by check number, there are a few things that you are able to update as a “Bail Processor”. After entering a check number or default designation (described in the note below) you will be brought to the “Select Check” screen. Because there may be duplicate check numbers in the system (as depicted above), this screen will allow you to choose the correct check to view or update.

NOTE: Check numbers that come from the NIFS system are numbered “NIFS” by default. Any check that is manually written or wired is numbered “MANUAL” by default.



When looking up check information, users with “Bail Processor” rights will be able to update the check information. This should be used for things like purges or forfeitures where the check number might not have been immediately available.

By clicking the “Edit Check Info” link at the bottom of this screen, you will be brought to a new screen where you can alter the information as needed.

Note: Even on the editing screen you **cannot** alter the check’s amount.

The index number for the check as well as the NUMIS or Batch Number for the check are clickable for convenience and will bring you to either the index selection screen for that index number or the batch screen for the batch number indicated.

Nassau County Cash Bail - Enter Bail By Jail Check Number - Windows Internet Explorer
<http://webconnect/cashbaill/numis.php?numis=10012> Google

File >> Convert Select

Nassau County Cash Bail - Enter Bail By Jail Check Nu... | Page >

 Webconnect

Current Weather
Cloudy, and 39 ° F

Home Apps News Departments Preferences Email Documents Directory Links Help Logout

Bails By Journal Entry Number

Main Menu
Bail Search Menu

Name	Index No. / Yr Posted	Document Date	of Record	Amount	Reversal	Check Number	Date Check	Paid
WILLIAM B. BENJAMIN F2335 /00	01/14/2004 10012	02/08/2010		5000.00		7788991.		W
LENORE DOLCE	1543 /09	01/18/2009	10012	30.00		MANUAL.		A
LENORE DOLCE	1543 /09	01/18/2009	10012	970.00		MANUAL.		F
ANTHONY JONES	20785 /09	08/12/2009	10012	150.00		MANUAL.		A
ANTHONY JONES	20785 /09	08/12/2009	10012	4850.00		MANUAL.		F
ERIC J. SCHNEIDER	882 /04	01/11/2004	10012	242.50		7788991.		W
STEPHEN WHITE	980 /04	01/12/2004	10012	72.50		7788991.		W

Total County Fees: \$180
 1%: \$60
 2%: \$120

Total Transactions Amount: \$11135

Total Records: 7

©2009

Done

Batch / Journal Entry Information

When searching for a Batch Number (or Journal Entry Number) you will be brought to the “Bails By Journal Entry Number” screen. Here you can view all the information for that day's batch.

From this screen, you can click on the defendant name to pull up the defendant's records, the index number to view that bail history and the check number.

The bottom of the screen provides a breakdown of the County fee by percentage, a total transaction amount (minus the County fee) and a total number of records.