

# Office of the Clerk

United States District Court for the District of Puerto Rico  
Room 150 Federal Building  
San Juan, Puerto Rico 00918-1767



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## Instructions for the Return of Bail Bond Documents

Bail bond documents will be returned to the person whose name appears in the original receipt BY APPOINTMENT ONLY, subject to verification that the defendant has been acquitted or remanded into custody for the service of sentence. The return of cash deposited at the Clerk's Office must be authorized by order of the Court, upon written motion by the surety or interested party.

### How to Schedule an Appointment

- Call the Clerk's Office at (787)772-3032 or (787)772-3033 to schedule an appointment. You will be required to provide your complete name and the case number.
- The appointment will be scheduled for a specific date and time. Please call for cancellation and a new appointment will be made. Documents will be returned only on the scheduled date and time.
- If you plan to send a representative, you must indicate the person's name and provide the Clerk's Office written authorization, duly signed by the person whose name appears in the original receipt.

### On the Day of the Appointment

- You or your authorized representative must bring the following: current photo identification; the pink copy of the original receipt issued by the Clerk's Office; and, written authorization (if you are representing the person whose name appears in the original receipt).
- The deputy clerk will meet with you or an authorized representative and review all documents on record against the original receipt.
- You must return the pink copy of the original receipt, which will be kept by the Clerk's Office.
- Documents may only be returned by mail if a surety resides outside the District of Puerto Rico.