

**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT**

**CSC PROPERTY BOND
ACTIVITY FORM**

INSTRUCTIONS

Complete Part 1 when receiving a deed of trust as a non-cash appearance bond. Send the form to Bookkeeping.

Part 2 is to be completed by the Bookkeeper, then returned to the person who prepared Part 1.

Complete Part 3 when releasing a deed of trust as a non-cash appearance bond, then send the form to Bookkeeping.

Part 4 is to be completed by the Bookkeeper, then attach the form to the Journal Entry.

For detailed instructions, see the Financial Procedures Manual.

PART 1

County Name

Case Number

Case Name

Date Prepared

Prepared By

Deputy CSC

Assistant CSC

Clerk Of Superior Court

Amount Of Bond
\$

Attorney

Surety

PART 2

Date Of Journal Entry Recording The Deed Of Trust

Entered By

PART 3

The following bond can be released as all the conditions have been met:

Date Prepared

Prepared By

Deputy CSC

Assistant CSC

Clerk Of Superior Court

Original Deed of Trust marked satisfied and returned to Attorney/Surety named in Part 1 by hand delivery mail

on _____
Date

Name, Title

PART 4

Date Of Journal Entry Recording The Release

Entered By