



**Fairfield County  
Common Pleas Court**

Branden C. Meyer, Clerk  
Hall of Justice  
224 E. Main Street, 2<sup>nd</sup> Floor  
Lancaster, OH 43130  
(740) 652-7360

**Fairfield County  
Municipal Court**

Valeda A. Slone, Clerk  
Municipal Court Courthouse  
136 W. Main Street  
Lancaster, OH 43130  
(740) 687-6621

**Fairfield County  
Juvenile/Probate Court**

Terre L. Vandervoort, Judge  
Hall of Justice  
224 E. Main Street, 3<sup>rd</sup> Floor  
Lancaster, OH 43130  
(740) 652-7499

**To:** Surety Bail Bond Agent

**From:** Branden C. Meyer

**Subject:** Surety Bail Bondsman Registration Process

**Date:** March 2025

One approved bail bondsman list for all Fairfield County courts will be maintained by the Clerk of the Common Pleas Court, therefore registration will be required at the Common Pleas Court only. The following explains the process for all courts within Fairfield County (see O.R.C. 3905.87 and the Local Rules of Court).

1. REGISTRATION. All bail bond agents and surety companies seeking to do business in Fairfield County shall register and file their required credentials by the first day of April of each odd numbered year in accordance with O.R.C. 3905.87. Registration after this date will require Court approval by the Common Pleas Court to be added to the approved list for Fairfield County. A *Petition for Judicial Approval* and a registration application can be obtained by contacting the Fairfield County Clerk of Courts at (740) 652-7360 or online at [www.FairfieldCountyClerk.com](http://www.FairfieldCountyClerk.com). The Court will review petitions as they are submitted.

Bail bond agents shall renew the agent's registration biennially by the first day of April of each odd-numbered year.

2. FAILURE TO PRODUCE. Upon a Defendant's failure to appear at a scheduled hearing or trial, unless good cause is shown, the Court will issue a warrant for the Defendant's arrest, revoke previously established Terms and Conditions of bond, and order the forfeiture of the posted surety bond. A notice for a show cause hearing will be issued to the bail bond agent that he/she shall have not less than 45 days but not more than 60 days to bring the Defendant before the Court. If the bail bond agent is unable to secure the Defendant's appearance within this time frame, judgment will be entered against the bail bond agent and/or Surety Company and insurance company. The bail bond agent will then be reported to the Ohio Department of Insurance and will be removed from the Fairfield County bail bondsman list.

3. CANCELLATION. Pursuant to O.R.C. 3905.932(K), a bail bond agent shall not execute a bond in this state if a judgment has been entered on a bond executed by the bail bond agent, which judgment has remained unpaid for at least 60 days, unless the full amount of the judgment is deposited with the Clerk of the Court.

Therefore, if a judgment remains unpaid for 60 days, registration with the Clerk of Courts pursuant to O.R.C. 3905.87 will be cancelled. Pursuant to O.R.C. 3905.87(A), the bail bond agent will not thereafter be permitted to post bonds at the Fairfield County Common Pleas Court, Fairfield County Municipal Court and Fairfield County Juvenile Court until the current obligations are met and credentials are submitted for registration during the next registration period.

Any questions should be directed to the Common Pleas Court Clerk's office at 740-652-7360.