



CRIMINAL JUSTICE COORDINATION

SATELLITE BOOKING PROCEDURES (BONDING COMPANY)

Satellite Booking can be utilized by the Bonding Company when a defendant has any Outstanding Warrant from the Court and he/she needs to be booked. This avoids a lengthy booking process at the jail and reduces the time spent when the defendant only has bondable outstanding warrant.

Satellite Booking Office will be open from **8am to 12pm** and **1:00pm to 4:30pm**. If you have any questions feel free to give our office a call at **915-546-2121**.

Following steps must be followed to insure all Bonding Companies can process their client's through Satellite Booking.

- (1) Call 546-2214 (Warrants) and find out if your client has any other warrants. If your client(s) has any other warrants including: Tickets, Out of County Warrants, Parole Violations, Wanted Person or Pink Warrants, you will need to surrender your client @ the El Paso County Jail. Please know that Sheriff Personnel will be checking to see if your client has any other warrants and can/will execute all **OPEN WARRANTS**.
- (2) If not using E- Bonding, bonding company will need to pay the \$15 Processing Fee on the first floor of the El Paso County Detention Facility and bring the receipt issued by the cashier.
- (3) If using E-Bonding, please make sure you have an agent on stand-by to post bond once cleared by Sherriff personnel or if agent bringing defendant is going to post an e-bond, have some type of electronic device to post bond from Satellite Booking Office.
- (4) Have the Following Documents:
 - A. Receipt from Sherriff's Cashier (\$15 Processing Fee)
 - B. Bond and Power of Attorney
 - C.
 - D.
- (5) Agent bringing defendant will not be released until sheriff personnel has accepted Bond Paperwork or E-Bond has been posted. Please know that Sheriff Personnel will be checking to see if defendant has any other warrants, if any outstanding warrants are found, your client possibly can/will be taken into custody.
- (6) Only bond agent and defendant will be permitted into the Satellite Booking Office.
(All family/friends must wait outside of the office)