



STATE OF MICHIGAN

THIRTY-NINTH JUDICIAL CIRCUIT

**Anna Marie Anzalone - Chief Judge
Adrian, Michigan**

**Rex B Martin Judicial Building
425 North Main Street
Adrian, Michigan 49221**

**Circuit Judges
Anna Marie Anzalone
Michael R. Olsaver**

Circuit Court Administrative Order 2024-01
Replaces Administrative Order 1998-01

**APPLICATION FOR PLACEMENT ON LIST OF
APPROVED BONDSPERSONS FOR THE COUNTY OF LENAWEE**

1. Scope and Applicability

This administrative order governs the application procedure and requirements for placement on the annual list of approved bondsmen for the County of Lenawee and apply to all persons making application therefor. If there is a conflict between this administrative order and any prior local court rule or administrative order, this administrative order controls.

2. Purpose

MCLA 750.167(b)(4) requires that a list of bondsmen shall be compiled annually by the judges of the circuit court of each circuit, and the names of persons engaged in the business of becoming surety upon bonds for compensation shall be added to the list by the judges upon proper application. There exists a need to make known and apply a uniform method of making proper application by those persons wishing to be included in that list.

3. Application

All persons desiring to engage in the business of becoming surety upon bonds for compensation in criminal cases within Lenawee County shall apply by submitting the application materials and affidavit detailed below on or before December 20th of the year prior to the compilation of said list, pursuant to one of two alternative methods:

**ALTERNATIVE I - PROPERTY
ALTERNATIVE II - INSURANCE**

The application and affidavit specified must utilize the format provided. A financial statement, while helpful, is not acceptable standing alone or in conjunction with an affidavit which merely refers the court to the provisions of the financial statement. Failure to provide the information requested may result in a person's name being omitted from the list of approved bondsmen. The current application forms are attached to this Order as samples, but may be updated

as necessary without amendment of this Order. Current and any updated application forms will be made publicly available for ease of access.

ALTERNATIVE I - PROPERTY

Companies applying under the Property Alternative must fill out the Property Application and also complete the affidavit. They must also submit a Limited Power of Attorney signed by the owner or president of the company. This Limited Power of Attorney must list each agent and the amount of bond he or she is authorized to write. This Power of Attorney must also be notarized. As part of the application, the applicant must provide a current copy of the applicant's license certification from the Department of Licensing and Regulation, and a current copy of the driver's license of the individual completing the application.

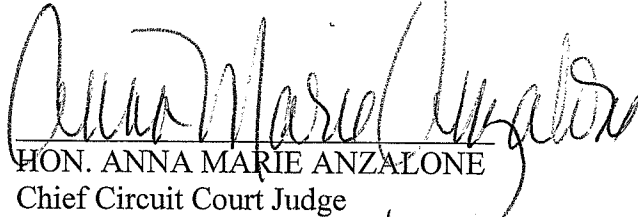
Agents of companies applying under the Property Alternative must fill out the Bond Agent Application and complete the affidavit. They must also provide a Power of Attorney from the company which has been signed and notarized. As part of the application, the agent must provide a copy of current license certification and a copy of the agent's driver's license.

ALTERNATIVE II - INSURANCE

Companies applying under the Insurance Alternative must fill out the Insurance Application and also complete the affidavit. They must also submit a Power of Attorney form from their backing insurance company to the applicant. As part of the application, the applicant must provide a current copy of the applicant's license certification from the Department of Licensing and Regulation.

Agents of companies applying under the Insurance Alternative must fill out the Bond Agent Application and complete the affidavit. They must also provide a Power of Attorney from the backing insurance company which has been signed and notarized. As part of the application, the agent must provide a copy of current license certification and a copy of the agent's driver's license.

Effective Date: January 1, 2024 or upon approval from the State Court Administrative Office, whichever is later.


HON. ANNA MARIE ANZALONE
Chief Circuit Court Judge

Dated: 12/28/23

Appendix I
Property Alternative
Bond Agency
Application and Affidavit



**LENAWEE COUNTY
BOND AGENCY APPLICATION AND AFFIDAVIT
PROPERTY ALTERNATIVE**

Bond agencies that desire to engage in the business of becoming surety upon bonds backed by insurance for criminal cases in the County of Lenawee shall complete and submit the following application and provide supporting documents as noted.

1. Agency Information

Bond Agency Name (As listed with DIFS)		Bond Agency DIFS System ID #	
Bond Agency Name - Doing Business As (This name will be placed on our list) - <input type="checkbox"/> Check here if Same as Above			
Bond Agency Mailing Address	City	State MI	Zip
Bond Agency Telephone Number	Secondary Phone Number	Bond Agency Fax Number	
Bond Agency Email Address	Do you want your email address published on the bondsperson list? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2. Agent Information

Agent Name	Amount Authorized by Agency
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____
	<input type="checkbox"/> \$250,000 <input type="checkbox"/> \$500,000 <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> Other: _____

3. Property Application

Applicant Full Name			Applicant Date of Birth	
Michigan Driver's License Number and Expiration Date			Expires:	
Residential Address		City	State MI	Zip
Telephone Number		Marital Status (& Spouse Name if applicable)		
Current Employer			Annual Income	
Street address and property tax bill of any real estate owned by the applicant <i>in his or her name only</i> . Attach pages as necessary.				
Description of any mortgage, lien, or encumbrance upon any of the real estate mentioned above (include amount of mortgage, lien, or encumbrance, and the names of the mortgagee or lien holder. Attach pages as necessary.)				
Description of any and all stocks and bonds owned by the applicant in his or her name only. Attach pages as necessary.				
<input type="checkbox"/> Stock <input type="checkbox"/> Bond Description and Location: _____ <input type="checkbox"/> Stock <input type="checkbox"/> Bond Description and Location: _____ <input type="checkbox"/> Stock <input type="checkbox"/> Bond Description and Location: _____				
Description of any mortgage, lien, or encumbrance upon any of the stocks, bonds, etc. listed above (include amount of mortgage, lien, or encumbrance, and the names of the mortgagee or lien holder. Attach pages as necessary.)				
Are there any past or pending civil or criminal cases (non-traffic) against the Applicant?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Past <input type="checkbox"/> Pending				
If Yes CIVIL, Please List the Case Number, Parties, Jurisdiction, and Total Amount of Damages Claimed by the Opposing Party. If Yes CRIMINAL, Please List the Case Number, Jurisdiction, and Offense(s). Attach Pages as Necessary.				

Has the Applicant Ever Been Subjected to Garnishment or Seizure, or Involved in Bankruptcy Proceedings?

Yes No

If Yes: Attach a copy of your discharge in bankruptcy and copies of any documents to prove you now have a good business reputation, such as reference letters from current creditors.

List All Banking Accounts of the Applicant, Including the Name of the Bank, the Account Number, and the Current Account Balance.

Attach Pages as Necessary.

Bank Name: _____ Account Number: _____

Current Account Balance: _____

Bank Name: _____ Account Number: _____

Current Account Balance: _____

Bank Name: _____ Account Number: _____

Current Account Balance: _____

List All Outstanding Obligations of the Applicant, Including the Name of the Creditor, the Total Amount Due to Each Creditor, and the Amount and Intervals of Payment for Each Obligation.

Attach Pages as Necessary.

Creditor: _____ Outstanding Obligation: _____

Payment Amount and Interval: _____

Creditor: _____ Outstanding Obligation: _____

Payment Amount and Interval: _____

Creditor: _____ Outstanding Obligation: _____

Payment Amount and Interval: _____

List All Outstanding Judgments Against the Applicant, Including Nature and Amount:

Attach Pages as Necessary.

Judgment & Nature: _____ Amount of Judgment: _____

Judgment & Nature: _____ Amount of Judgment: _____

Judgment & Nature: _____ Amount of Judgment: _____

List Any Case Name and Number for Any Judgments in Any Court Against the Agency, Including Any Bond Forfeitures Entered but Not Paid:

Attach Pages as Necessary.

Case Name: _____ Case Number: _____

Court: _____

Case Name: _____ Case Number: _____

Court: _____

Case Name: _____ Case Number: _____

Court: _____

A description of any partnership of which applicant is a member (Including a partnership which acts as a surety upon bonds in criminal cases):

A list of such other personal property in his or her name alone which the applicant desires the circuit judges to consider in relation to his or her economic status:

All of the following supporting documentation must be attached to this application:

- A Copy of the Agency License AND verification of "Active" status from Michigan Department of Insurance and Financial Services (DIFS) website.
Site: http://difs.state.mi.us/fis/ind_srch/ins_agcy/
- Michigan Department of Labor and Economic Growth Certificate of Authority for each insurance company.
- Lenawee County's Bond Agent Application and Affidavit for each agent listed above.
- A Copy of the MI Driver's License or MI State ID for each agent listed above.
- A Copy of the Resident Producer License / Certificate for each agent listed above from Michigan Department of Labor and Economic Growth AND verification of "Active" status from Michigan Department of Insurance and Financial Services (DIFS) website:
Site: https://difs.state.mi.us/fis/ind_srch/ins_agnt/

This application must be signed by a signatory of the Agency submitting this application and that signature must be notarized below.

AFFIDAVIT

I, the undersigned applicant, being duly sworn, hereby attest that the statements made on this "Bonding Agency Application and Affidavit" are true. I shall promptly notify the court in writing of any change of information contained in this application.

I will not sell, assign away, mortgage or encumber any of the assets listed in my affidavit without first notifying the then-Chief Judge of the Lenawee County Circuit Court, in writing, of such intent.

I will, at no time, become obligated upon bonds in an amount in excess of an amount to be established by the Chief Judge at the time of his or her approval to act as a bondsman. This shall include and apply to bonds written in Lenawee County as well as elsewhere.

I authorize any bank, stock brokerage firm, or credit exchange to freely and fully disclose to the Chief Judge or his or her agent any information possessed by such parties regarding the applicant and his or her assets and liabilities.

I understand that a current affidavit containing the above information and attachments must be filed with the Chief Judge of the Lenawee County Circuit Court on or before December 20 of each year by those persons wishing to remain on the list of approved bondspersons.

I understand that agents of an approved bondsman are authorized to sign recognizances under a power of attorney when said document includes the proviso that such attorney-in-fact is authorized to bind his principal in a sum not to exceed the amounts listed above until said principal delivers to the Chief Judge a written revocation of the power of attorney.

Printed Name of Applicant

Title of Applicant

Signature of Applicant

Date

Notary

Subscribed and sworn to before me on _____, in _____ County, Michigan
Date

My commission expires: _____ Signature: _____
Date Notary Public

Notary public, State of Michigan, County of _____

Submit this application and all supporting documents to:

**Ciara McGrane
Circuit Court Administrator
39th Circuit Court
425 N. Main St.
Adrian, MI 49221**

Appendix II
Insurance Alternative
Bond Agency
Application and Affidavit



**LENAWEE COUNTY
BOND AGENCY APPLICATION AND AFFIDAVIT
INSURANCE ALTERNATIVE**

Bond agencies that desire to engage in the business of becoming surety upon bonds backed by insurance for criminal cases in the County of Lenawee shall complete and submit the following application and provide supporting documents as noted.

1. Agency Information

Bond Agency Name (As listed with DIFS)			Bond Agency DIFS System ID #	
Bond Agency Name - Doing Business As (This name will be placed on our list) - Check here if Same as Above				
Bond Agency Mailing Address		City		State MI
Bond Agency Telephone Number		Secondary Phone Number		Bond Agency Fax Number
Bond Agency Email Address			Do you want your email address published on the bondsperson list? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Agent Information

Agent Name	Insurance Company(ies)	Amount Authorized by Insurance
		Up to \$
		Up to \$
		Up to \$
		Up to \$
		Up to \$
		Up to \$
		Up to \$
		Up to \$
		Up to \$
		Up to \$
		Up to \$
		Up to \$

3. All of the following supporting documentation must be attached to this application:

- A Copy of the Agency License AND verification of "Active" status from Michigan Department of Insurance and Financial Services (DIFS) website.
Site: http://difs.state.mi.us/fis/ind_srch/ins_agcy/
- A Copy of the Power of Attorney, with seal from the insurance company authorizing the company's agents to post bonds in the company's name.
- Michigan Department of Labor and Economic Growth Certificate of Authority for each insurance company.
- Lenawee County's Bond Agent Application and Affidavit for each agent listed above.
- A Copy of the MI Driver's License or MI State ID for each agent listed above.
- A Copy of the Resident Producer License / Certificate for each agent listed above from Michigan Department of Labor and Economic Growth AND verification of "Active" status from Michigan Department of Insurance and Financial Services (DIFS) website:
Site: https://difs.state.mi.us/fis/ind_srch/ins_agnt/

This application must be signed by a signatory of the Agency submitting this application and that signature must be notarized below.

AFFIDAVIT

I, the undersigned applicant, being duly sworn, hereby attest that the statements made on this "Bonding Agency Application and Affidavit" are true. I shall promptly notify the court in writing of any change of information contained in this application. I understand that a current affidavit containing the above information and attachments must be filed with the Chief Judge of the Lenawee County Circuit Court on or before December 20 of each year by those persons wishing to remain on the list of approved bondspersons.

Printed Name of Applicant

Title of Applicant

Signature of Applicant

Date

Notary

Subscribed and sworn to before me on _____, in _____ County, Michigan
Date

My commission expires: _____ Signature: _____
Date Notary Public

Notary public, State of Michigan, County of _____

Submit this application and all supporting documents to:
Ciara McGrane
Circuit Court Administrator
39th Circuit Court
425 N. Main St.
Adrian, MI 49221

Appendix III
Bond Agent
Application and Affidavit



LENAWEE COUNTY
BOND AGENT APPLICATION AND AFFIDAVIT

MUST BE COMPLETED BY EVERY AGENT DESIRING TO BE LISTED UNDER AN AGENCY ON THE BONDSPERSON LIST UNDER EITHER THE PROPERTY OR INSURANCE ALTERNATIVE.

Pursuant to the provision of MCL 750.167b(4), we respectfully submit that the application below, in request that the agent be added to the list of persons engaged in the business of becoming surety upon bonds for compensation in criminal cases in the County of Lenawee.

Agent Information

Form with fields: First Name, Middle Name, Last Name, Suffix, Agent's DIFS System ID#, Date of Birth, MI Driver's License / State ID #, Gender (Male/Female), Race (as requested on ICHAT), Business Telephone Number, Has agent ever been convicted of an offense other than a civil infraction?, Bond Agency Name, Bond Agency DIFS System ID #.

This application must be signed, and that signature must be witnessed and signed by a Notary Public.

AFFIDAVIT

I, the undersigned applicant, being duly sworn, hereby attest that the statements made on this "Bond Agent Application and Affidavit" are true. I shall promptly notify the court in writing of any change of information contained in this application.

Signature of Applicant

Date

Notary

Subscribed and sworn to before me on _____, in _____ County, Michigan

My commission expires: _____ Date

Signature: _____ Notary Public

Notary public, State of Michigan, County of _____