



## Bloom Legal Network

### Checklist: How to Post Bail in Orleans Parish

This checklist will guide you through the process of posting bail in New Orleans. For immediate assistance and legal help, call Bloom Legal Network at (504) 599-9997.

#### Step 1: Understand Your First Appearance

- **Location:** Magistrate Court, inside Orleans Parish Criminal District Court at 2700 Tulane Ave.
- **Timing:** Within 72 hours of arrest.
- **Purpose:** Magistrate judge sets bail amount and conditions.
- **Key Info:** Have the arrestee's full name, date of birth, and charges ready.

#### Step 2: Know the Bond Types

- **Cash Bond:** Pay the full bail amount directly.
- **Commercial Surety:** Use a licensed bail bondsman (typically 10-15% of the total bail amount, non-refundable).
- **Property Bond:** Use Louisiana-based immovable property as collateral (requires Clerk's approval).
- **Personal Surety:** Someone co-signs for your release, promising you'll appear in court.

#### Step 3: Confirm Bail Amount and Type

- **Contact:** Magistrate Clerk's Office (504-658-9350) or Bloom Legal Network (504-599-9997).
- **Action:** Verify the exact bail amount and the approved bond type *before* proceeding to payment.

#### Step 4: Go to the Payment Location

- **Primary Location:** Orleans Justice Center (2800 Perdido St.)
- **Alternative:** Clerk's Office at 2700 Tulane Ave, Room 104.



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### Step 5: Prepare Your Payment

- **Accepted Methods:**
  - Cash
  - Money Order
  - Cashier's Check
  - Credit Card
- **Tip:** Ensure you have the exact amount if paying with cash.

### Step 6: Make the Payment

- **Action:** Submit the bond payment using one of the accepted methods.
- **Receive:** Obtain your official bond slip. **DO NOT LOSE THIS SLIP.**

### Step 7: Take the Bond Slip to the Jail

- **Destination:** Orleans Justice Center (the jail facility).
- **Action:** Present the bond slip to the jail staff for processing.

### Step 8: Await Release

- **Timeframe:** Expect to wait typically 2–6 hours for processing and release, though times can vary.
- **Patience:** Jail processing can take time; be prepared for delays.

### Step 9: Follow Up (If Needed)

- **If Delays Occur:** Contact Bloom Legal Network at (504) 599-9997 for assistance if there are unexpected issues or significant delays in release.

### Important Reminders:

- **Court Dress Code:** Remember to dress appropriately for all court appearances (no shorts, hats, flip-flops, or revealing clothing).
- **Court Dates:** Keep track of all future court dates. Bloom Legal Network can help manage your court calendar.
- **Legal Help:** For any questions or assistance throughout the process, contact Bloom Legal Network at (504) 599-9997.