

## General Instructions for Court Bonds (Except Probate) Requirements

**Completed Application** – Please forward via fax or email a copy of the fully executed bond application to The Bar Plan.

**Financials** – If applicant is a business, please submit a copy of their audited financials. We will review the audited financials to determine if the collateral requirement can be waived. If applicant is an individual, full collateral is required.

**Collateral** – When collateral is deemed necessary, a Letter of Credit from a bank pre-approved by The Bar Plan is required. The amount of collateral required must be equal to the bond amount plus the additional fee as stated below: ***This is the format the Bank must follow.***

Bond Amount	Additional Fee added to collateral
Up to \$50,000	An additional \$1,000
\$50,001 - \$250,000	An additional \$5,000
\$250,001 - \$500,000	An additional \$10,000
\$500,001 and up	An additional 5% of the bond penalty

**Pleadings** – Provide a copy of the relevant pleadings. Examples:

- Appeal/Supersedeas Bond
  - Lower Court Judgment
  - Stay of Execution
  - Notice of Appeal
- TRO/Injunction Bond
  - Petition for TRO
  - Petition for Preliminary Injunction
  - Petition for Permanent Injunction
- Replevin Bond
  - Petition for Replevin
- Mechanics Lien Bond
  - Petition to release the lien and post a bond

**Premium Payment** – An Invoice will be included in your bond package. Please remit payment within 30 days from the issuance of the bond. **If you wish to pay the bond premium via credit card, please call The Bar Plan at 877-553-6376 or visit [www.thebarplan.com](http://www.thebarplan.com) and click on the Pay Online link.**

Please feel free to mail, fax or e-mail all required information to:

The Bond Department  
1717 Hidden Creek Court  
St. Louis, Missouri 63131  
Fax 888 658-6761  
[bonds@thebarplan.com](mailto:bonds@thebarplan.com)