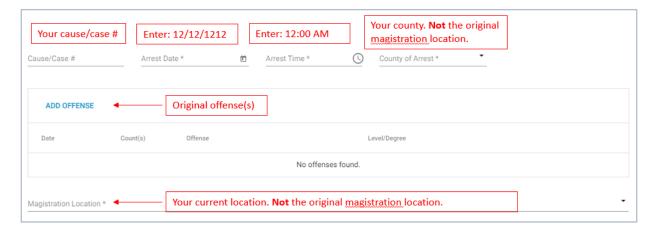
PSRS Temporary Modified Bail Forms

The bail form modification option is a function that should be available soon in the PSRS. In the interim, please proceed with a regular bail form to report necessary modifications.

Adding a new defendant

If the defendant is not in the system this will require you to enter the defendant's information for the first time since that record does not exist.

- Click on "New"
- Click on "Add Arrest"
 - Please note that "Add Arrest" will <u>not</u> add new arrest data to the defendant's criminal history record
 - o This step is necessary so the system allows you to proceed
- Search for the defendant's name
 - o If it is not available select "Add New Defendant"
- Enter the defendant's information
- Enter the Arrest Details as follows:



Completing the Modified Bail Form

- Proceed to the Magistration tab (left hand side)
- Go to the Bail Form tab
- Enter the modified bail details
- In this section, there is a space for comments, please enter:
 - Modified Bail Form
- Proceed with certification