

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"
 - o **Please note that "Add Arrest" will not 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:

The screenshot shows a web form with the following elements:

- Fields for Cause/Case #, Arrest Date * (with a calendar icon), Arrest Time * (with a clock icon), and County of Arrest * (with a dropdown arrow).
- A blue button labeled "ADD OFFENSE" with a red arrow pointing to it from a box labeled "Original offense(s)".
- A table with columns: Date, Count(s), Offense, and Level/Degree.
- Text in the table area: "No offenses found."
- A "Magistrations Location *" dropdown menu with a red arrow pointing to it from a box labeled "Your current location. Not the original magistrations location."

Completing the Modified Bail Form

- Proceed to the Magistrations 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:
 - o **Modified Bail Form**
- Proceed with certification