



# How to Add a Bond

## 1. Search for the case

On your Dashboard, click in the **Case File No** field, enter the number for the appropriate case, and press *[Enter]* on your keyboard.

**Find a Case**

\* Case File No:

[Advanced Search](#)

[Incapacitated Person](#)

[Case Actions](#)

[Guardians](#)

[Other Case Participants](#)

[Attorneys](#)

[Reports](#)

[Bond Ordered](#)

[Suppressed Flags](#)

[Report Reminders](#)

2. On the GTS Case screen, click the **Bond Ordered** tab

## 3. Specify that bond has not been waived

Click on the **Bond Waived** dropdown and select 'No'.

**Tip:** Bond information cannot be added if 'Yes' is selected, which denotes the bond is waived.

**Bond Ordered**

Is Bond Waived	Bond Ordered Amount	Bond Ordered Date	
<input type="text" value="No"/>	<input type="text" value="60000"/>	<input type="text" value="09/19/2022"/>	

4. Enter the **Bond Ordered Amount**  
Click in the **Bond Ordered Amount** field and enter the amount ordered in the decree.

## 5. Enter the Bond Ordered Date

The **Bond Ordered Date** field should automatically default to the adjudication date. This date can be updated if needed.

6. Click the **Save** icon