



How to Post 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](#)

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

3. Initiate a bond posting

Click the Add Post Bond icon above the Bond Posted grid.

Bond Ordered	
Is Bond Waived	Bond Ordered Date
<input type="text" value="No"/>	<input type="text" value="09/19/2022"/> <input type="button" value="📅"/>
Bond Posted	
Bond Number	Expiration Date
<input type="text"/>	<input type="text"/>

4. Select a bond carrier or initiate a search

In the Add/Edit Post Bonds screen, click on the **Carrier Type** dropdown and complete one of the following:

Add/Edit Post Bonds ✕

Carrier Type:

* Search Carrier:

Bond No:

* Bond Amount:

* Effective Date:

* Expiration Date:

- If the bond carrier is 'In State', continue to Step 5.
- If the bond carrier is 'Out of State', proceed to Step 8.

How to Post a Bond



5. Enter bond carrier's name

Click in the **Search Carrier** field and enter the name of the bond carrier.

Tip If you are uncertain of the carrier's full name, partial name searches are allowed, but you must enter at least three characters.

6. Click SEARCH

7. Select the bond carrier

Select the radio button that appears to the left of the appropriate bond carrier. Proceed to Step 9.

8. Enter bond carrier's name

Click in the **Carrier Name** field and enter the name of the bond carrier.

How to Post a Bond



9. (Optional) Enter the bond number

Click in the **Bond No** field and enter the unique number associated to the bond.

10. Enter the bond amount

Click in the **Bond Amount** field and enter the amount that was obtained for the bond.

11. Enter the bond's effective date

12. Enter the bond's expiration date

13. Click SAVE

The screenshot shows a web form titled "Add/Edit Post Bonds" with the following fields and annotations:

- Carrier Type:** In State (dropdown menu)
- * Search Carrier:** Penn National (text input)
- Search** (button)
- Carrier Selection Table:**

Carrier Name	License Number
<input checked="" type="radio"/> Penn National Security Insurance Company	32441
- Bond No:** SB 9995847 (text input, annotated with step 9)
- * Bond Amount:** 60000 (text input, annotated with step 10)
- * Effective Date:** 09/19/2022 (calendar icon, annotated with step 11)
- * Expiration Date:** 09/19/2023 (calendar icon, annotated with step 12)
- Save** (button, annotated with step 13)
- Clear** (button)