

RULE 520. BAIL

1. Magisterial District Judges, the Clerk of Courts, and certain designated officials at the Dauphin County Prison and the Dauphin County Judicial Center are hereby authorized to accept bail in accordance with the provisions and subject to the limitations of the Pennsylvania Rules of Criminal Procedure and Dauphin County Local Rules of Court. (See Pa.R.Crim.P. 117(C), 520, and 525).
2. The Magisterial District Judge with jurisdiction over a court case may accept bail at any time until the defendant is held for court at the conclusion of the preliminary hearing. The Clerk of Courts may accept bail after a case has been held for court.
3.
 - (a) Payment of monetary bail during regular business hours shall be posted at the appropriate Magisterial District Judge's Office or at the Clerk of Court's Office in accordance with paragraph 2 above.
 - (b) Monetary bail shall be accepted by Night Court staff during the hours of Night Court for cases heard at Night Court.
 - (c) Designated Judicial Center staff shall accept monetary bail posted after the conclusion of Night Court but before the defendant is transported to Dauphin County Prison. In this situation, monetary bail shall be paid by money order payable to the appropriate Magisterial District Judge office. The Judicial Center staff shall remit a receipt to the payee. The money order shall be processed by the Magisterial District Judge office the following business day and a formal receipt shall be mailed to the defendant.
 - (d) Designated Dauphin County Prison staff shall accept monetary bail after regular business hours for incarcerated individuals. In this situation, monetary bail shall be paid by money order payable to the appropriate Magisterial District Judge office or the Clerk of Courts in accordance with paragraph 2 above. The prison staff shall remit a receipt to the payee. The money order shall be processed by either the Magisterial District Judge office or the Clerk of Courts office the following business day and a formal receipt shall be mailed to the defendant.
4. Property bail shall be posted with the Clerk of Courts or the appropriate Magisterial District Court during regular business hours.
5. Other than monetary bail and property bail, all other bail may be posted outside of regularly scheduled work hours at the Dauphin County Prison for individuals already committed to the prison, or at the Dauphin County Judicial Center for individuals awaiting transport to the prison. The Warden, Deputy Warden, shift commanders and records officers at the Dauphin County Prison, as well as the Sergeant and Lieutenant at the Dauphin County Judicial Center are authorized to accept such bail and to witness a defendant's signature on the bail bond at any time. The defendant and the surety shall be given a copy of the bail bond.