



PHILLIP TERRELL

District Attorney
Ninth Judicial District
Rapides Parish

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June 18, 2021

**Re: Cancellations of Bonds and/or Judgments of Bond Forfeiture;
Letters of Distinction**

Dear Requestor for Services:

Before any research and/or preparation of documentation is initiated by our office, the requestor must complete the attached request form and return it to our office for each service requested, together with the fee(s) due as set forth below:

1. One completed form request and \$50 research/preparation fee for **each arrest/billed charge** on the bond cancellation being requested;
2. One completed form request and \$50 research/preparation fee for **each arrest/billed charge** on the judgment of bond forfeiture cancellation being requested; and
3. One completed form and \$50 research/preparation fee for **each requested letter of distinction** related to a particular mortgage book and page number.

If several services are requested for the same individual the fees can be combined and tendered in one money order, cashier's check, or attorney escrow check. Our office will not provide verbal opinions regarding whether a bond or judgment is viable or prescribed.

If a payoff of a Judgment of Bond Forfeiture is necessary, please let us know the approximate date the payoff will be delivered to our office so that judicial interest can be calculated accordingly. The funds for any payoff must be remitted prior to our office executing cancellation documentation in the manner set forth at the top of the form. We can provide you with a non-recordable document to verify that the cancellation will be executed upon payment so as to allow you to proceed with the closing and funding of the loan.

We request that you please allow two weeks for research and document preparation. I understand that sometimes the request is time sensitive and we will try to respond as soon as we possibly can. If you have any questions, please call me or Sheri Thiels and we will be happy to assist you.

Sincerely,



THOMAS O. WELLS
Assistant District Attorney

TOW:st

Enc.

cc: Charles "Greg" Gravel, 1st Assistant District Attorney
Sheri Thiels
Karen Ewert

DISTINCTION/CANCELLATION REQUESTS

There is a **\$50 fee for each service requested for each corresponding arrest/billed charge**. Fees for requests for each Letter of Distinction or each request for cancellation, are payable by money order, cashier check, or attorney escrow check for the respective service requested and are **to be made payable to the Rapides Parish District Attorney's Office**. This fee includes research and preparation of the documentation for the service requested. Payment shall be made at the time written/completed request for service is submitted to this office. Requests and payment can be submitted at 701 Murray St., Ste. 304, Alexandria, LA, or can be mailed to: Rapides Parish District Attorney's Office, Attn: Thomas O. Wells-Distinction/Cancellation Requests, P.O. Box 7358, Alexandria, LA 71306. **The fees are non-refundable.** Please allow two weeks for research. Research will not begin until a completed request form and payment is received by our office.

REQUESTOR INFORMATION:

Name: _____
Mailing Address: _____
E-mail Contact Info: _____
Telephone No.: _____
Requestor Signature: _____ Date: _____

ONLY FILL OUT INFORMATION BELOW FOR SERVICE REQUESTED:

BOND FORFEITURE CANCELLATION *(service requested):*

Defendant Name: _____
Surety Name: _____
Bond Amount: _____ Recordation Info: MOB _____ Page _____
Date payoff is to be remitted (if applicable): _____

Note: If payoff of the Judgment of Bond Forfeiture, plus judicial interest, is necessary before cancellation of same, a separate payment for the payoff is required (by money order, cashier check, or attorney escrow check payable to Rapides District Attorney-Bond Forfeiture).

BOND CANCELLATION *(service requested):* **NOTE: IF A CHARGE IS PENDING, THE CORRESPONDING BOND IS NOT ELIGIBLE FOR CANCELLATION!**

Defendant Name: _____
Surety Name: _____
Date of Arrest: _____ Charge: _____
Bond Amount: _____ Recordation Info: MOB _____ Page _____

LETTER OF DISTINCTION *(service requested):* *Please complete all information available*

Identifying Information of Person to be Distinguished:

Name: _____
DOB: _____ Last 4 digits of SSN: XXX-XX-

Identifying Information of Person Named In Judgment:

Name: _____
DOB: _____ Last 4 digits of SSN: XXX-XX-
Recordation Info: MOB _____ Page _____