



*Kim Turlich-Vaughan*

Clerk of Court & Ex-Officio Recorder  
Twenty-Fifth Judicial District  
Parish of Plaquemines

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CAROL A. ROBERTS  
Chief Deputy Clerk

**GENERAL INSTRUCTIONS  
FOR CANCELLING A RECORDED JUDGMENT OF BOND FORFEITURE**

1. Surety/representative must complete a Motion and Order to Cancel Judgment of Bond Forfeiture from the Clerk of Court's Office. Deputy Clerk prints out recorded Judgment of Bond Forfeiture to send to DA with Motion and Order.
2. Surety/representative then takes documents to Donna Prest in the District Attorney's Office. If approved, Assistant DA signs Request to Cancel instructing the Clerk of Court to cancel the recorded Notice of Property Bond.
3. Surety/representative takes signed Motion and Order to Cancel Judgment of Bond Forfeiture to judge for signature.
4. Lastly, surety/representative takes completed Motion and Order back to Clerk and pays \$55.00 per notice/recording.
5. Surety/representative receives certified copy of recorded cancellation.