

BURNET COUNTY BAIL BOND BOARD

INSTRUCTIONS ON FILING A SWORN COMPLAINT

- Attached is the form approved for making a complaint against a bondsman or bonding company. Please complete it with as much detail as possible.
- The completed complaint can be submitted:
 - In person to the Bail Bond Secretary at Burnet County Annex North
 - By mail: Burnet County Bail Bond Board
1701 East Polk Street
Burnet, Texas 78611
 - By email: bailbondboard@burnetcountytexas.org
- Your complaint must be sworn and notarized. FALSE STATEMENTS CAN SUBMIT YOU TO CRIMINAL PROSECUTION.
- All complaints are handled in accordance with Burnet County Bail Bond Board **Local Rule #8** which states, “All sworn complaints shall be received by the Bail Bond Secretary on a form approved by the Board. The Bail Bond Secretary will forward copies of the complaint to all Board members for review. The decision to place a complaint on the meeting agenda shall be made only by a member of the Board.”
- Your complaint will start the review process. However, please provide any additional information/documents/evidence that you believe may be relevant to your complaint. It is also up to you to decide whether you want other witnesses to complete a sworn report to include with your complaint.
- Once you’ve turned in your sworn complaint, it will be forwarded to the Board members who will determine whether the complaint will be scheduled for a hearing.
- You will receive a written response regarding your complaint. If you have questions, please contact the Bail Bond Board.
- The rules and regulations for bondsmen are available on the Burnet County website www.burnetcountytexas.org by selecting “Quick Links” and then selecting “Bail Bond Board.”