

## 3-14/055.05 - Papers Only Holds

Bailiffs and all other Sheriff's personnel shall immediately review all paperwork given to them by court clerks. If the paperwork involves a remand, sentence, or other action which would cause an inmate not to be released, the bailiff shall immediately contact a supervisor. The supervisor is to be advised that a papers only hold was just received and the inmate did not appear in their court

**Note:** a Removal Order is not a hold and the clerk should be advised of this.

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