



**JUSTICE COURT PRECINCT 3, ELLIS COUNTY**

**PAYMENT PLANS OR EXTENSION REQUIREMENTS**

- 1) In order to be considered for an extension or payment plan, it is MANDATORY an application be completed and submitted to the court.
- 2) Be aware that the court is REQUIRED to verify information on your application AT THE TIME IT IS SUBMITTED. Application must be notarized if not submitted in person or by phone.
- 3) If, during the verification process, it is discovered that information is false or incorrect, YOU WILL BE IMMEDIATELY EXCLUDED FROM THE PROGRAM AND FINE BALANCES MUST BE PAID IN FULL TO PREVENT WARRANT ISSUANCE.
- 4) First payment is due on the day the payment plan is established. See chart below for guidelines. You will choose (within guidelines below) the number of months to pay your fine.
- 5) Payment plan applications requiring more time than prescribed below MUST HAVE APPROVAL of Judge or Chief Court Clerk and must be accompanied by supporting documents demonstrating need.
- 6) If you pay ANY part of the fine or costs on or after the 31<sup>st</sup> day after judgment or plea entered, a state mandated time payment fee of \$25.00 (Texas Local Government Code 133.103) will be assessed on each case. Additionally, a \$2.00 administrative fee is assessed for each transaction on each case.
- 7) If you have multiple cases, your payments will be applied first to cases with lowest balance due. Therefore, if the case can be paid in full within 31 days of judgment or plea the state mandated time payment fee will not have been applied to that case.
- 8) Payments will be accepted in EXACT change cash, money order, cashier's check, or credit card via the court's automated phone/online system.
- 9) If total due is \$199.00 or less NO payment plan will be granted but you MAY request a 31 day extension.
- 10) Terms of your order will be null and void and TOTAL AMOUNT WILL BE DUE IMMEDIATELY should at ANY time your payments become past due.

<b>AMOUNT DUE:</b>	<b>TIME ALLOWED:</b>
\$199.00 OR LESS	31 DAYS
\$200.00 - \$499.00	1 – 3 MONTHS
\$500.00 - \$999.00	3 – 5 MONTHS
\$1,000.00 OR MORE	6 MONTHS

**ALTERNATIVES TO PAYMENT OF FINES AND COSTS**

A defendant who is convicted of a criminal offense punishable by fine only is entitled to alternative methods of satisfying the judgment against them if they are unable to pay the fine or costs, in whole or in part.

Those alternative methods include:

- 1) A payment plan, allowing the defendant to make payments toward the fine and costs in designated intervals. Note that if any amount is paid more than 30 days after the judgment assessing the fine or costs then a \$25 time payment fee must be assessed.
- 2) Disposition of the amount assessed by performing community service. There are many options that meet the requirements of the law for community service, see Art. 45.049 of the Code of Criminal Procedure for full details. A defendant is entitled to a minimum of \$100 credit for every 8 hours of community service performed.
- 3) If performing community service imposes an undue hardship, a defendant who is indigent or who lacks sufficient resources to pay is entitled to a waiver of the fine and costs, in whole or in part.

⇒ **FAILURE TO COMPLY OR MAKE SCHEDULED PAYMENTS ON OR BEFORE DUE DATE MAY RESULT IN ADDITIONAL FEES, WARRANTS, AND/OR A HOLD ON YOUR DRIVER'S LICENSE. CALL TO DISCUSS OPTIONS.**

DEFENDANT ACKNOWLEDGEMENT

CLERK INITIALS

DATE

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