

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.
- 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 plans requiring more time than prescribed below MUST HAVE APPROVAL of Judge or Chief Court Clerk.
- 6) If you pay ANY part of the fine or costs on or after the 31st day after judgment or plea entered, a state mandated time payment fee of \$25.00 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.

AMOUNT DUE:	TIME ALLOWED:
\$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

⇒ FAILURE TO COMPLY OR MAKE SCHEDULED PAYMENTS ON OR BEFORE DUE DATE WILL RESULT IN ADDITIONAL FEES, WARRANTS, AND/OR A HOLD ON YOUR DRIVER'S LICENSE

DEFENDANT ACKNOWLEDGEMENT

CLERK INITIALS

DATE
