

### **TIME TO PAY POLICY**

A defendant has 30 days to pay fines and costs from date of trial, or his/her driver's license will be suspended unless a payment plan is requested. After 31 days the account will be delinquent and submitted to the Court Debt Collection Office for Action in 60 days of nonpayment. The party will be afforded 2 subsequent payment plan opportunities which will require a down payment. **A down payment is not required on initial payment plans.**

An initial payment plan for fines and costs may be set up by the deputy clerk with the following guidelines:

- \$10.00 is assessed under FMS code (137); TTP is assessed **ONLY ONCE**.
- A down payment of **10 percent** of total amount **under \$1000** is required for ALL subsequent payment plans.
- A down payment of **5 percent** of total amount **greater than \$1000.00** is required for ALL subsequent payment plans. All subsequent payment plans will be assessed the down payment amount after the initial payment plan default.
- Deferred payment schedules are as follows:

<b><u>Balance Due</u></b>	<b><u>Payable Time Frame after First Down Payment</u></b>
Less than \$100.00	Within 45 days
\$100.01-\$300.00	Within 3 months
\$300.01-\$600.00	Within 6 months
\$600.01 - \$1000.00	Within 9 months
Greater than \$1000.00	Within 12 months

Any deviation from this schedule, to include request for extension, **MUST** be approved/signed by the Court Accountant, or in the Court Accountant's absence, the Chief Deputy Clerk or Clerk of Court.

Time to Pay on restitution accounts **Must** be approved, and payment determined, by the judge hearing your case.



**Shanda R. Ellis, Clerk of Court**



**Rondelle D. Herman, Chief Judge**