

Extensions

A 30-day extension may be granted to the Defendant upon request. The extension must be requested on or before the preset court date on the ticket. If the citation is not paid in full by the extension date a Time Payment Fee will be added to each *violation* that is not paid in full. (See section on Time Payment Fee.) You may request an extension by either appearing in person at the court clerk's window, by mail, or by fax. If requesting by mail or fax, please print and complete the **Extension Request Form** then mail to 6800 Forest Hill Drive, TX 76140 or fax to 817-568-3034.

Time Payment Fee

Section 51.921(a)(1), and (2) of the Government Code states that "in addition to other fees authorized or required by law, the clerk of each district court, statutory court, county court, justice court, and municipal court shall collect a fee of \$25 from a person who has been convicted of a felony or misdemeanor and pays any part of a fine, court costs, or restitution on or after the 31st day after the date on which a judgment is entered assessing the fine, court costs, or restitution." This fee will be added in advance if the Defendant chooses a pay out plan or on or after the 31st day if the Defendant fails to make full payment on their fine by the 30th day.

Payment Plans (Time Payment Plans)

You may be eligible for a time payment plan in which you can make weekly, biweekly or monthly payments on your citation. If you need more than thirty days to pay your citation, the court must impose a \$25.00 time pay fee per *violation* that is required by the state.

You must make your request in person at the Court Clerk's window; it may not be done by mail or fax. You will be required to present a valid Photo ID and fill out a financial statement. Once the information provided on the financial statement is verified, if you qualify for a time payment, the Court Clerk will inform you of your required weekly/bi-weekly/monthly payment amount. The longest payment plan given at the window is 6 months. If you would like to request a Time Payment Plan, please print and complete the **FINANCIAL STATEMENT** prior to appearing at the window (Note: It must be signed in the presence of a court clerk or a notary).

If you fail to keep this payment plan a *capias pro fine* warrant will be issued for your arrest.