

**JUDGE'S STANDING ORDER NO. 11**  
**PAYMENT PLANS**

On this date, the Court entered the following **ORDER** with respect to payment plans:

**A. PAYMENT PLANS AT CASHIER'S WINDOW**

The following requirements apply to a payment plan at the Cashier's window:

1. *30-day extension.* The Clerk may process a request for a 30-day payment plan from a Defendant who appears at the Cashier's window and asserts an inability to immediately pay his/her fines and costs in full, provided that:
  - a. the Defendant represents that full payment can be made within 30 days;
  - b. the Defendant completes a 30-day extension form at the time of the request; and
  - c. no warrant for the arrest of the Defendant is pending at the time of the request.
2. *Defendant to be advised.* The Clerk shall advise the Defendant that if the Defendant fails to comply with the payment plan:
  - a. an additional \$25.00 time-payment fee will be added to each case which remains unpaid on the 31<sup>st</sup> day after judgment, pursuant to Texas Local Government Code Section 133.103 ;
  - b. any request for further extensions to pay the balance must be made to the Judge in open court; and
  - c. a capias pro fine warrant may be issued on any balance that is not timely paid.

**B. PAYMENT PLANS ADMINISTERED BY COLLECTIONS CLERK**

Any Defendant appearing at the Cashier's window and requesting more than 30 days to pay his/her fines and costs in full must present that request to the Judge in open court. Upon the Judge's approval of a payment plan, the Collections Clerk will set up and administer the Defendant's plan, and may allow extensions or partial payments within the guidelines set by the Court Administrator.

**C. REQUESTS FOR PAYMENT PLANS MADE BY MAIL OR FAX**

If a Defendant mails or faxes the Court a request for a payment plan with no initial payment having been received, the Clerk shall place the request in the Judge's correspondence queue for

an order. Upon approval by the Judge, the Collections Clerk will correspond with the Defendant to set up the payment plan.

**IT IS SO ORDERED.** Signed and Entered this 21 day of May, 2015.

  
\_\_\_\_\_  
Sonya Letson  
Presiding Judge