

## Payment Plans

If you are unable to pay the fine in full, you may request a payment plan. If you have not already entered a plea on your case, a payment plan will require you to enter a plea of guilty or no contest and a judgment will be issued by the Court. You have the option to pay the balance in full no later than 30 days. However, if you need more than 30 days to pay the balance, the State requires the Court to add an additional one-time fee of \$15.00 to each pending case on the 31<sup>st</sup> day.

The Payment Plan will be made monthly in the amount of \$50 until the case is paid in full. You must make the payments by the due date as indicated on the payment agreement. If you fail to make a payment on time as required by your payment plan, you may be required to attend a show cause hearing and risk a warrant of arrest being issued according to state law.

To apply for a payment plan you must have your request postmarked on or before your court date:

- This request form filled in its entirety and signed by defendant

Fill out the Request for Payment Plan Form. (found on website)

- A copy of Drivers license or photo ID

Once we receive your paperwork, we will process it and send you your payment plan agreement that will need to be signed and returned.

Failure to include all required items will result in denial of request.

### **You may submit your request for a payment plan one of two ways:**

**In- Person-** You may appear at the Court window between the hours of 9 a.m. to 4:45 p.m. and speak with the clerk. You will need to bring your driver's license or ID. The clerk will have you fill out and sign the necessary forms.

**By Email:** You **MUST** fill out the Payment Plan Request form and provide a copy of your driver's license or ID and email it to [court@crossroadstx.gov](mailto:court@crossroadstx.gov). The court will email you the payment agreement along with the payment plan. You do need to read over it, sign it, and return it back to the court. All requests must be on or before your initial appearance date on your citation. Failure to do so could possibly result in the request being denied.