

CITY OF DUNCANVILLE MUNICIPAL COURT OF RECORD

STANDING ORDER NO. 8

Payment Plans

IT IS ORDERED that a Court Clerk may process a payment plan upon the following terms for alias warrants (Note: This does not apply to capias pro fine warrants):

1. Defendant must enter a plea of guilty or no contest and waiver of jury/bench trial.
2. Defendant must complete a payment plan application/financial information statement.
3. All payment plans are subject to \$25 Time Pay Fee, if not paid by the 31st day.
4. If past due, Defendant must pay half of total owed immediately under 30 day payment plan or 25 percent down of total owed for 90 day payment plan.
5. If the Defendant is not past due, Defendant may request 30 day extension and agree to make full payment within 30 days.
6. Warrants shall be recalled from active status and from Dispatch.

30 day Payment Plan	
Amount Owed	Payment Period
Half of total owed	Due at time of request
Balance to be paid in full	Defendant pays by 30th day as agreed

90 day Payment Plan	
Amount Owed	Payment Period
25 percent down of total owed	Due at time of request
Balance broken down into three equal monthly payments until paid in full	Defendant pays monthly as agreed

If defendant claims he/she cannot make the payments within 30 or 90 days in accordance with this Order, the Defendant must enter a plea of guilty or no contest and waiver of bench/jury trial and the Clerk may process the case work and an indigency hearing can be set upon:

1. Indigency paperwork being completed by Defendant. Proof of all income, bills, debts and financial obligations must be presented at the time of the hearing.
2. Failure to appear at the indigency hearing, or full payment within 30 or 90 days as ordered, will result in a capias pro fine warrant being issued.

In the event that a Defendant cannot make the payments in accordance with the Order, due to changed circumstances, provided they have come to the court before they have defaulted, the clerks are authorized to set the Defendant on an indigency docket, with the proper forms and instructions, to allow the court the opportunity to assess the current financial situation of the defendant. In the interim, the Defendant is encouraged to make periodic payments in the amount he/she believes they can afford to make, to reduce the amount outstanding and provide the court with additional evidence of the amount they are able to pay, all of which will be taken into consideration at the time of the indigency hearing.

SIGNED AND ENTERED ^{as of} on this the 1st day of February, 2019.

JBR
John Rizo, Presiding Judge