

NOTICE

If you have the ability to make payments towards your court ordered financial obligations, you may avoid a personal court appearance by submitting a written motion for approval of a monthly payment plan.

A form motion is enclosed for this purpose.

If your motion is allowed, an order will be entered and mailed to you. If it is denied, you will receive a notice to appear in court for a later date. If you do neither, a warrant may issue for your arrest.

INSTRUCTIONS FOR COMPLETING THE MOTION FOR PAYMENT PLAN

1. Print your name legibly on the blank line labeled “Defendant.”
2. List **all your applicable your case numbers** in the blank lines to the right of your name.
3. Fill in the dollar amount of your proposed payment plan and the month in which you can begin making these payments.
4. Sign and print your name on the appropriate lines.
5. Submit the motion to the Circuit Clerk’s Office in person or by mail so that it is received prior to your court date. Faxed or emailed copies cannot be accepted.