



**PUTNAM COUNTY**  
**Clerk of the Circuit Court & Comptroller**  
**Payment Plan Agreement Request Form for**  
**Civil/Criminal Traffic Cases ONLY**

Full Name: \_\_\_\_\_

Citation Number: \_\_\_\_\_ Case Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mobile/Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that by providing a mailing address, I acknowledge and verify that the mailing address is correct. I will keep my contact information updated with the clerk's office so that I may receive payment plan notifications. By signing and submitting this application, you consent to receive electronic notifications.

**Financial Information**

**Monthly Amount I Can Afford to Pay on this Payment Plan \$\_\_\_\_\_ (\$10.00/month minimum)**

I understand that a payment schedule will be created as referenced below and provided to me. I understand that the monthly payment will be due until paid in full. **I agree to pay 10 percent of the total fine/court costs or at minimum \$10.00 as a down payment today.**

I further understand that failure to comply with the payment plan will cause a default of the agreement, which may result in a notification being sent to the Department of Highway Safety and Motor Vehicles to suspend my driver's license and prohibit me from renewing my vehicle registration. Additionally, the case will be referred to a collection agency for further processing with an additional collection agency fee of up to {25%} of the amount due. When the case is referred to a collection agency, this amount will be added to the balance. In addition, in certain cases, a civil lien fee may be added to the original fine/court costs.

I understand the clerk charges a **\$25.00 one-time** payment plan fee. I also understand that Civitek charges a fee of **3.5%** per payment when making payments by credit card. This agreement will not be in effect until your first payment has been received and processed.

**THE FOLLOWING APPLY TO CIVIL TRAFFIC CASES ONLY**

I am requesting to establish a payment plan agreement for the above-listed citation or case. I understand that by entering a payment plan that I am waiving the following:

- My right to a speedy trial
- The option to attend traffic school
- My right to request a court date

I further understand that payment of fines are considered admissions of guilt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED BY THE CLERK'S OFFICE**

Total Amount Owed \$ \_\_\_\_\_  
Payments of \$ \_\_\_\_\_ will start on \_\_\_\_\_ and be due on the  
\_\_\_\_\_ day of the month until paid in full.