## **PAYMENT PLAN**

## Request a Payment Plan Online

To choose this option you must be able to download the Contact Information form (Payment plan paperwork, is provided during the online setup) and upload the completed form with acceptable photo identification.

You must be at least 18 years of age to complete the application form with acceptable photo identification. <u>Acceptable form of identification</u> (Social security cards and selfies (pictures) are NOT valid forms of identification).

Notice: By paying your citation online, you will be entering a plea of "Guilty" or "No Contest" and waiving your rights to a jury trial. Your citation will be recorded as a conviction and reported to the Texas Department of Public Safety

Payment plan Terms:

• An additional \$15 fee will be assessed on each violation.

Once the payment plan is approved, payments may be made online, by phone, by mail, or in-person.

Online is available 24/7, including weekends and holidays. You may pay by debit card or credit card. Visa and MasterCard are accepted.

## Click Here to Request Online

\*\*\* When you sign up online to request a payment plan, please note that this is a **REQUEST ONLY**. You are NOT approved until you have been contacted by email from the Municipal Court. You can expect additional details and instructions by email from the Court within five (5) business days. If you do not receive an email within five (5) business days, you may be missing something required to process the request. Paperwork will be mailed to the last known address we have on file with the required steps to move forward.) \*\*\*