Sixth Judicial District Payment Policy

Effective 07/01/2017

Fines and costs are due on the day of trial. If a defendant needs additional time to pay, they may sign a DC-210 in the Clerk's Office granting an extra 30 days.

If a defendant needs more than 30 days, they may enter into a payment agreement for a maximum of six months from the court date to pay fines and costs in full.

If a defendant requests a subsequent payment agreement or they are already in default, an additional payment agreement may be entered into. If the fines and costs are $500 or less, the required down payment will be 10% of the amount owed. If the fines and costs are more than $500, the required down payment will be 5% of the amount owed or $50, whichever is greater. Each payment agreement will be for a maximum of six months.

A one-time $10 fee will be assessed (except for the first 90 days after trial).

Community Service Instructions

You may perform community service work to earn credit for fines and costs owed to this court. Community service work may not be used for restitution.

To calculate how many hours are needed to satisfy your fines and costs, take the total due and divide by minimum wage hourly rate.

Fines and Costs Due:		*Minimum Wage*		*Number of Hours Required*
$_____	÷	*$7.25*	=	_____

If you elect to perform community service to satisfy fines and costs owed:

- You must complete the appropriate number hours of community service.
- Community Service must be completed at a public non-profit 501(c)(3) organization, unrelated to any religious organization, your school, government agency or any other organization where you are now associated.
- Your community service must be to benefit the community or those in need. Some examples include: Habitat for Humanity, Salvation Army, Boys & Girls Club, homeless shelters, food banks, Red Cross, Goodwill, or United Way.
- **You must provide the following to the court by your due date:**
  - ✓ The **ORIGINAL** completed **Community Service Certification Form**
  - ✓ **Proof from the organization that they are a 501(c)(3) non-profit organization.**

Once completed and proper verification is received by the Court and approved by the judge, a credit will be applied to your fines and costs owed to this court at the current rate of minimum wage times the number of hours worked.

If the judge does not approve your community service, you will not be given credit for your alternative to payment of fines and costs.

Community Service Certification Form

Name of Worker: _____ Case Number: _____

Name of Non-Profit Organization: _____

Address: _____

Date:	Hours Worked:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Hours Worked: _____

Duties Performed:

_____

_____

_____

I certify the above individual performed the community service work as stated above and is not affiliated with or a member of this organization. I have attached a copy of proof of this organization's 501(c)(3) status, such as EIN verification letter from the IRS.

Sign: _____ Date: _____

Printed Name: _____ Title: _____

Phone Number: _____ Email: _____