

REQUEST FOR PAYMENT ARRANGEMENT

Defendant's Name Case No(s):

TIME TO PAY:

- 30 days 60 days
A payment plan at a rate of \$ per month due by the 1st or 15th of each month (\$15.00 payment plan fee will be applied if not paid in full today).

Defendant's Address: City State Zip

Defendant's Phone Number:

Defendant Employer's Name:

Defendant Employer's Address: City State Zip

Defendant Employer's Phone Number:

Date of Birth:

Driver's License No.:

\*Defendant's Social Security Number:

\*This information is voluntary. For more information please refer to the back page of this form.

Dated: (Defendant's signature)

Payments can be made online with a MasterCard or electronic check at: http://wcca.wicourts.gov (Read agreement, then click "I agree," then click "Pay fees online.")

Payment can also be made during normal business hours in Room C153, or by mail to the address below:

MAKE CHECK PAYABLE TO: CLERK OF CIRCUIT COURT BUSINESS CENTER 515 WEST MORELAND BLVD P O BOX 1627 WAUKESHA, WI 53187-1627 BUSINESS HOURS: Monday through Friday 8:00 am to 4:30 pm (262) 548-7497

Any information we obtain may be used for collection purposes only and will not be maintained in the case file.

Balance due: \$ + \$15.00 (payment plan fee if applicable)

Failure to pay: Civil Judgment

Approved by the Court:

- Request for time to pay granted; balance must be paid in days.
Request for payment plan granted; initial payment of \$ is due by , and by the 1st 15th of each month thereafter.

FOR OFFICE USE ONLY

Received on: Entered on: by

## Payment Agreement Information

When financial hardship exists, arrangements for time to pay may be obtained by sending a letter to the Waukesha County Clerk of Circuit Court outlining your hardship and complying with the following procedures:

- Complete and submit a financial disclosure statement.
- Immediately pay twenty-five percent (25%) of the amount due.
- Agree to make installment payments on the remaining balance due.
- Sign a payment agreement reflecting the terms of payment.

If you fail to make the payments by the dates specified, you will be considered in violation of the court order. As a courtesy, a letter will be sent to your last known address that will advise you that you have ten (10) days to pay your account in full. If you do not pay or are unable to pay your fine or monetary conditions of your sentence in full within the ten (10) day grace period, the following actions may be put in effect:

- Refer your account to a collection agency.
- Enter a civil judgment against you for unpaid obligations at 12% interest per year.
- Notify the Department of Transportation to refuse registration of all vehicles owned by the judgment debtor.
- Suspend your driving privileges for up to two (2) years.
- Issue a bench warrant for non-payment and order an arrest and commitment to the county jail.

If your accounts are referred to a collection agency, the Waukesha County Circuit Courts authorize the use of the following administrative and statutory procedures:

- Reestablish a payment agreement with a more thorough financial background check than previously conducted.
- A wage assignment from your employer or anyone else who owes you money directing up to 25% of your income toward payment of your outstanding obligation(s).
- A tax intercept may be initiated to seize state income, sales tax refunds, or lottery prize installment payments.

### **Information regarding Social Security Numbers and Circuit Court of Waukesha County:**

Under state law (Wis. Statute §71.935), the court is allowed to ask the Wisconsin Department of Revenue to intercept your state tax refund and apply it to your unpaid fines, fees, forfeitures, parking citations, or other debts of \$20 or more. We are requesting your social security number to use for this purpose if you fail to pay a judgment against you. Disclosure of your social security number is voluntary on your part. It assists us in confirming your identity and in using the Department of Revenue to collect an unpaid judgment rather than using an arrest warrant or other means.

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**Note:** Civil judgment is a means to enforce collection and a sanction for failure to pay. Civil judgment does not eliminate the obligation to pay.

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(Read agreement, then click “I agree,” then click “Pay fees online.”)**