

CITY OF WEST LAKE HILLS MUNICIPAL COURT OF RECORD, NO. 1

REQUEST FOR PAYMENT PLAN TO PAY FINE

Instructions: You have 20 business days after receiving your citation to handle your citation. Complete this form and mail it to the clerk's office. **It is your responsibility to follow up with the court at 512-327-1862 to verify receipt of your request.**

Defendant's Name: _____

Citation #: _____

Offense(s): _____

DOB & DL #: _____

Address w/APT#: _____

City, State, Zip: _____

Cell phone number: _____ Work# _____

I am requesting a payment plan and am able to pay the \$50.00 down towards my total owed. (initial) _____

I am aware that if I mail this document I can only submit the payment in the form of a money order or cashier's check or my request will be denied. (initial) _____

I am entering a plea of: **No Contest** OR **Guilty** (circle only 1) for the offense(s) above.

I do hereby waive my right to a jury trial and request to pay my fine in full.

I am aware that any violation that is placed on a payment plan shall have **an additional \$25 per violation** as required pursuant to Sec. 51.921, Government Code. In accordance with this statutory requirement, if the Time Payment Fee was not assessed at the time of payment, you will be notified in writing.

Once your paperwork has been received and reviewed by the Court and you meet the eligibility for a payment plan you will be mailed formal payment plan due notice that will indicate your payment plan will be \$75.00 a month until paid off.

Defendant Signature: _____ Date: _____

West Lake Hills Municipal Court
911 Westlake Drive, West Lake Hills, Texas 78746

Phone: 512-327-1862
Email: court@westlakehills.org

*****ACCEPTABLE METHODS OF PAYMENT*****

Cash (in person) - Money Order - Cashier's Check

THE COURT DOES NOT ACCEPT PERSONAL OR BUSINESS CHECKS
DO NOT SEND CASH IN THE MAIL