

Instructions for Completing Time Payment Request Form:

*All Payment Plans are Reviewed by the Judge for Approval. If you have questions about your case(s), please call the court at **(210) 695-5903**. **If you are coming to Court to request a payment plan, you Do Not need to print this form**; we will complete the forms at the window.

To request by mail, fill in the form where **highlighted**. First, fill out your name on the first line, right after "I," then under your name, circle your plea of either 'Guilty' or 'No Contest', after circling the plea write the offense (what you are being charged with, i.e. Speeding, Fail to Use Turn Signal, etc.), you will then fill in the Case numbers: This is the Citation # at the top of your citation (it will be four to six numbers; may have the letters CS in front of numbers listed) above the Date/Time.

Read the statement to acknowledge that a \$15.00 time payment fee will be added (per case) after 30 days from the date your agreement is approved and a payment has been received. You do not need to fill in any of the fine amounts, fee amounts, and total amount due lines (you are able to call and verify with the court if you want to know the exact total of your case(s) at **(210) 695-5903**).

At the bottom of the form, sign your name where it says "Defendant's Signature" and provide your current address and telephone number. **You do not need to fill in your address twice if it is the same address for both physical and mailing.**

Mail the form in with the \$25.00 fee to the Court with a copy of your drivers license or ID (the Court's address is at the top of the form).

The Judge reviews all agreements. If he does not approve or requires additional items in order to approve a payment plan, the Court will notify you. **MAKE SURE TO PROVIDE THE MOST UP TO DATE CONTACT INFORMATION ON YOUR REQUEST.**

If you have circumstances that will need to be addressed by the Judge, please include any documents that will assist in making his decision on your case.

HELOTES MUNICIPAL COURT
P.O. BOX 507
HELOTES, TEXAS 78023
210-695-5903

PLEA AGREEMENT AND SCHEDULE OF DEFERRED PAYMENTS

I, _____ hereby enter a plea of
No Contest / Guilty (circle one) to the charge(s) of _____

Case number(s): _____

I acknowledge that I have been granted deferred payments for the below listed amount, said amount being the total of my fines plus the time payment fee(s). I understand that a **\$15.00** time payment fee is added to *each charge* that I have pled to. I agree to make payments to the Helotes Municipal Court by the agreed end date. I understand that failure to comply with this agreement will result in a WARRANT being issued for my arrest and additional fees being imposed on my case. **If the *total amount due is paid by* _____ (within 30 days of signing this agreement), the Time Payment Fee(s) will not be assessed.**

Please make your money order, cashier's check, or check payable to **City of Helotes** and include your case number with your payment.

FINE(S) \$ _____

TIME PAYMENT FEE(S) \$ _____

TOTAL AMOUNT PAID \$ _____
(AFTER 30 DAYS)

Amount paid at time of plea/signing of agreement \$ _____

Payments are to be made monthly making your final payment due on:

DEFENDANT'S SIGNATURE _____

DATE _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NO.: _____

Clerk of the Court: _____

