

**JEROME MUNICIPAL COURT  
CIVIL CHARGE TIME PAYMENT FORM INSTRUCTIONS**

To request a Time Payment Agreement you will need to comply with ALL of the following:

Call the Court to obtain your Case Number and balance due and what your payments will be.

You will need to print all (3) three pages and fill them out completely. Date and sign all (3) Three pages. (Do not leave any blanks)

**Prior** to your appearance date you will need to mail ALL documents to the Jerome Municipal Court.

Court phone number 928-649-3250

Court mailing address: PO Box 335, Jerome, AZ. 86331

Court fax number 928-634-5462

Failure to comply with returning original documents prior to your appearance date will result in a late and a default status, adding additional fees of \$90.00.

When in doubt contact the Court! We are willing to work with you to get your fines paid in a timely manner.

**However, it is your responsibility to keep in contact with the Court.**

(If your citation has criminal charges you must appear at the Court on your court date)

I hereby plead responsible all for all civil charges listed on citation #\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant

**IN THE JEROME MAGISTRATE COURT  
COUNTY OF YAVAPAI, STATE OF ARIZONA**

**STATE OF  
ARIZONA,**

**Plaintiff,**

**vs.**

**Defendant.**

Case No. \_\_\_\_\_

**ORDER FOR TIME PAYMENT OF  
FINES, FEES AND RESTITUTION**

As part of your sentence in this case, you have been ordered to pay fines, fees and/or restitution. The full amount imposed is due on the date it is imposed, unless the Court agrees to give you time to pay; if the Court allows you to pay the fine over time, a \$20 time payment fee will be added, as required by law. The amount you owe is not just a debt; it is a Court-ordered sanction imposed because you broke the law. Payment of this sanction must take priority over your other financial obligations. If you cannot make payment on time, it is your responsibility to contact the Court.

Social Security No \_\_\_\_\_ Date of Birth \_\_\_\_\_

Residential Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Employer \_\_\_\_\_

- I agree to pay my fines/fees/restitution, plus \$20 time payment fee, totaling \$ \_\_\_\_\_ in installments of \$ \_\_\_\_\_ per month, by the **20th** of each month. The first payment is due on \_\_\_\_\_
- I agree to pay my fines/fees/restitution , plus \$20 time payment fee, totaling \$ \_\_\_\_\_ on Or before \_\_\_\_\_.

You may make payments in person, by mail or online. **NOTE there is a 5% charge to use credit/debit cards.** The Jerome Municipal Court is located at PO Box 335, Jerome, AZ 86331, (928) 649-3250 Payments may be made by exact change cash in person only, cashier's check, money order, or debit or credit card, you should not send cash through the mail. The Court is open and payments are accepted Tuesday through Thursday, except legal holidays and various days for training from 8:30 a.m. to 4:00 p.m. **NO** payments will be accepted after 4:00 p.m.

**IF YOU MAKE CASH PAYMENTS AT THE COURT YOU MUST PROVIDE EXACT CHANGE.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Magistrate

**I UNDERSTAND THAT IF I DO NOT PAY AS AGREED, AND DO NOT CONTACT THE COURT IN A TIMELY MANNER, MY DRIVERS PRIVILEGE MAY BE SUSPENDED, AND/OR A WARRANT FOR MY ARREST MAY BE ISSUED. I ALSO UNDERSTAND THAT IT IS MY RESPONSIBILITY TO KEEP THE COURT INFORMED OF MY CURRENT ADDRESS AND TELEPHONE NUMBER.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant

**JEROME MUNICIPAL COURT  
CIVIL TIME PAYMENT INFORMATION**

**Please read all information below!!**

Time payments are arranged as a courtesy to allow you to pay your fine over time. You must adhere to the time payment agreement terms. **Do not lose** this information sheet as it may provide you with vital information in the future.

Your payments are due on or **before** the **20<sup>th</sup>** of each and every month until paid in full.

If you are unable to make your payment on or **before** the **20<sup>th</sup>** of each and every month you are required to do the following:

To request an extension **PRIOR TO DUE DATE** to make your payment late:

Your request must be in writing to the Court via mail or in person **NO PHONE CALLS** will be accepted. (Use the Motion to Extend Payment form)

Mailed requests must identify you as the Defendant; your full name, address and telephone number.

Failure to make contact with the Court or failure to make payments may result in one or more of the following:

Your license or privilege to drive will be suspended.

Your case will be turned over to the State Collection Agency FARE. (This agency will place a hold on your license, registration and any taxes you may be expecting to receive.)

The registration of the vehicle will have a hold on it regardless of owner.

Keep in mind if your license is suspended and you are stopped for a moving violation you may be arrested and charged with driving on a suspended driver's license which is a class 1 misdemeanor. The vehicle will be towed at your expense and stored for up to 30 days.

When in doubt contact the Court! We are willing to work with you to get your fines paid in a timely manner.

**However, it is your responsibility to keep in contact with the Court.**

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Court mailing address: PO Box 335, Jerome, AZ. 86331

Court fax number 928-634-5462

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant