



Garden Ridge Municipal Court

9400 Municipal Parkway Garden Ridge, TX 78266 www.ci.garden-ridge.tx.us

PAYMENT PLAN APPLICATION AND AGREEMENT

Payment Plan Applications will be reviewed by Clerk staff. Applicable payment terms will be completed and returned to the applicant for final agreement. For questions related to payment plans, call 210-651-6632 or email court@ci.garden-ridge.tx.us.

DEFENDANT INFORMATION:

First Name: _____ Middle Name: _____ Last Name: _____

Case Number (only one case per application): _____

Street Address: _____

City: _____ State: _____ Zip: _____ Date of Birth: _____

Driver License No.: _____ Cell Phone: _____ Home Phone: _____

Email: _____

- If submitting this application by email, I consent to receive information by email regarding this plan.
 Yes No
- I wish to update my address information to that listed in this agreement.
 Yes No

PAYMENT PLAN TERMS & CONDITIONS:

- I understand and agree that I am subject to pay a \$25 administrative fee to establish a payment plan.
- I agree to make payments as outlined above until the total amount of court costs, service charges, and other fees are paid in full. Upon returning a signed copy of this agreement, a balance due letter with due dates will be returned to the email address provided in this application. An additional \$15 fee will be assessed on each citation(s) only if the full payment amount of the citation is not received within the first 30 days of the payment contact agreement.
- I agree to update my contact information with the Garden Ridge Municipal Court Office in writing by email to court@ci.garden-ridge.tx.us or by mail, 9400 Municipal Parkway Garden Ridge, TX 78266.
- I understand that these monthly payments will be applied first towards any fine amounts owed.

FAILURE TO COMPLY:

- Failure to make timely payments pursuant to the terms of this payment plan may result in the assessment of late fees and driver license suspension.
- Any three missed payments may result in this case being set for a show cause hearing via Zoom with the Judge.
- A failure to pay timely, which results in any criminal fine assessed by the court not being paid by the date established by the court, may result in the arrest of the defendant for failure to pay the fine.

ACKNOWLEDGEMENT OF TERMS:

Under penalty of perjury, I declare that I have read this payment plan agreement and that the facts stated in it are true. I understand the above terms and conditions of my financial obligations and agree to comply with this payment plan.

Printed Name

Signature

Date

WAYS TO PAY:

- **Pay by Mail:** Mail a cashier's check, money order or personal check, and include your case number and plea of NO Contest or Guilty with your payment. Mail to 9400 Municipal Parkway Garden Ridge, TX 78266.
- **Pay In-Person:** Pay in person by cash, cashier's check, money order, personal check, or credit card at 9400 Municipal Parkway Garden Ridge, TX 78266.
- **Pay by Drop-Box:** Next-business-day payments (please include your case number and plea) by cashier's check, money order, personal check or cash may be made using one of our drop-box available at the center island of 9400 Municipal Parkway Garden Ridge, TX 78266.