

**EUGENE MUNICIPAL COURT  
INSTRUCTION SHEET**

**REQUEST FOR DEFERRED PAYMENT OF  
FINES AND/OR FEES**

You may request deferred payment on any fines and/or fees imposed by the Court. To do so, you must first complete the Deferred Payment application form. Do not leave any blanks. Please write legibly. Be sure to sign the completed form.

You will then meet with the Collections Clerk for a determination of an appropriate payment schedule. The clerk will review and consider your financial situation when making a determination as to your payment. By filling out the attached Deferred Payment application you are authorizing the Eugene Municipal Court to verify any information recorded on the application. This may include, but is not limited to, authorizing your employer, and bank to release any otherwise confidential information necessary to accomplish verification. **Providing false information will result in a denial of your application.**

If you fail to make payments on time, or fail to meet with the Collections Clerk concerning the designated payment schedule, you will be subject to all sanctions of the Court. These sanctions may include one or more of the following:

- Issuance of a new charge of Contempt of Court (with an additional \$25.00 bail added). Be advised that a jail sentence may be imposed on a Contempt of Court.
- Failure to appear for arraignment on the Contempt of Court charge will result in the issuance of an arrest warrant (with an additional \$50.00 warrant fee)
- If your case is a traffic violation, a request will be sent to Oregon Department of Transportation, Motor Vehicle Division to suspend your driving privileges (with an additional \$15.00 suspension fee)
- Failure to meet any due date may also be authorization to refer any delinquent amount to a collection agency for collection at your further expense.

You are required to comply with payment schedules. If you fail to make your payments, the Court will take the appropriate action to ensure payment. **Payment of these fines and/or fees must be a financial priority in your life.**

If you have any questions, please ask the clerk before you leave.

\_\_\_\_\_  
Defendant's Name (Print)

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Date

# DEFERRED PAYMENT APPLICATION

PLEASE COMPLETE THIS APPLICATION. INCOMPLETE APPLICATIONS MAY RESULT IN DENIAL OF YOUR PAYMENT PLAN REQUEST.

# 1 I understand that my assessed fine(s)/fees are due IMMEDIATELY unless I am approved for a payment plan.

Defendant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## # 2 PERSONAL INFORMATION

Defendant's Name: \_\_\_\_\_ Mailing Address: (Include street, City, State and Zip) \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of Dependents: (children, spouse, etc.) \_\_\_\_\_

## # 3 PERSONAL REFERENCES

Two personal references are required: (not living with you)

Name: \_\_\_\_\_ Phone# \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone# \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

## # 4 EMPLOYMENT INFORMATION

Defendant's Employer: \_\_\_\_\_ Mailing Address: (Include street, City, State & Zip) \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Gross Monthly Salary: (before taxes) \_\_\_\_\_ Hours per week: \_\_\_\_\_

Pay dates: \_\_\_\_\_ Date last check was received: \_\_\_\_\_

### # 5 INCOME

Total per month \$ \_\_\_\_\_

### # 6 EXPENSES

Total per month \$ \_\_\_\_\_

### # 7 ASSETS

Total assets \$ \_\_\_\_\_

## # 8

If your income equals \$0, you must explain your means of support/survival below:

## # 9 ACKNOWLEDGMENT & DECLARATION

I hereby certify the foregoing as being a complete and accurate statement of my current financial condition. I authorize Eugene Municipal Court to conduct a thorough investigation of my statement. I understand this investigation could include direct verification of all information given and the obtaining of reports from credit reporting agencies. It is with this understanding and acknowledgment that I formally request an extension of time for payment of fines and court costs now due and payable to the Eugene Municipal Court.

Defendant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_