



## CRIMINAL DIVISION REQUEST FOR MONTHLY PAYMENT PLAN

Criminal Justice Center (CJC) 5301 Russell St. C-1132, Detroit, MI 48211

Collections Unit (313) 224-6154

"Fines, costs and other financial obligations imposed by the court must be paid at the time of assessment, except when the court allows otherwise for good cause shown." (MCR 1.110)

If you are unable to pay your Criminal court ordered costs and fees in full at the sentencing, you may request a monthly payment plan. Failure to pay may result in State Tax intercept, wage withholding, license suspension, probation/parole violation and/or referral to credit bureaus.

### How to request a Monthly Payment Plan for your Wayne County Criminal cases

1. Complete the following **AFFIDAVIT AND FINANCIAL STATEMENT** and the **INSTALLMENT PAYMENT AGREEMENT** form(s). **Incomplete documents may result in denial of your request for a payment plan.**
2. You must complete a Payment Agreement for each case.
3. You will be contacted by phone or email to verify the information provided and finalize the terms of the payment agreement. Your Payment Agreement is not approved until confirmed by this office. You will receive a signed copy of the Payment Agreement upon approval.
4. Types of **SUPPORTING DOCUMENTATION** that may be required to complete your request:
  - Valid Identification
  - Copy of your court order
  - Proof of current address
  - Proof of income
5. Supporting documents may be emailed to [TCCU@3RDCC.ORG](mailto:TCCU@3RDCC.ORG). *Include your case number(s) and name in the email.*
6. Upon confirmation of the information submitted and approval of the Payment Agreement, the Collections Unit will monitor payment activity quarterly.
7. If there are any missed payments, you will be required to appear in the Third Circuit Court Collections Unit, at the Criminal Justice Center located at 5301 Russell St. Room C-1132 Detroit, 48211 to show cause as to why you should not be held in violation of the terms of the court order and payment agreement.
8. Prior to the appointment date, you have the option to bring your payments up to date to avoid your appearance in our office.

**If you have any questions, contact Third Circuit Court Collections Unit  
(313) 224-6154**

#### FOR COURT USE:

Supporting documents attached

( ) Valid ID ( ) Proof of income ( ) Address verification

Review and Recommendation:

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Collections Staff

**AFFIDAVIT AND FINANCIAL STATEMENT**

\*Case Number:

**Criminal Justice Center (CJC) 5301 Russell St. C-1132, Detroit, MI 48211****Collections Unit (313) 224-6154**

* Defendant Name		*DOB:	*Social Security No.:
Marital Status: ( ) married ( ) single ( ) separated ( ) divorced			
*Current Address:			
*Contact Phone Number(s): (home)		(cell)	
Email Address:		Driver's License Number:	
Spouse Name:		Contact Number:	
Friends or References:			
Name:	Address:	Contact Number:	Relationship:
Name:	Address:	Contact Number:	Relationship:
Employer name, address and phone number:			
Other source of income:		*Total Gross Income:	
<b>(a) MONTHLY INCOME:</b>		<b>(b) MONTHLY EXPENSES:</b>	
Gross Income (self)		Mortgage/Rent	
Gross Income (spouse)		Utilities	
Social Security		Auto Payments	
Disability		Insurance	
Unemployment Benefits		Child Support	
VA Benefits/Retirement/Pension		Medical Payments	
Child Support		Other Court Payments	
Other Income		Other Expenses	
<b>TOTAL Income (a)</b>	<b>\$</b>	<b>TOTAL Expenses (b)</b>	<b>\$</b>
<b>(c) ASSETS</b>			
Vehicle(s) Yr/Make:		Present value:	
Bank Account(s):	Name and address of Financial Institution:	Present balance:	

I understand and agree, in order for the Court to service my account and collect any amounts owed, the Court may contact me by telephone at any telephone number associated with my account, including wireless telephone numbers, which could result in charges to me. The Court may also contact me by sending text messages or emails, using any e-mail address I have provided. Methods of contact may include using prerecorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

I authorize the Third Judicial Circuit of Michigan within its discretion to consult a consumer reporting agency to determine any and all financial information regarding my financial responsibility or status to be in effect until my obligations to the Third Judicial Circuit of Michigan are paid and/or satisfied.

I understand that I will be required to reimburse the Third Judicial Circuit of Michigan the fees assessed in the above case pursuant to the order of the court. I hereby authorize the release of information needed to verify any and/or all declaration in this or subsequent statements to the Court or its agent. A photocopy of this instrument shall suffice to authorize such decisions. **I hereby swear or affirm and certify under the penalty of perjury that the foregoing information is complete, true and correct. It is a felony to intentionally submit false information to a Court. The maximum penalty for perjury is 15 years in prison. MCL 750.423**

\*Date

\*Signature



## INSTALLMENT PAYMENT AGREEMENT

\*Case Number:

Criminal Justice Center (CJC) 5301 Russell St. C-1132, Detroit, MI 48211

Collections Unit (313) 224-6154

\*Defendant Name:

\*Current Address:

Home Phone Number:

Cell Phone Number:

\*Date of Birth:

\*Social Security No.:

Email Address:

Employer name, address and phone number:

***I agree to pay the financial obligations in the above case pursuant to: (i) order of the court, or (ii) a Judgment entered against me in the amount of \$ \_\_\_\_\_ per month, beginning \_\_\_\_\_.***

***I am aware that this agreement shall remain in effect until the total outstanding balance has been paid in full. I understand that a late penalty of 20% will be applied to attorney fees and court costs that continue to be unpaid 56 days after the date of sentence. Failure to reimburse may result in a bench warrant, state tax intercept, wage withholding, license suspension, and/or referral to credit bureaus.***

***If my payments are not made as scheduled, I understand that I may be required to appear at Third Circuit Court Collections Unit located at Criminal Justice Center (CJC) 5301 Russell St. C-1132, Detroit, MI 48211 for bi-monthly payment review appointments.***

This agreement can only be varied by written approval of the Court and I must appear in person to request such modification. Acceptance of any amount that is less than that specified above will not constitute a modification or waiver of the terms herein. If I fail to make the scheduled payments as stated above, the court shall execute a Wage Assignment Order to collect the court ordered fines, costs and restitution. This agreement supersedes all previous Payment Agreements entered on the above case(s). The existence of this agreement does not prohibit garnishment proceedings.

**Payments are to be made to the Wayne County Clerk, Criminal Justice Center (CJC), 5301 Russell St, FSU-Room 100, Detroit, MI 48211. MAIL CERTIFIED CHECKS OR MONEY ORDERS ONLY. NO PERSONAL CHECKS ACCEPTED. DO NOT MAIL CASH. Cash payments can only be made in person at the Wayne County Clerk's - Cashiers Office. To make a payment by Visa or Master Card, [www.allpaid.com](http://www.allpaid.com) - Pay Location Code (PLC): **5443**, or call 888-604-7888.**

I understand and agree, in order for the Court to service my account and collect any amounts owed, the Court may contact me by telephone at any telephone number associated with my account, including wireless telephone numbers, which could result in charges to me. The Court may also contact me by sending text messages or emails, using any e-mail address I have provided. Methods of contact may include using prerecorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

I declare that the information provided is true to the best of my information, knowledge, and belief. I agree to keep the Court apprised of my current address at all times. I hereby authorize the release of information needed to verify any and/or all declaration(s) in this or subsequent statements to the Court or its agent. A photocopy of this instrument shall suffice to authorize such decisions. I hereby swear or affirm and certify under the penalty of perjury that the foregoing information is complete, true and correct. It is a felony to intentionally submit false information to a Court. The maximum penalty for perjury is 15 years in prison. MCL 750.423

\_\_\_\_\_  
\*Defendant

\_\_\_\_\_  
\*Date

\_\_\_\_\_  
Third Circuit Court Collections Unit – Criminal Justice Center  
5301 Russell St C-1132, Detroit, MI 48211  
Detroit, MI 48226 (313) 224-6154

\_\_\_\_\_  
Date