

INSTRUCTIONS FOR DEFENDANT'S REQUESTS

This form is a template used to make a request to the Judge. The clerk cannot tell you what to say, what the Judge might say, or help you fill out this form. **The court can not give you legal advise.** If you need assistance, please contact an attorney of your choice.

Extension of Payment:

You must have a date by which you can pay to receive an extension. If you do not include a date with your request, it will be denied. You only get one extension of your payment.

Due Date Modification: You must have a date by which you can pay to receive a due date modification. If you do not include a date with your request, it will be denied. You only get one date modification.

Ability to Pay: If you believe you cannot pay your fines, you must fill out the financial ability packet and include all of the information requested in that packet, which may include:

1. Pay stubs
2. Rent receipts
3. Mortgage statements
4. All utility statements
5. Federal/State benefits received
6. Child support information

If you do not fill out the financial packet, your request will be denied.