



CLERK OF THE CIRCUIT COURT  
DUVAL COUNTY  
501 WEST ADAMS STREET  
JACKSONVILLE, FLORIDA 32202

# Circuit Criminal Payment Plan Agreement

Name:  
Case Number:

You have elected the option to enter into a Payment Plan Agreement with the Clerk's Office. This will enable you to pay citation(s), court costs and fees in monthly installments.

### Terms and Conditions

1. This Payment Plan Agreement can only be established by the named person on this case.
2. Payment Plan Agreements sent by U.S. mail must be notarized and received in the Clerk's Office on or before the payment due date to avoid additional fees and possible suspension of your driver's license. Postmarked date is **NOT** considered.
3. A one-time **\$25 processing fee** is required at the time the Agreement is initiated and must be paid with your first monthly installment of \$ .
4. All late fees incurred **prior** to the Payment Plan Agreement must be included along with your first monthly installment.
5. After the first payment is made, your next due date will be approximately 30 calendar days later. Please see your payment receipt for the exact due date.
6. Late fees incurred **during** the Payment Plan Agreement must be paid immediately in addition to the next monthly installment.
7. Payments submitted by U.S. mail must be received by the Clerk's Office on or before the due date to avoid additional fees and possible suspension of your driver's license. Postmarked date is **NOT** considered.
8. Payments may be made at one of the Clerk's Office locations, or by mailing a cashier's check or money order (made payable to the Duval County Clerk of Courts) to Clerk of the Circuit Court, Duval County, Felony Department, 501 West Adams Street, Room 2136, Jacksonville, FL 32202.
9. **No personal checks** accepted in office or by mail.

### Late Payment Policy

1. Each missed payment will result in late fees being added to the total amount due and possible suspension of your driver's license. When making payment by mail or at one of the Clerk's Office locations, late fees will be included in the next monthly installment.
2. If you are late making payments a total of three (3) times during the duration of the Payment Plan Agreement, the balance of your case will be referred to a collection agency. The collection agency will add a 40% collection fee to the balance owed and the suspension of your driver's license will not be cleared until payment has been made in full to the collection agency. **No Exceptions.**
3. Unsuccessful completion of the K.E.Y.S. 2 Success program or a violation of your payment plan while in the program can result in the suspension of your driver's license and any remaining balance will be immediately referred to collections and will no longer be eligible to be recalled.

I hereby state that I have read and agree to the Terms and Conditions and understand the Late Payment Policy listed above. I agree to pay all installments **on or before** the established due date.

Print Name: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Personally known by me or produced \_\_\_\_\_ as identification subscribed to before me, this \_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_.

JODY PHILLIPS  
Clerk of the Court

\_\_\_\_\_  
Deputy Clerk / Notary Public