

DEWEY-HUMBOLDT MAGISTRATE COURT
CIVIL CHARGE TIME PAYMENT FORM INSTRUCTIONS

To request a Time Payment Agreement you will need to comply with ALL of the following:

Call the Court to obtain your Case Number and balance due and what your payments will be.

You will need to print all (3) three pages and fill them out completely. Date and sign all (3) three pages.
(Do not leave any blanks)

Prior to your appearance date you will need to mail ALL documents to the Dewey-Humboldt Magistrate Court.

Phone number: 928-632-0008

Mailing address: PO Box 492, Humboldt, AZ 86329

Fax number: 928-632-7987

Failure to comply with returning original documents prior to your appearance date will result in a late and a default status, adding additional fees.

When in doubt contact the Court! We are willing to work with you to get your fines paid in a timely manner, however, it is your responsibility to keep in contact with the Court.

If your citation has criminal charges you must appear at the Court on your court date.

I hereby plead responsible all for all civil charges listed on citation # _____.

Date

Defendant

DEWEY-HUMBOLDT MAGISTRATE COURT
CIVIL CHARGE TIME PAYMENT FORM INFORMATION

Please read all information below!!

Time payments are arranged as a courtesy to allow you to pay your fine over time. You must adhere to the time payment agreement terms. Do not lose this information sheet as it may provide you with vital information in the future.

Your payments are due on or before the 20th of each and every month until paid in full. If you are unable to make your payment on or before the 20th of each and every month you are required to do the following:

To request an extension PRIOR TO DUE DATE to make your payment late: Your request must be in writing to the Court via mail or in person NO PHONE CALLS will be accepted. (Use the Motion to Extend Payment form)

Mailed requests must identify you as the Defendant; your full name, address and telephone number.

Failure to make contact with the Court or failure to make payments may result in one or more of the following:

Your license or privilege to drive will be suspended. Your case will be turned over to the State Collection Agency FARE. (This agency will place a hold on your license, registration and any taxes you may be expecting to receive.) The registration of the vehicle will have a hold on it regardless of owner.

Keep in mind if your license is suspended and you are stopped for a moving violation you may be arrested and charged with driving on a suspended driver's license which is a class 1 misdemeanor. The vehicle will be towed at your expense and stored for up to 30 days.

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Date

Defendant

**IN THE DEWEY-HUMBOLDT MAGISTRATE COURT
COUNTY OF YAVAPAI, STATE OF ARIZONA**

STATE OF ARIZONA,)	
)	Case No. _____
Plaintiff)	
v.)	
_____)	ORDER FOR TIME PAYMENT OF
Defendant)	FINES, FEES AND RESTITUTION
)	

As part of your sentence in this case, you have been ordered to pay fines, fees and/or restitution. The full amount imposed is due on the date it is imposed, unless the Court agrees to give you time to pay; if the Court allows you to pay the fine over time, a \$20 time payment fee will be added, as required by law. The amount you owe is not just a debt; it is a Court-ordered sanction imposed because you broke the law. Payment of this sanction must take priority over your other financial obligations. If you cannot make payment on time, it is your responsibility to contact the Court.

Social Security No _____ Date of Birth _____

Residential Address _____

Mailing Address _____

Telephone Number – Cell _____ Home _____

Email _____

Employer _____

- I agree to pay my fines/fees/restitution, plus \$20 time payment fee, totaling \$ _____ in Installments of \$ _____ per month, by the _____ of each month. The first payment is due on _____
- I agree to pay my fines/fees/restitution, plus \$20 time payment fee, totaling \$ _____ on or before _____.
- I agree to pay my fines/fees/restitution, totaling \$ _____ in full today before 4:30 p.m.

PAYMENT OPTIONS:

PAY AT THE FRONT WINDOW: cash, check, money order or debit/credit card. Court hours are Tuesday through Thursday, except legal holidays, from 8:00 a.m.to 12:00 pm and 1:00 to 5:00 p.m. Court Payment Drop Box is located outside.

PAY BY MAIL: make check or money order payable to Dewey-Humboldt Magistrate Court and mail to PO Box 492, Humboldt, AZ 86329

PAY ONLINE: at WWW. AZCOURTPAY.COM or WWW.DHAZ.GOV Service Fees Apply

PAY WITH CASH AT RETAILERS: go to WWW. AZCOURTPAY.COM for instructions.

Date

Magistrate/Clerk

I UNDERSTAND THAT IF I DO NOT PAY AS AGREED, AND DO NOT CONTACT THE COURT IN A TIMELY MANNER, MY CASE CAN BE ASSIGNED TO A COLLECTION AGENCY, AND/OR A WARRANT FOR MY ARREST MAY BE ISSUED. I ALSO UNDERSTAND THAT IT IS MY RESPONSIBILITY TO KEEP THE COURT INFORMED OF MY CURRENT ADDRESS AND TELEPHONE NUMBER.

Date

Defendant

