

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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