

A faint, light gray watermark of a pair of scales of justice is centered in the background of the page. The scales have a central vertical pillar and two pans hanging from a horizontal beam at the top.

**INDIGENCE,
COMMUNITY
SERVICE,
PAYMENT
PLANS, & JAIL
CREDIT**

INDIGENCE, COMMUNITY SERVICE, PAYMENT PLANS & JAIL CREDIT

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ADMONISHMENT AS TO FINANCIAL CHANGES

CAUSE NUMBER(S): _____

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF _____

§

_____ COUNTY, TEXAS

ALL DEFENDANTS unable to pay the **ALL FINES, FEES, AND COSTS WHEN SENTENCED** are **REQUIRED** to **CAREFULLY READ** and **ACKNOWLEDGE** the following:

TODOS los **DEFENDIENTES** sin capacidad de pagar **TODAS LAS MULTAS, TARIFAS Y COSTOS** despues de la sentencia, **NECESITARAN LEER** completamente y **RECONOCER** lo siguiente:

I, the undersigned, acknowledge that until my fines and courts costs are paid in full, I agree to notify the Court of any changes in my personal financial situation that will likely interfere with my ability to pay the fine and court costs in the manner ordered by the Judge.

Yo, el infrascrito, reconozco que hasta que mis las multas, las tarifas, y costos son completamente pagados yo estoy de acuerdo en notificar a este juzgado de cualquier cambio en mi situacion financiera o personal que interfiera con mi capacidad de pagar la multa y costos de corte en la manera ordenada por el Juez.

It is my responsibility to keep the Court informed of my ability to pay the fines, fees, and costs. It is my responsibility to keep the Court informed in the event of financial hardship.

Es mi responsabilidad de informar a este juzgado de mi capacidad de pagar la multa, la tarifa, y los costos de la corte. Es mi responsabilidad de informar a este juzgado en caso de dificultades economicas.

Depending on the situation, I understand that the Judge may be able to offer me other ways to pay or earn credit towards my fine, fees, and costs. For the Judge to consider such circumstances, and to avoid the possibility of being arrested, I am required to provide timely and sufficient proof to the Court.

Dependiendo en la situacion, yo comprendo que el juez podra ofrecerme otras maneras de recibir or ganar credito hacia la multa, la tarifa, y los costos de corte. Para que el juez considere la circunstancia, y para evitar la posibilidad de ser detenido, yo necesito proveer suficientes y oportunas pruebas a este juzgado.

Defendant's Signature/Signatura de Defendiente

Signature by Witness
(Court Clerk, Court Administrator, or Other Court Staff)

This the ____ day of _____, 20__.

APPLICATION FOR TIME PAYMENT, EXTENSION, COMMUNITY SERVICE, OR WAIVER (Page 1 of 4)

CAUSE NUMBER(S): _____

STATE OF TEXAS
VS.

IN THE MUNICIPAL COURT
CITY OF _____
_____ COUNTY, TEXAS

INITIAL ALL THAT APPLY.

____ The Court has advised me that I am responsible for satisfying the judgment and sentence:

in the amount of \$ _____ in Cause Number _____;

in the amount of \$ _____ in Cause Number _____;

in the amount of \$ _____ in Cause Number _____; and

in the amount of \$ _____ in Cause Number _____.

____ I assert that I am unable to pay the fine and costs immediately and that the following information is documentation that I have insufficient resources or income to pay today.

____ I request that the Court extend the payment to a later date.

____ I request that the Court grant a time payment plan.

____ I request that I be able to discharge the fine and costs by performing community service, because I have no resources to pay and I am unable to pay the fine and costs.

____ I have been determined to be indigent by the federal government and I am receiving or I am eligible to receive assistance under a federal program. Name of program: _____.

APPLICATION FOR TIME PAYMENT, EXTENSION, COMMUNITY SERVICE, OR WAIVER

Name: _____ Telephone Number: _____

Address: _____

Employer: _____ Job Title: _____

Employer's Address: _____

Salary: \$ _____ per _____ Employer's Telephone Number: _____

Marital Status (Check One): Married Single Divorced Widowed

Spouse's Name: _____ Spouse's Salary: \$ _____ per _____

Spouse's Employer: _____ Spouse's Job Title: _____

List the source and amount of any other income you receive: \$ _____

List all your dependents, their ages, and their relationship to you: _____

Your residence is (Check One): Rented Owned Rent-Free

LIST ALL BANK ACCOUNTS IN YOUR NAME OR FROM WHICH YOU MAY WITHDRAW FUNDS:

Name of Institution Address of Institution Type of Account Account Balance

ESTIMATE YOUR AVERAGE CURRENT MONTHLY EXPENSES FOR YOU AND YOUR FAMILY:

- a. Home mortgage payment, rent, or lot rental for trailer: \$ _____
- b. Routine home maintenance: \$ _____
- c. Utilities (electricity, water, gas, telephone): \$ _____
- d. Food and sundries: \$ _____
- e. Clothing: \$ _____
- f. Laundry and cleaning: \$ _____
- g. Newspapers, periodicals, & books, including schoolbooks: \$ _____
- h. Medical, dental, and drug expenses: \$ _____
- i. Insurance (auto, life, medical, homeowners/renters): \$ _____
- j. Transportation, including auto payments: \$ _____
- k. Taxes not deducted from wages or included in mortgage: \$ _____
- l. Alimony or support payments: \$ _____
- m. Religious/charitable contributions: \$ _____
- n. Other expenses (use reverse side if necessary): \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

LIST ALL REAL ESTATE OWNED BY YOU AND YOUR SPOUSE:

LIST THE ESTIMATED VALUE FOR ALL PERSONAL PROPERTY OWNED BY YOU OR YOUR SPOUSE:

- a. Deposits in financial institutions and cash on hand: \$ _____
- b. Household goods and supplies (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
- c. Household furniture and furnishings (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
- d. Jewelry (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

APPLICATION FOR TIME PAYMENT, EXTENSION, COMMUNITY SERVICE, OR WAIVER (Page 3 of 4)

e. Sports equipment and musical instruments (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

f. Television, home theater, media, and stereo equipment (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

g. Household appliances (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

h. Automobiles, trucks, trailers, boats, and accessories (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

i. Machinery and tools, lawn and garden equipment (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

j. Office equipment, supplies, furniture, and inventory (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

k. Farming equipment, supplies, livestock, and other animals (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

l. Any other property not listed above (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

LIST ALL OF YOUR CREDITORS (including credit cards) AND THE AMOUNT YOU OWE EACH (Use reverse side if necessary):

_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____

YOUR INITIAL BY EACH OF THE FOLLOWING STATEMENTS INDICATES THAT YOU HAVE READ THE STATEMENT, UNDERSTAND IT, AND AGREE TO IT.

- ___ I **promise** that I will notify this Court any changes of my address or telephone number within seven (7) days of the change.
- ___ I **understand that I have a continuing obligation to notify the Court of any changes in my financial status that may hinder my ability to satisfy the judgment or help me satisfy the judgment.**
- ___ I **understand** that if I pay any part of the fine, costs, or restitution (if applicable) on or after the 31st day after judgment was entered that I am responsible for paying a \$15 time payment reimbursement fee (Article 102.030, Code of Criminal Procedure).
- ___ I **understand that submitting false financial information to the Court constitutes the crime of tampering with a governmental record, punishable by incarceration and/or the imposition of a fine (Section 37.10, Penal Code). I swear that all the information in this application is true, correct, and complete to the best of my knowledge and belief.**

Date: _____ Defendant's Signature: _____

Sworn and subscribed before me this day _____ of _____, 20__.

(Judge) (Clerk) (Deputy Clerk)

CAUSE NUMBER: _____

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF _____

§

_____ COUNTY, TEXAS

ORDER

ON THIS DATE appeared _____, Defendant in the above styled and numbered cause, who, having been found guilty by the Court and assessed fines and costs totaling \$ _____ in this cause on the ____ day of _____, 20____, (and the Court having determined that the Defendant has failed to pay such fine and costs) (and the Court having determined that the Defendant has insufficient resources or income to pay such fine and costs), it is hereby

ORDERED, ADJUDGED, AND DECREED that the Defendant discharge (all of the fine and costs owed) (the remaining fine and costs owed) by performing community service as follows:

1. The Defendant shall perform a total of _____ hours;
2. The Defendant's community service shall be completed no later than _____, 20____;
3. The Defendant shall perform the community service:
 - by attending a work and job skills training program;
 - by attending a preparatory class for the high school equivalency examination administered under Section 7.111, E.C.;
 - by attending an alcohol or drug abuse program;
 - by attending a rehabilitation program;
 - by attending a counseling program, including a self-improvement program, a mentoring program, or any similar activity;
 - for a governmental entity, non-profit organization, or another organization that provides services to the general public that enhances the social welfare and general well-being of the community (other organization: _____);
 - for an educational institution;
4. The Defendant shall submit to the court documentation verifying the Defendant's completion of the community service by _____, 20____;

and the Court having further found that performing more than 16 hours of community service per week (will)(will not) impose an undue hardship on the Defendant, it is further

ORDERED, ADJUDGED, AND DECREED that the Defendant shall perform no more than _____ hours per week in discharging the above-ordered community service. A defendant is considered to have discharged \$_____ of fines or costs for each eight hours of community service. A defendant may discharge this obligation to perform community service by paying at any time the fine and costs assessed.

Dated: _____

Judge, Municipal Court

City of _____

_____ County, Texas

(municipal court seal)

Editor's Note: The judge may require the Defendant to discharge a fine and costs at not less than a minimum of \$150 for every eight hours of community service performed. Art. 45A.254, C.C.P.

For community service orders on children under Article 45A.459 or 45A.460 of the Code of Criminal Procedure, see the Judgments & Orders chapter.

ORDER DECLINING HEARING ON RECONSIDERATION OF SATISFACTION OF FINE OR COSTS (Art. 45A.258(d), C.C.P.)

CAUSE NUMBER: _____

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF _____

§

_____ **COUNTY, TEXAS**

ORDER DECLINING HEARING ON RECONSIDERATION OF FINE OR COSTS

On this date came to be heard the request for a hearing pursuant to Art. 45A.258, C.C.P., regarding whether the fines and costs assessed in the above judgment of conviction imposes an undue hardship on the defendant. The Court finds that a hearing is not necessary in that:

- The Court previously held a hearing under Article 45A.258, Code of Criminal Procedure, with respect to the case and is able to determine without holding a hearing that the portion of the judgment regarding the fine and costs does not impose an undue hardship on the defendant.

OR

- The Court is able to determine without holding a hearing that: (A) the judgment imposes an undue hardship on the defendant; and (B) the fine and costs should be satisfied through one or more methods listed under Article 45A.252(b), Code of Criminal Procedure.

Signed this _____ day of _____, 20 ____.

(municipal court of record seal)

Judge

City of _____

_____ County, Texas

Editor's Note: If a defendant notifies the court that the defendant has difficulty paying the fine and costs in compliance with the judgment, the court shall hold a hearing to determine whether that portion of the judgment imposes an undue hardship on the defendant. (Art. 45A.258(a), C.C.P.)

CAUSE NUMBER: _____

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF _____

§

_____ COUNTY, TEXAS

ORDER

On the ____ day of _____, 20__, came to be heard Cause Number _____ wherein _____, hereinafter called Defendant, was convicted of a misdemeanor offense to wit: _____ on the ____ day of _____, 20__ and ordered to pay the fine in the amount of \$ _____ (, of which \$ _____ has not been satisfied).

After due inquiry and consideration of the facts and circumstances regarding the Defendant’s ability to satisfy the aforementioned judgment, the Court determines as follows:

With regard to **fin**es, the Defendant:

- Is indigent or does not have sufficient resources or income to pay all or part of the fine or costs; OR**
- Was, at the time the offense was committed, a child as defined by Article 45A.453(a), Code of Criminal Procedure.**
- AND discharging the fine or costs under Article 45A.254 of the Code of Criminal Procedure or as otherwise authorized by Chapter 45A, would impose an undue hardship on the Defendant.**

With regard to **costs**, the Defendant:

- Is indigent or does not have sufficient resources or income to pay all or part of the fine or costs; or**
- Was, at the time the offense was committed, a child as defined by Article 45A.453(a), Code of Criminal Procedure.**

Accordingly, pursuant to Article 45A.257, Code of Criminal Procedure, the Court waives the (stated) (remaining) fine and costs for the Defendant.

ORDERED, ADJUDGED, AND DECREED.

Entered this ____ day of _____, 20__.

(municipal court seal)

Judge, Municipal Court

City of _____

_____ County, Texas

Editor’s Note: Judges have the discretion to waive all or part of the fines imposed on defendants who (1) are indigent or do not have sufficient resources or income to pay all or part of the fine or (2) were children at the time the offense was committed, if discharging the judgment through alternative means would be an undue hardship, regardless whether the defendant has defaulted in discharging the judgment. Article 45A.257 includes a list of factors a court may consider in an undue hardship determination. The requirements for waiver of costs under subsection (b) largely track the requirements for waiver of fines but does not require a determination of “undue hardship.”

Generally, a defendant is presumed to be indigent or to not have sufficient resources or income to pay all or part of the fine or costs if the defendant is in the conservatorship of the Department of Family and Protective Services (or was at the time of the offense) or is designated as a homeless child or youth or an unaccompanied youth, as those terms are defined by 42 U.S.C. Section 11434a (or was at the time of the offense).

FINDING OF INDIGENCE FOR PURPOSES OF SEC. 706.006, T.C. (OMNIBASE REIMBURSEMENT FEE)

CAUSE NUMBER: _____

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF _____

§

_____ COUNTY, TEXAS

FINDING

On the ____ day of _____, 20__, came to be heard Cause Number _____ wherein _____, hereinafter called Defendant, was convicted of a misdemeanor offense to wit: _____ on the ____ day of _____, 20__ and ordered to pay the fine and costs in the amount of \$ _____, of which \$ _____ has not been satisfied.

The Court, having heard the evidence presented by the Defendant, and having reviewed all documentation provided, **FINDS** the defendant indigent. Pursuant to Section 706.006(d) of the Transportation Code, the Defendant may not be required to pay an reimbursement fee under Section 706.006.

Judge, Municipal Court Date

(municipal court seal)

City of _____
_____ County, Texas

Editor's Note: For purposes of Section 706.006(d) of the Transportation Code, a person is presumed to be indigent if the person: (1) is required to attend school full time under Section 25.085 of the Education Code; (2) is a member of a household with a total annual income that is below 125 percent of the applicable income level established by the federal poverty guidelines; or (3) receives assistance from: (A) the financial assistance program established under Chapter 31 of the Human Resources Code; (B) the medical assistance program under Chapter 32 of the Human Resources Code; (C) the supplemental nutrition assistance program established under Chapter 33 of the Human Resources Code; (D) the federal special supplemental nutrition program for women, infants, and children authorized by 42 U.S.C. Section 1786; or (E) the child health plan program under Chapter 62 of the Health and Safety Code.

JAIL CREDIT RESPONSE LETTER

Name
Address
City and State

Date

Dear Sir or Madam:

The Court has received your letter requesting jail credit.

According to the Court's records, your request for jail credit is for the following cause number(s):

To consider your request, the Court requires the following:

1. A plea of either guilty or nolo contendere (no contest) in the cause(s) for which you are seeking jail credit.
2. OFFICIAL DOCUMENTATION stating:
 - The offense for which you are or were incarcerated;
 - The specific name of the facility and location where you are or were incarcerated;
 - When you began your incarceration; and
 - The date your incarceration is scheduled to end or did end.

In response to your request:

AT THIS TIME, YOUR REQUEST CANNOT BE CONSIDERED, for the following reason:

- The Court has not received a plea of guilty or nolo contendere (no contest) in the cause(s) for which you are seeking jail credit. Please submit the enclosed form entitled *Plea Form: By Mail or Delivery to the Court*. Upon receipt of the form, your request shall be considered.
- The Court has not received OFFICAL DOCUMENTATION (described above).

The court finds that you are entitled to jail credit and GRANTS your request for the following reason:

- Pursuant to Article 42.03 of the Code of Criminal Procedure, you spent time in jail for this case prior to sentence by this court.
- Pursuant to Article 45A.251(e) of the Code of Criminal Procedure, you spent time in jail or prison while awaiting trial or serving a sentence for another offense, the time was served after the commission of the offense now before the court and prior to sentencing. The credit will be indicated on the judgment for the charge now before this court.
- Pursuant to Article 45A.262 of the Code of Criminal Procedure, you were placed in jail on account of failure to pay the fines and costs in the case before this court.

The court finds that your request calls for discretionary jail credit that you are not entitled to. Your request for discretionary jail credit is:

- GRANTED in the following amount: _____ (not less than \$150 per day or period of time (8-24 hours))
- DENIED

Municipal Judge

City of _____

DEFENDANT'S MOTION TO LAY OUT FINE IN JAIL

CAUSE NUMBER: _____

STATE OF TEXAS
VS.

§
§
§

IN THE MUNICIPAL COURT
CITY OF _____
_____ **COUNTY, TEXAS**

DEFENDANT'S MOTION TO LAY OUT FINE IN JAIL

On the _____ day of _____, 20____, I was found guilty of the offense of _____ and was assessed a fine and court costs totaling \$ _____ dollars, of which \$ _____ is unpaid.

I understand that I may ask the Court to grant me an extension of time to pay, a payment plan, or community service to discharge the fine and costs for all or part of the fine and costs. **I DO NOT WANT an extension to pay, I DO NOT WANT a payment plan, and I DO NOT WANT to perform community service to discharge the fine and costs. I REFUSE TO PAY THE FINE AND COSTS ORDERED BY THE COURT.**

I understand that I may ask the Court to consider my financial situation to decide if I am indigent. If the Court finds me indigent, I cannot be jailed to pay the fine and costs. **I DO NOT claim that I am indigent. I DO NOT WANT a hearing on whether I am indigent.**

I was 17 years old or older when I committed the offense. I am of sound mind. **I request the Court to order me to jail immediately.** If my request is granted, I will be given jail credit at not less than 8 hours or more than 24 hours as the period I must remain in jail to satisfy not less than a minimum of \$150 of the fines and costs. **I understand that the Judge will determine the rate at which I earn jail credit.**

The Court has not encouraged me to make this motion. I understand that I have been convicted of an offense punishable by the imposition of a monetary fine, not by a term of incarceration. My request to discharge the fine and costs through commitment to jail has not been influenced by the Court or any individual, other than myself. This motion is made **freely and voluntarily.**

I have read this entire motion, I understand it, and I agree to sign it and present it to the Judge. I want the Judge to grant this motion and order me to jail.

Date _____ Defendant's Signature

Printed name and address: _____

Telephone number(s): _____

Motion granted Motion denied

Date _____ Judge, Municipal Court

(municipal court seal) City of _____

COMMITMENT

On this the ___ day of _____, 20____, the Court considered the foregoing Defendant's Motion to Lay Out Fine in Jail. **THE COURT FINDS** that the motion was made freely and knowingly and the Court determines that the request should be granted.

It is therefore **ORDERED** that the Defendant, _____, is committed to the custody of the [(Chief of Police)(City Marshal) of the City of _____] (Sheriff of _____ County), Texas until such time as Defendant's fine and costs have been discharged as provided by law and that this Motion and Commitment be kept with the papers of this cause.

Unless otherwise specified in the judgment or sentence in said cause, pursuant to Article 45A262, Code of Criminal Procedure, the Court specifies that the Defendant remain in jail a sufficient length of time to satisfy the fine and costs at the following rate:

_____ hours (not less than 8 or more than 24) to earn
_____ (minimum dollar amount \$150) until such time as Defendant's fine and costs have been discharged.

It is **ORDERED** that this Motion and Commitment be kept with the papers of this cause.

ENTERED this _____ day of _____, 20____. _____ Judge, Municipal Court

(municipal court seal) City of _____
_____ County, Texas

Editor's Note: Courts are strongly urged to be aware that there are inherent dangers to letting defendants lay out their fine in jail and should be mindful of possible legal consequences as well as better alternatives to this practice.

DEFENDANT'S REFUSAL TO DISCHARGE FINE OR COSTS BY PERFORMING COMMUNITY SERVICE (Art. 45A.254, C.C.P.)

CAUSE NUMBER: _____

STATE OF TEXAS
VS.

§
§
§

IN THE MUNICIPAL COURT
CITY OF _____
_____ COUNTY, TEXAS

DEFENDANT'S REFUSAL TO DISCHARGE FINE OR COSTS BY PERFORMING COMMUNITY SERVICE

On the _____ day of _____, 20____, I was found guilty of the offense of _____ and was assessed a fine and court costs totaling \$ _____ dollars, of which \$ _____ is unpaid.

(check one):

- I failed to pay the fine and/or costs stated above.
- I have been determined by the court to have insufficient resources or income to pay the fine and/or costs stated above.

I understand that the judge is permitted to require me to discharge all or part of the fine or costs by performing community service.

I CAN discharge the fine or costs without experiencing any undue hardship.

AND

I DO NOT WANT to discharge any or all of said fine and/or costs by performing community service.

I was 17 years old or older when I committed the offense. I am of sound mind. The court has not encouraged me to refuse to discharge all or part of said fine and/or costs by performing community service.

I WANT to discharge the fine and costs by: _____

I have read this entire refusal, I understand it, and I agree to sign it and present it to the Judge. I want the Judge to acknowledge my refusal and grant my request to discharge the fine and costs as I stated above.

Date

Defendant's Signature

Printed name and address: _____

Telephone number(s): _____

Refusal Acknowledged

Date

Judge, Municipal Court

(municipal court seal)

City of _____