



Municipal Court

9400 Municipal Parkway, Garden Ridge, TX 78266 www.ci.garden-ridge.tx.us

TIME PAYMENT PLAN

With a plea of No Contest, you may request a Time Payment Plan to pay the costs and fees associated with your violation(s). With the plea of No Contest it will have the same force and effect as a plea of Guilty and will result in a conviction. You will need to use this form and file your request with the court. Only one request form may be used per violation. Time Payment Plans are approved for 30 days to pay all costs and fines assessed. For questions related to time payment plan, call 210-651-6632 or email court@ci.garden-ridge.tx.us.

DEFENDANT INFORMATION:

First Name: _____ Middle Name: _____ Last Name: _____

Citation Number (only one case per application): _____

Street Address: _____

City: _____ State: _____ Zip: _____ Date of Birth: _____

Driver License No.: _____ Cell Phone: _____ Home Phone: _____

Email: _____

- If submitting this application by email, I consent to receive information by email regarding this plan.
☐ Yes ☐ No
- I wish to update my address information to that listed in this agreement.
☐ Yes ☐ No

TIME PAYMENT PLAN TERMS & CONDITIONS:

I, _____ have been charged with the offense of _____ in the Garden Ridge Municipal Court. I do hereby enter my appearance and plea of NO CONTEST to the offense charged, and request that the court grant my request for Time to Pay (Time Payment Plan).

- I understand that I have the right to a jury trial and by completing and filing this request form with the Garden Ridge Municipal Court
- I am waiving my right to a jury trial. I understand I have a right to be represented by an attorney and by completing and filing this request form with the Garden Ridge Municipal Court I am waiving my right to an attorney.
- I understand that if I have an outstanding balance of costs or fine after 30 days, a \$15.00 Time Payment Reimbursement Fee (Art. 102.030 C.C.P.) will be accessed.

- I understand it is my responsibility to contact the court if I am unable to pay the assessed costs and fine by the due date of the Time to Pay order.
- I agree to update my contact information with the Garden Ridge Municipal Court Office in writing by email to court@ci.garden-ridge.tx.us or by mail, 9400 Municipal Parkway Garden Ridge, TX 78266.

ACKNOWLEDGEMENT OF TERMS:

I declare that I have read this Time Payment Plan and I understand the above terms and conditions of my financial obligations and agree to comply with this Time Payment Plan.

Printed Name

Signature

Date

WAYS TO PAY:

- **Pay by Mail:** Mail a cashier's check, money order, or personal check, and include your citation number with your payment. Mail to 9400 Municipal Parkway, Garden Ridge, TX 78266.
- **Pay In-Person:** Pay in person by cash, cashier's check, money order, personal check, or credit card at 9400 Municipal Parkway, Garden Ridge, TX 78266.
- **Pay by Drop-Box:** Next-business-day payments (please include your citation number) by cashier's check, money order, or personal check using the drop-box available at the center island of 9400 Municipal Parkway, Garden Ridge, TX 78266.
- **Submit a copy of your Driver's License or State Issued Identification Card with this request.**

SUBMIT A COPY OF YOUR DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION CARD WITH THIS REQUEST

INCOMPLETE REQUEST FORMS WILL NOT BE ACCEPTED

THE FORM CANNOT BE USED FOR CASES IN WARRANT OR COLLECTIONS STATUS