

CAUSE NUMBER:

**STATE OF TEXAS
VS**

**IN THE MUNICIPAL COURT
CITY OF ROBINSON
MCLENNAN 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_____;
- ____ 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, OR COMMUNITY SERVICE

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	Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPLICATION FOR TIME PAYMENT, EXTENSION, OR COMMUNITY SERVICE

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 school books: \$ _____
- 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 OR YOUR SPOUSE:

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

- a. Deposits in financial institutions and cash on hand: \$ _____

APPLICATION FOR TIME PAYMENT, EXTENSION, OR COMMUNITY SERVICE

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

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

APPLICATION FOR TIME PAYMENT, EXTENSION, OR COMMUNITY SERVICE

**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 until my fines have been paid in full, I will notify this Court in person or by first-class mail of any changes of my address or telephone number at the following address (*court address*) _____ within five (5) days of the change.

_____ I **understand that until my fines and court costs are paid in full 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 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)



Evidence of Indigence

During your hearing, you will be asked to present applicable evidence below and testify regarding your financial status. The list of documents below is a comprehensive list of financial information which allows the judge to fully review your ability to pay. **No copies will be duplicated or retained as a portion of your court record.**

DEFENDANT INFORMATION

Date: _____ Cause #(s) _____
Name: _____
Phone#: _____
Address: _____
City/ST/Zip: _____

FOLLOWING DOCUMENTS TO YOUR HEARING:

***It is important to provide the court with as much detail as possible regarding your ability to pay your fines/costs.**

- Income tax return for year immediately preceding your court date
- Banking statements for the previous 3 months
- Pay stubs from the previous 3 months
- Proof of unemployment disposition and benefit, if any
- Proof of Social Security Income for any household member
- Proof of child support or nonpayment of child support
- Proof of utility expenses including electric, gas, water, telephone, garbage, cable, internet, etc.
- Proof of housing expense including mortgage payment or rental agreement
- Proof of vehicle lease, ownership or other expense related to transportation
- Proof of health insurance receipts and other relative medical information
- Proof of any governmental financial supplements and assistance including food housing, and Medicare subsidies
- Proof of private grants or donations including individual payments made other persons