



VOLUSIA COUNTY
Laura E. Roth, Clerk of the Circuit Court
Payment Plan Agreement Request Form

Full Name: _____

Date of Birth: _____ Driver License#: _____

Case/Citation#: _____ Balance Due: _____

Case/Citation#: _____ Balance Due: _____

Case/Citation#: _____ Balance Due: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

I understand that by providing a mailing address, I acknowledge and verify that the mailing address is correct. I will keep my contact information updated with the Clerk's office so that I may receive payment plan notifications. By signing and submitting this application, I consent to receive phone and electronic notifications.

Financial Information	
Monthly Household Income \$ _____	Monthly Household Expenses \$ _____
Monthly Amount I Can Afford to Pay on this Payment Plan \$ _____	

I am requesting to establish a payment plan agreement for the above-listed citation(s) or case(s). A payment schedule will be created and provided to me. I understand that the monthly payment will be due until paid in full. If I have multiple cases, the Clerk's Office will process my payment plans consecutively. If I fail to comply with one of the payment plans, I will default on all subsequent payment plans.

If this case is in collections or I have previously defaulted on a payment plan agreement, I understand that a down payment will be required, pursuant to the Clerk's Collection Policy.

I further understand that failure to comply with the payment plan will cause a default of the agreement, which may result in a notification being sent to the Department of Highway Safety and Motor Vehicles to suspend my driver's license and prohibit me from renewing my vehicle registration. The case will be referred to a collection agency for further processing. Collection agencies charge a fee of up to 40% of the case balance. In certain cases, a civil lien fee may be added to the original fine.

I understand the Clerk charges a \$25 payment plan fee per case. This agreement will not be in effect until my first payment or down payment has been received and processed. Please contact our office at 386-736-5915 or at www.clerk.org for questions.

Failure to keep the plan current may result in a suspended driver's license, the inability to renew a vehicle registration and additional fees added to the original fine.

Signature: _____

Date: _____