

**APPLICATION FOR ALTERNATIVE PAYMENT
ARRANGEMENT
(PAYMENT PLAN, EXTENSION or COMMUNITY SERVICE)**

Submit to court@newbraunfels.gov WITH a copy of your photo I.D. and a completed PLEA form (if you have not already entered a plea).

All blanks must be filled in to be considered for time payment plan or community service.

Defendant's Name: _____ Email Address: _____

Citation/Docket Number: _____ Cell Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____
Include Apt, Suite, or Lot #. **Date of Birth:** _____

INCOME

I have one employer/job. Y N My employer(s) is/are: _____

I have multiple employers/jobs. Y N My job title is: _____

I work a total of _____ number of hours weekly.

My weekly salary is: \$_____. My monthly salary is: \$_____.

I also receive income from (rent, alimony, lawn work, allowance, disability, cash payment for odd jobs, babysitting, etc.) _____

My additional income totals \$_____ monthly.

Check one:

I OWN RENT my residence, and my monthly house payment/rent is: \$_____

OR I am HOMELESS. I live RENT FREE.

Total number of dependants that live with me: _____

List all dependants, their ages and relationship to you:

I am Married Single Divorced Widowed Sharing My Residence/Co-Habiting

Spouse's/Partner's Name: _____

Spouse's/Partner's Monthly Salary/Income: \$_____

Spouse's/Partner's employer/job: _____ Spouse's/Partner's Job Title: _____

What is the current balance of your checking account? \$_____

What is the current balance of your savings account? \$_____

How much do you currently owe on your credit cards? \$_____

EXPENSES

Estimate average monthly expenses for YOU AND your HOUSEHOLD:

Home mortgage payment, rent, or lot rental for trailer:	
Routine home maintenance:	
Utilities (electricity, water, gas, telephone):	
Food and Sundries:	
Clothing and Uniforms:	
Laundry and cleaning	
Tools required for work/school:	
Newspapers, periodicals, & books, including school books:	
Medical, dental, and drug expenses:	
Insurance (auto, life, medical, homeowners/renters):	
Taxes not deducted from wages or included in mortgage:	
Alimony or support payments:	
Religious/charitable contributions:	
Tuition or Student Loans:	
Civil or Criminal Fines/Fees or Restitution:	
Other Expense:	
Other Expense:	
TOTAL MONTHLY ESTIMATE OF EXPENSES:	0

ACKNOWLEDGEMENT AND AFFIRMATION

Your signature below confirms that you have read, understand, and agree to all of the following:

1. I understand that requesting payment arrangements in conjunction with the attached plea form, waives my right to a trial.
2. I understand that a conviction may be entered on my case and it may be reported to the Texas Department of Public Safety for inclusion on my driving record.
3. 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.
4. 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 \$ 15.00 time payment fee (Section 133.103, Local Government Code).
5. 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)
6. I affirm that all the information provided in this document is true and correct to the best of my knowledge.

Date: _____ **Defendant's Signature:** _____

Effective May 1, 2021, all credit/debit card transactions will incur a 2.75% processing fee paid directly to the merchant provider. To avoid incurring this fee, you may pay by e-check, cashier's check, or money order OR with cash IN PERSON ONLY.

If you have not already entered a plea on the case(s) for which you are asking the Judge to consider alternative payment arrangements, you must complete and submit this form.

PLEA FORM

Docket/Citation Number _____

STATE OF TEXAS
Vs.

§
§
§

IN THE MUNICIPAL COURT
CITY OF NEW BRAUNFELS
STATE OF TEXAS

Defendant's Name

Initial Your Choice (pick ONE)

I hereby enter a plea of **GUILTY** waiving my right to a jury trial.
A plea of GUILTY means you are admitting your guilt to the charge filed against you. If you enter a plea of guilty, a finding of guilt will be entered by the Court and you will be required to pay the fines and court costs for your citation.

I hereby enter a plea of **NOLO CONTENDERE** (NO CONTEST) waiving my right to a jury trial.
A plea of NOLO CONTENDERE (NO CONTEST) means you are not contesting the charge filed against you. If you enter a plea of no contest, a finding of guilt will be entered by the Court and you will be required to pay the fines and court costs for your citation.

I hereby enter a plea of **NOT GUILTY** and request that my trial be set before:

the Judge and I waive my right to a trial by jury **OR** I want a trial by jury

*A plea of NOT GUILTY means you contend that you are not guilty of the charge filed against you. And, your case will be set for a pre-trial hearing with the Prosecutor.

Complete the information below AND forward a copy of your current photo identification to
court@newbraunfels.gov.

Print Legibly

Mailing Address: _____ Apt/Suite/Lot#: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone : _____

Email Address: _____

Date of Birth: _____ Driver's License/ID # _____

By my signature, I affirm that all information above is true and correct AND, I acknowledge that, should I **Fail to Appear** at the dockets associated with my plea, the result may be additional charges being filed and warrants issued for my arrest.

Signature: _____ Date: _____

(Defendant or Attorney for the Defendant)