

INSTRUCTIONS FOR FILLING OUT FORM

1. Put your full name on the line directly in front of the word, "Defendant". You are the defendant. (you can leave the Case No. blank.)
2. Mark either guilty or no contest on **line 2**.
3. Write your explanation for the reasons you request extra time to pay all fines and court costs in **line 3**.
4. Check the box in **line 4** if you wish to perform community service as a way to pay court costs and/or fines.
5. Write your current address and Sign and date under **line 6**.
6. Print and return to the Franklin County District Court:

- a. In person to the Franklin County Clerk of District Court office:

**Franklin County District Court Building
301 S. Main
Ottawa, Kansas 66067**

- b. By Fax: **785-242-5970**

- c. By Mail:

**Franklin County District Court
PO Box 637
Ottawa, Kansas 66067**

District Court Office Phone Number: **785-242-6000**

IN THE DISTRICT COURT OF FRANKLIN COUNTY, KANSAS

STATE OF KANSAS, Plaintiff,

Case No. _____

Vs.

_____, Defendant.

TRAFFIC/CRIMINAL PAYMENT PLAN JOURNAL ENTRY

This matter comes on for requesting **payment plan** on the ___ day of _____, 20__.

- 1. Defendant appears in person __ and by defendant's attorney, _____.
- 2. The defendant has/is pleading: __ guilty, __no contest, to all counts.
- 3. **REQUEST FOR PAYMENT PLAN:** The Defendant requests up to a one-year payment plan for the following reasons: (include amount of monthly payment.)

- 4. _____ Defendant request Community Service Work in lieu of fines and cost.
- 5. **Upon Approval the Defendant agrees to the payment plan.**
- 6. **Defendant's Current Address:** _____

Defendant's Signature

DATE

- 7. **Court Order:** ___ Court approves payment plan for _____ months, ___ Court denies payment plan. Total due: _____
___ Defendant will make monthly payments/or community service work of _____ beginning the 5th day of the next month to begin on _____.

___ Paper reviews: the Court will conduct a paper review of the file for compliance.

___ Dates of Paper reviews, all paper reviews are set for 8:30am

___ Court approves Community Service Work in lieu of fines and cost at rate of \$5.00 through non-profit organization.

Paper review _____ compliant __ non-compliant _____ Judges Initials

Paper review _____ compliant __ non-compliant _____ Judges Initials

Paper review _____ compliant __ non-compliant _____ Judges Initials

Paper review _____ compliant __ non-compliant _____ Judges Initials

IT IS SO ORDERED

Judges Signature

Date

On _____ the Court finds the Defendant is non-compliant with payment plan. The Defendant has until _____ to pay in full or further action may be taken by the Court. ___ 30 day letter of suspension, ___ Cost to collection in 90/180 days, ___ Other: _____

On _____ the Court finds the defendant has been compliant with the payment plan and the case has been paid in full.

IT IS SO ORDERED

Judges Signature

Date