



DISTRICT COURT OF MARYLAND FOR

City/County

Located at

Court Address

REQUEST FOR TRAFFIC VIOLATION(S) PAYMENT PLAN (Courts and Judicial Proceedings § 7-504.1)

I am required to pay one or more citations for a payable violation(s) issued under § 26-201 of the Transportation Article OR one or more fines imposed at a hearing or trial in the District Court of Maryland.

I owe one or more outstanding fine(s) totaling at least \$150.00. The specific offenses for which I am requesting a payment plan are listed below:

Table with 6 columns: Citation #, Court Date, Fine Amount, Eligible Not Eligible, Verified Amount Due, Mainframe Odyssey. Includes a total row for Outstanding Fine(s) Total.

Have you defaulted on a payment plan for the citations listed above? Yes No

I certify that I have outstanding fine(s) that total at least \$150.00. I am unable to pay the fine(s) and request to enter into a payment plan. As a condition of the payment plan agreement, I agree to make monthly payments of 10% of the total fine amount and agree to notify the clerk of the court of any change of address during the term of the agreement.

I understand that if I am approved for a payment plan and do not pay in accordance with the agreement, the court may refer the amount of the unpaid outstanding fine to the Central Collection Unit (CCU) which may result in an additional collection fee of 17% as permitted by law. If referred to CCU, you must then pay all outstanding fines to CCU, not to the court. The court will no longer be able to accept your payment.

I also understand that entry into a payment plan will result in being found guilty of the offense(s). I have read or have had read to me the notice contained on the second page of this request form. I understand and agree to the terms relating to my acceptance of a payment plan agreement.

(See Notice on Page 2)

Date

Signature

Address

Printed Name

City, State, Zip

Telephone Number

E-mail

Cell Phone Number

Eligible - Copy of Traffic Violation(s) Payment Plan Agreement sent to Requester

Ineligible

NOTICE

- District Court payment plan agreements apply to outstanding traffic fines owed to the District Court of Maryland. Payment plan agreements do NOT apply to fines owed to any Circuit Court. Contact the Circuit Court with respect to your ability for a payment plan in Circuit Court.
- The following violations are **not** eligible for installment payments: Civil citations, such as red light camera, speed camera monitoring, work zone camera, vehicle height camera, toll violations, and school bus camera citations, toll, and parking, and other civil citations.
- The clerk will notify you if your request for a payment plan is approved or denied based on whether the outstanding fine(s) you list can be confirmed as eligible and total at least \$150.00. Please provide complete information.
- Your first payment is due 30 days after the clerk approves your request and once a month for the nine (9) months after that on the date noted on the agreement.
- Payments should be made in person or through the mail to the court address where your plan was approved; however, payments can be accepted at any District Court location. Allow sufficient time before the due date if you are sending by mail.
- You can pay by cash or credit card in person or by check in the mail. **Payment plan payments cannot be paid online, on the Interactive Voice Response (IVR) system, or at MVA kiosks.**
- If your due date falls on a day when the court is closed, your payment is due by 4:30 p.m. on the next business day.
- Payments received after the due date will be accepted, however, the court may refer the amount of the unpaid outstanding fine to the Central Collection Unit (CCU) which may result in an additional collection fee of 17% as permitted by law. If referred to CCU, you must then pay all outstanding fines to CCU, not to the court. The court will no longer be able to accept your payment.
- Payment by bad check or dishonored credit card will cause the payment plan to be voided and the remaining balance to be due. The court may refer the amount of the unpaid outstanding fine to the Central Collection Unit (CCU).
- Unless the fines have been referred to CCU, a person who defaults on a payment plan may request another payment plan for the same citations by filing a motion directed to a judge of the District Court.
- There is no penalty for prepayments, however, the remaining payments must be made under the original terms of the payment plan until the balance is fully paid.
- The fines included in one payment plan cannot be used towards the total of another payment plan.
- If you are planning to go to court for any citation(s) do not include those citation(s) in your request.
- If you have not gone to court for a citation(s), you are responsible to pay the full amount on the citation. Acceptance of a payment plan is considered an admission of guilt and points may be assessed by the MVA.
- Even if you have a payment plan and make all of the payments, the MVA may still suspend your license or privileges due to an accumulation of points.

Questions / Information can be found:

- on the Judiciary website at: mdcourts.gov/district/selfhelp/traffic/installmentplans
- by contacting the court where you filed your request
- in Md. Code, Courts and Judicial Proceedings § 7-504.1