

RICHLAND HILLS MUNICIPAL COURT
3200 Diana Drive
Richland Hills, TX 76118
(817) 616-3825 Fax (817) 616-3826
www.richlandhills.com

Case No.: _____

Fine/Cost Amount Due: _____

Violation: _____

THE STATE OF TEXAS

IN THE MUNICIPAL COURT

CITY OF RICHLAND HILLS

TARRANT COUNTY, TEXAS

VS.

Defendant's Name

WAIVER OF JURY TRIAL AND REQUEST FOR PAYMENT PLAN AGREEMENT

COMES NOW, the Defendant, enters a plea of NOLO/GUILTY and waives the right to a trial by jury on the above referenced violation and agrees to pay the fine/costs which is due 30 days from today's date. A \$25.00 state mandated payment plan fee will be added if the balance is unpaid after the 30th day.

If a further extension is required, the Defendant must appear at the clerk's office prior to the due date to request an extension. If an extension is granted, the defendant is required to pay the \$25.00 State required payment fee at the time of the extension.

Payments may be mailed or made in person at the address above. NO PERSONAL CHECK WILL BE ACCEPTED. We accept cash, money order, Master Card, Visa and Discover. Payments may also be made online at www.richlandhills.com. I understand that it is my responsibility to notify the Court before the due date if I cannot pay or comply with any or all of the terms and conditions because of my financial status. I further agree that if I fail to appear before the Court due to my inability or my failure to comply with this order or fail to comply with this order, a CAPIAS PRO FINE WARRANT may be issued for my arrest without further notice or hearing. This violation will be reported to Texas DPS.

I hereby acknowledge by my signature that I fully understand that this violation will be reported to Texas DPS and agree to this order, that I am not indigent and it is my responsibility to notify the court if that status changes.

Signed and entered on this _____ day of _____, _____.

Defendant's signature

This form must be faxed to the court at 817-616-3826. Please keep a copy of the payment plan request and the fax confirmation for your records. I understand it is my responsibility to follow up with the court to ensure the request was received and the payment plan granted.