



CIRCUIT COURT FOR \_\_\_\_\_, MARYLAND  
City/County

Located at \_\_\_\_\_ Telephone \_\_\_\_\_  
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 Circuit Court listed above. I owe one or more outstanding fine(s) **totaling** at least **\$150.00** to the Circuit Court listed above. The specific offenses for which I am requesting a payment plan are listed below:

Case Number	Citation #	Court Date	Fine Amount	Clerk Review (for court use only)		Verified Amount Due
				Eligible	Not Eligible	
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$
<b>Outstanding Fine(s) Total (must be \$150.00 or more to be eligible):</b>			\$	<input type="checkbox"/> E	<input type="checkbox"/> NE	\$

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, all outstanding fines must be paid to CCU, not to the court. The court will no longer be able to accept 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

**FOR COURT USE ONLY**  
 Eligible – Copy of Traffic Violation(s) Payment Plan Agreement sent to Requester  Ineligible

## NOTICE

- Circuit Court payment plan agreements apply to outstanding traffic fines owed to the Circuit Court where the requester files this form **only**. Payment plan agreements do **NOT** apply to fines owed to other Circuit Courts or to the District Court of Maryland.
- Fines owed in Circuit Courts do **NOT** include any court costs for which you are responsible. In Circuit Court those costs do **NOT** count towards the \$150.00 minimum total fines required for a payment plan. A Circuit Court payment plan does **NOT** include and does **NOT** excuse payment of costs.
- Civil citations, such as red light camera, speed monitoring camera, work zone camera, vehicle height monitoring, school bus monitoring, bus lane monitoring, toll violations, and other civil citations are **not** eligible for payment plans.
- The clerk will notify you if your request for a payment plan is approved or denied based on whether the fine(s) you listed 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.
- Payment should be made in person or through the mail to the court address where your plan is approved. Allow sufficient time before the due date if you are sending by mail.
- You can pay by cash in person or by check in the mail. Some Circuit Courts may also accept payment by credit card or check in person. **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).
- 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.
- 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](http://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