



YAVAPAI COUNTY JUSTICE COURTS

Use this form if you want to...

MAKE A REQUEST PERTAINING TO A PAYMENT AGREEMENT (Need a new one, continue one, change payment amounts, address a Failure to Pay Warrant)

INSTRUCTIONS

- Read these instructions and look over the form(s).
- Be sure your address in the header is correct.
- Fill out the form completely and accurately. (It is a fillable PDF, so you may fill it out on the computer prior to printing it.)
- Do not write in the area below "For Court Use Only."
- Sign the form.
- Submit the completed application to the Court by mail at the Post Office Box listed on the next form or by email at yarnelljc@courts.az.gov.
- Wait for a response. It will be sent to the address you put in the header.

IMPORTANT

You are not required to use these forms, they are provided as a courtesy. Court staff will not provide information on what to put on the form.

The clerks in the Justice Court are not attorneys and cannot give legal advice. The clerks' responsibility is to provide forms, take your court filings, and explain court procedures. It is not the clerks' responsibility to advise you of what to put on the form. The clerks are not responsible for any error you may make on your forms.

These forms are fillable. You may fill out the gray areas and checkboxes on the computer before printing.



Yavapai County Justice Courts

Bagdad-Yarnell Justice Court P.O. Box 65 - 22591 Looka Way Yarnell, AZ 85362 928-427-3318

Name:
Mailing Address:
Physical Address:
Phone Number:
Social Security Number:

Case Number:
Preferred Method of Contact:
 Email:
 Mailing Address

APPLICATION TO ESTABLISH, MODIFY, CONTINUE, OR REINSTATE A TIME PAYMENT PLAN

I am requesting (choose all that apply):

- To establish a new time payment plan (a \$20 fee will be added per A.R.S. §12-116A).
- To continue an existing time payment plan.
- To adjust the amount that I pay each month.
- To reinstate a time payment plan that I have previously defaulted on.
- To change my monthly payment due date.

I understand the following:

- ✓ Time payment agreements are valid for 6 months, and if a balance remains at the end of the contract period I must complete this process before the expiration date below.
- ✓ I can pay more than the agreed upon amount each month but cannot pay less than the amount stated.
- ✓ It is my responsibility to contact the Court if I will not be making at least the agreed payment amount in any month.
- ✓ If I do not make my monthly payment, or do not contact the Court in advance of my due date, my driving privilege may be suspended, a hold may be placed on my vehicle registration, my tax refund may be intercepted, additional fines/collections fees may be added to my balance, and warrant may be issued for my arrest.
- ✓ If my driving privilege is suspended and/or I have a warrant due to non-payment of fines, the suspension will not be lifted, and/or the warrant will not be quashed until this agreement is approved and the Court has received the initial installment.
- ✓ Payments to the Court must be in the form of cashier's check or money order (no personal checks). Payments may be made online at AZCourtPay.com.

I am requesting monthly payments in the amount of: \$ _____ due on the _____ day of each month.
DO NOT PICK THE 28TH, 29TH, 30TH, OR 31ST

I swear (affirm) under the penalty of perjury that the information provided is true and correct. I understand that providing false information and/or incomplete information to the Court may result in further legal action against me. By completing and signing this application, I am giving permission to the Court to make any necessary inquiries to verify information provided and to obtain any additional information required (such as a credit check). The court may also notify the Arizona Department of Revenue to attach my tax refunds and will intercept any refund and apply the interception to any balance owed whether or not my case is delinquent.

Date	Signature	Printed Name
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FOR COURT USE ONLY

ORDER

Your current balance is \$ _____
Your monthly payment of \$ _____ is due on the _____ of each month.
This agreement expires on: _____

Date	Justice of the Peace
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Copy of this agreement sent to defendant on: _____ By: _____