



**Duval County  
Clerk of the Circuit Court  
Payment Plan Agreement Request Form**

Full Name: \_\_\_\_\_

Citation Number \_\_\_\_\_

Case Number \_\_\_\_\_

Address 1: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mobile/Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that by providing a mailing address, I acknowledge and verify that the mailing address is correct. I will keep my contact information updated with the clerk's office so that I may receive payment plan notifications. By signing and submitting this application, you consent to receive electronic notifications.

Financial Information	
Monthly Household Income \$ _____	Monthly Household Expenses \$ _____
<b>Monthly Amount I Can Afford to Pay on this Payment Plan \$ _____</b>	

I am requesting to establish a payment plan agreement for the above-listed citation or case. A payment schedule will be created as referenced below and provided to me. I understand that the monthly payment will be due until paid in full. I agree to pay \$ \_\_\_\_\_ as a down payment today.

I further understand that failure to comply with the payment plan will cause a default of the agreement, which may result in a notification being sent to the Department of Highway Safety and Motor Vehicles to suspend my driver's license and prohibit me from renewing my vehicle registration. Additionally, the case will be referred to a collection agency for further processing with an additional collection agency fee of up to {30%} of the amount due, after the third missed payment. When the case is referred to a collection agency, this amount will be added to the balance. In addition, in certain cases, a civil lien fee may be added to the original fine.

Once approved, the clerk will provide you the terms and instructions on paying your payment online at [www.citepayusa.com](http://www.citepayusa.com) or in-person. I understand the clerk charges a \$25 one-time payment plan fee. I also understand that CitePay USA charges a fee of 3.5% per payment when making payments by credit card. This agreement will not be in effect until your first payment or down payment has been received and processed. Please contact our office at 904-255-2300 or [trafficinfo@duvalclerk.com](mailto:trafficinfo@duvalclerk.com) if you have any questions.

**Failure to keep the plan current may result in a suspended driver's license, the inability to renew a vehicle registration and additional fees added to the original fine.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

THIS SECTION IS TO BE COMPLETED BY THE CLERK'S OFFICE	
Total Amount Owed \$ _____	
The first payment of \$ _____ will be due on _____	
The subsequent payments of \$ _____ will start on _____ and be due on the _____ day of the month until paid in full.	