

CASE #: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Include Count (ex. 2009 CF 123A2)*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

eMail: \_\_\_\_\_ DL# \_\_\_\_\_ State: \_\_\_\_\_

I consent to receiving email and/or text notifications from the Clerk, reminding me of my payment.

### **NOTICE OF COURT ORDERED PAYMENTS**

As part of the judgment and sentence on the above-referenced case, you are ordered to pay the following:  
\$ \_\_\_\_\_ fine, \$ \_\_\_\_\_ court costs, plus additional fees as noted below:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> \$50 Legal Assist App fee                                      | <input type="checkbox"/> \$50 Public Defender Lien    | <input type="checkbox"/> \$100 Public Defender Lien           |
| <input type="checkbox"/> \$50 Prosecution Fee   | <input type="checkbox"/> \$100 Prosecution Fee        | <input type="checkbox"/> \$201 Domestic Violence TF           |
| <input type="checkbox"/> \$151 Rape Crisis TF   | <input type="checkbox"/> \$151 Additional Court Costs | <input type="checkbox"/> \$500 Prostitution Fine              |
| <input type="checkbox"/> \$ _____ (5% of fine to Victim's Compensation Trust Fund)      |   | <input type="checkbox"/> \$5 EMS Fund (leaving scene/damage)  |
| <input type="checkbox"/> \$15 Drug/Alcohol TF   | <input type="checkbox"/> \$135 DUI/BUI Assessment     | <input type="checkbox"/> \$70 Reckless Driving Assessment - G |
| <input type="checkbox"/> \$7 Replacement of Revenue Fine (applies to FS 316 violations) |   | <input type="checkbox"/> \$65 Reckless Driving Assessment-WH  |
| <input type="checkbox"/> \$ _____ FDLE  | <input type="checkbox"/> \$ _____ Other: _____        | <input type="checkbox"/> \$ _____ Investigation Fee           |
| <input type="checkbox"/> \$1,001 Criminal Use of Personal ID (FS 817.568(12))           |   |   |

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_  Adjudicated Guilty  Adjudication Withheld

This judgment will be recorded in the Official Records of Leon County pursuant to FS 55.10.

FS 903.286 requires this office to withhold from the return of any cash bond sufficient funds to pay any unpaid court fees, court costs, and criminal penalties. If a cash bond was posted in your case, it will be applied to amounts owed and you will remain responsible for any remaining balance.

**You are required to pay the court costs and fines noted above in full today or you will be placed in our payment program by selecting one of the following options. You must complete the attached application form today and turn it in to Central Cashiering. A \$25 fee pursuant to FS 28.24(26)(c) will be assessed for setting up your account, which is due the day of sentencing or must be paid with the first monthly payment. Additionally, you must make the following payments:**

- Pay in full
- 50% down payment followed by 15 payments of \$ \_\_\_\_\_ per month. \_\_\_\_\_
- 25% down payment followed by 15 payments of \$ \_\_\_\_\_ per month. \_\_\_\_\_
- \$25 partial payment set-up fee followed by 15 payments of \$ \_\_\_\_\_ per month. \_\_\_\_\_
- Other \_\_\_\_\_
- In-house Collections**

If you cannot pay the above amounts on or before the due dates, you must contact our office to request adjustment of your payment amount. Your first payment is due today, and payments will continue every 30 days until the balance is paid in full. If you are in custody on this charge, your first payment will be due 30 days from the date of your release.

If the court converts your costs and fines to community service hours, you must complete \_\_\_\_\_ hours and file your proof of completion with the Clerk's office by \_\_\_\_\_. For more information, visit the Clerk's website: [www.leonclerk.com](http://www.leonclerk.com), Clerk Services, Forms, Court Forms, Court-Ordered Payments (COP) Program, Community Service Information. **Proof of completion must be on agency letterhead and must be**

**notarized.** If you fail to submit proof of completion, the court may reconvert your community service hours into costs and fines and all provisions relating to payment will apply to you again.

If you fail to submit your payment plan option and/or pay on time:

- ✓ A **\$10** monthly late fee will be assessed pursuant to FS 938.30(12).
- ✓ Our office will send notification to DHSMV to suspend your Florida driver license pursuant to FS 322.245(5). DHSMV will send you a letter stating when your license will be suspended. If we request the suspension of your driver's license, there will be additional charges of **\$7.00** (suspension processing fee) and a minimum **\$60.00** reinstatement fee *per case* to reinstate your driver's license.
- ✓ **As required by FS 28.246(6), your case will be referred to a collection firm, which can add 40% to the amount owed.**

Payments to the collection firm will have holds placed on them to insure clearance. Generally, payments made by credit card, money order, cashier's check, or certified check will take 2-3 days to clear; payments made by personal check will take 14 days. Factor in these hold times to insure that your payments reach the collection firm well in advance of the date when your license will be suspended. Your license cannot be reinstated until your payment has reached this office and you have paid the reinstatement fees.

Unless otherwise specified, payment of court costs and fines is separate from probation, and payment for costs and fines should **not** be made to your probation officer.

**REMEMBER:**

- ✓ You must keep your address current with Central Cashiering. You may call us at 850-606-4001, or visit our website at [www.leonclerk.com](http://www.leonclerk.com) to complete a form to mail to us. Click on the Forms box and scroll down to General Court Forms; and then select "Designation of Current Mailing and Email Address".
- ✓ You may visit our website at [www.leonclerk.com](http://www.leonclerk.com) to view your current balance and payment history. In the left hand panel, select "View Payment Plan"; then enter your case number, SPN number, or SSN to view your payment plans.

**The Clerk's Office may contact you via phone, text or email regarding delinquent payments or to remind you of future payments.**

**You may mail your payment or pay in person at the following locations:**

Leon County Clerk's Office  
Central Cashiering  
Leon County Courthouse  
301 S. Monroe St., 1<sup>st</sup> floor, Ste. 100  
Tallahassee, FL 32301

Leon County Clerk's Office  
1276 Metropolitan Blvd, Suite 101  
Tallahassee, FL 32312

850-606-4001  
[www.leonclerk.com](http://www.leonclerk.com)

We accept cash, money orders, Visa, MC and AMEX. Please write your case number(s) on all payments.