**IN THE MUNICIPAL COURT OF (CITY), TENNESSEE**

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| CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Plaintiff*  v.  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Defendant* | Municipal Court  Case No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Entered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPLICATION FOR PAYMENT PLAN REGARDING FINES, COURT COSTS AND LITIGATION TAXES**

The Defendant has been assessed the amount of $ \_\_\_\_\_\_\_\_\_\_ in fines, court costs and litigation taxes in the above-named case. In accordance with TCA 55-50-502(j); (See Back) the Defendant is petitioning the \_\_\_\_\_\_\_\_\_\_City Court for an order granting a payment plan for the assessed fines, court costs and litigation taxes in the case.

This payment plan allows the Defendant pay installment payments over an extension of time. The Defendant shall have \_\_\_\_\_\_\_\_\_(days) from the order of this Court to pay this citation in full. The Defendant is ordered to pay the entire citation by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(month) \_\_\_\_\_\_\_(day), 20\_\_\_\_\_.

For the Court to ensure complete payment of this citation, the Defendant is ordered to appear in court to satisfy the citation pursuant to TCA 55-50-502(a)(1)(I). This court appearance date will be \_\_\_\_\_\_\_\_\_\_\_\_(month) \_\_\_\_\_\_\_\_\_\_(day), 20\_\_\_\_.

If the Defendant pays the citation in full prior to this scheduled court date, the case will be removed from the docket and the Defendant does not have to appear and the case will be considered resolved and closed. If the Defendant does not pay the citation in full prior to this court date, the Defendant is required to appear before Court to show good cause for the failure to comply with the payment plan. Failure to appear before Court on this hearing date may result in the suspension of the Defendant’s driver’s license pursuant to TCA 55-50-502(a)(1)(I).

*Defendant Date*

*Clerk / Judge/ Official Date*

ORDER GRANTING PAYMENT PLAN REGARDING FINES, COURT COSTS AND LITIGATION TAXES

Pursuant to TCA § 55-50-502(j), the Court/Court Clerk and the defendant have agreed to a payment plan in the amount stated for the assessed fines, court costs and litigation taxes in the above-named case until all such fines, court costs and litigation taxes are paid. You are, hereby, notified:

**Failure to timely make payments, as ordered by the court, results in the suspension of your license and the issuance of a restricted license; and**

**Any default on the payment plan, while you are issued a restricted license, results in the revocation of the restricted license and your driving privileges.**

**TCA § 55-50-502(j)(1):** The court shall require every licensee who is convicted of a driving offense and who does not pay the assessed fines and costs in full on the date of disposition to make payments pursuant to an installment payment plan.

**TCA § 55-50-502(j)(3):** A person may request and the court clerk shall grant modifications to a payment plan upon a change in the person's financial circumstances or upon good cause shown. If the request is denied by a deputy clerk, then the person may appeal the denial to the chief clerk. If a request for modification is denied by the chief clerk, then the person may petition the court for modification of the payment plan based upon a change in the person's financial circumstances or upon good cause shown.

**TCA § 55-50-502(j)(8):** The process described in this subsection (j) applies until the person fully pays the money owed the court or any outstanding fines or costs are waived by the court.

**TCA 55-50-502(a)(1)(I)** The department is authorized to suspend the license of an operator or chauffeur upon a showing by its records or other sufficient evidence that the licensee:

(I) Has failed to appear in any court to answer or to satisfy any traffic citation issued for violating any statute regulating traffic. No license shall be suspended pursuant to this subdivision (a)(1)(I) for failure to appear in court on or failure to pay a parking ticket or citation or for a violation of § 55-9-603.