

**City of Wichita Municipal Court**

**AGREEMENT TO TIME PAYMENT INSTALLMENT PLAN**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

Case number(s): \_\_\_\_\_

I am the defendant named above and do hereby acknowledge that I have been fined and/or ordered to pay court fines, fees and/or costs totaling \$ \_\_\_\_\_. At my request, the Court has established the payment schedule below. In consideration of the Court granting my request for additional time to pay this court ordered obligation, I agree to the terms below and will make required monthly payments until the balance is paid in full. I understand that failure to meet payment plan requirements may result in the suspension of my driver's license/ID, and/or referral to a collection agency. Additional costs may be assessed on all cases that are suspended or referred to a collection agency.

An initial payment of \$ \_\_\_\_\_, must be paid prior to being placed on a payment plan. A minimum monthly payment of \$ \_\_\_\_\_, is due the \_\_\_\_\_ of each month until paid in full or otherwise satisfied. The final payment will be \$ \_\_\_\_\_, due on \_\_\_\_\_.

- ▶ I understand that placing my case(s) on the payment installment plan results in an additional \$10.00 extension fee per case(s).
- ▶ I understand that all payments must be receipted by City of Wichita Municipal Court each month. This includes the mail or drop box option.
- ▶ I understand I can pay off, or pay extra towards my case(s), but as long as a balance remains a payment is required every month.
- ▶ **While on a payment plan, I agree to report all changes of address, phone number and e-mail to the Court Clerk's Office within 48 hours of making the change.**

I acknowledge receipt of this agreement and by my signature agree to be bound by its terms, this date.

\_\_\_\_\_  
Defendant Signature

\_\_\_\_\_  
Date



**Municipal Court**  
455 N Main  
Wichita KS 67202-1667  
316.268.4611  
[www.wichita.gov](http://www.wichita.gov)

**Payments can be made on-line, by telephone, mail, City Hall drop box or in-person.**

- **To pay on-line**, go to <https://www.wichita.gov/webcourts> an additional \$1.00 convenience fee is added per transaction.
- **To pay by telephone**, call **(316) 268-4611**.
  - Use automated phone system anytime, and additional \$1.00 convenience fee is added per transaction.
  - Choose the Customer Service Clerk Office, Monday – Friday 08:00 am to 05:00 pm, excluding holidays.
- **To pay by mail**, please use the address above.
- **Drop box** available at City Hall.
- **To pay in person** please see address listed above, Monday – Friday 07:00 am to 05:00 pm, excluding holidays.

**Allow at least five (5) business days for mail and drop box payments.**

**Please DO NOT mail or deposit cash in the drop box, also include any citation or case numbers on the front of checks and money orders.**