

SUPPORTING FINANCIAL DOCUMENTS INSTRUCTION SHEET

You have requested a payment arrangement or have been scheduled to appear and show cause why you failed to pay the fine and costs assessed against you. You should complete the attached payment ability acknowledgment form. You should be prepared to discuss your financial circumstances and you are **required** provide the following documentation to assist the court in understanding your situation.

BRING WITH YOU TO PRESENT TO THE COURT:

The completed financial information form

Most recent income tax return filed

Bank statements from the last *three* months

Pay stubs from the last *three* months

Proof of any other income or payments received on a regular basis (i.e., unemployment, Social Security, SSI, disability, annuity, pension, etc.)

Proof of your housing expense including any mortgage payment or rental agreements

Proof of utility expenses including electric, gas, water, telephone, cell phone, garbage, cable TV, internet, etc.

Proof of vehicle ownership or lease agreement and any other transportation related expenses

Proof of any governmental financial supplements or assistance including food, food stamps, housing, and Medicare subsidies

COMMUNITY SERVICE

If you are unable to pay your fines, community service is another way in which your fines can be satisfied. Community service is unpaid volunteer work for a non-profit charity or government office. A credit of \$18.75 is given for each hour of community service submitted. If it is determined that community service is appropriate, the court will give you a list of places –where community service can or shall be performed based on your financial and case history with the court. **DO NOT START COMMUNITY SERVICE UNTIL APPROVED, ORDERED, OR INSTRUCTED BY THE COURT.**