**NOTICE OF COURT ORDERED PAYMENTS**

As part of the judgment and sentence on your case, you are ordered to pay court costs, fines, and/or other assessments. These fees have been reduced to a civil judgment. **The fees are not waived due to probation or jail/DOC time served.** The judgment will be recorded in the Official Records of Holmes County pursuant to F.S. 55.10

You are required to pay the court costs and fines in full or be placed in our partial payment plan program. You need to report to the Clerk of Court’s office within 30 days to pay the fines in full, or enroll in the partial payment plan program. There is a $25 fee (per case) to set up the partial payment agreement. A minimum payment of $25 per month is required toward your fines.

Your first payment is due within 30 days and 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.**

Failure to contact our office regarding your fines or failure to make your monthly payments will result in the following:

* A $7 late fee will be assessed.
* **Our office will send notification to DHSMV to suspend your driver’s license pursuant to F.S. 322.245**. DHSMV will send you a letter stating your license will be suspended. If your license is submitted for suspension, there will be an additional charge of $7.00 for a suspension processing fee per case assessed. Be advised, there is a $60.00 reinstatement fee to reinstate your license.
* Pursuant to F.S. 28.246, your case will be referred to a collections agency, which can add 40% to the amount owed. Payments to the collections agency will have holds placed on them to insure clearance. Please allow time for our office to receive confirmation of payments made to the collections agency. Your license cannot be reinstated until your payments have been made in full to the collections agency and you have paid the required reinstatement fees.

Our office can accept payment in the form of cash, money order, cashier’s check, or credit cards. Payments can be made in person at 201 North Oklahoma Street Bonifay, Fl 32425 or by mail at P.O. Box 397 Bonifay, Fl 32425. Payments by phone can be made by calling 850-547-1100.

**Be advised of the following pertinent information regarding your court ordered payments:**

* There is a 3.5% processing fee for any credit card payments.
* If you are paying restitution, there is a $3.50 clerk processing fee applied to each payment.
* The civil judgment in your case accrues interest from the date ordered in court. The interest will be included in your partial payment plan or included when the case is sent to collections.
* Payments are due on the 5th or 20th of each month.
* If you are unable to pay your payment on or before your due date, you must contact our office to request an adjustment.
* It is your responsibility to keep your information current. Contact our office within 10 days with any changes to your residence.