

NEED ADDITIONAL TIME TO PAY?

Due to staffing and resource limitations, many Courts have decided to utilize the services of an outside contractor for individuals who need additional time to pay their fines. The following courts have selected **Court Payment Management Services, Inc.** to provide this service: Aberdeen Municipal, Clallam I, Clallam II, Cowlitz, Kitsap, Municipal Court *servng Lakewood/Steilacoom/University Place/Dupont* and Wilkeson Municipal.

Benefits and Guidelines:

- * CPMS charges a one-time set-up fee of \$15 and a monthly monitoring fee to process your account(s). Be prepared to show your Court Order and make a payment at the time you sign up for CPMS
- * If you take advantage of the CPMS plan, and comply completely with the guidelines, you will receive additional time to pay your fine(s) and avoid collection activity
- * CPMS will work with you to establish a monthly payment that is agreeable to both parties. If you fail to remain current with your payments your account will be placed in a delinquent status and additional fees may apply. If you fail to bring your delinquent account current, your account will automatically transfer to a collection agency and the amount owed will increase dramatically due to collection charges.
- * You are encouraged to make payments larger than the minimum due each month or to pay the account in full early to avoid further monthly fees . However, an additional or larger payment made in one month will not change the "minimum" payment due the next month.
- * You may pay the fine in full at the Court if payment in full is received by the due date indicated on your Court Order. If you fail to pay at the Court or set up a contract with CPMS by the due date, late penalties may be added to your fine and you may be sent directly to a collection agency. Additional penalties may include suspension of your driver's license.
- * You will receive a monthly statement, however if you do not then you are still responsible to get your payment to CPMS on time.

REMEMBER: It is your responsibility to contact CPMS **BEFORE** the deadline date on your Court Order.

Court Payment Management Services, Inc.

750 S Market Blvd
Chehalis, WA 98532
(360)748-4784

THIS IS AN ATTEMPT TO COLLECT A DEBT. ANY INFORMATION OBTAINED MAY BE USED FOR THAT PURPOSE. THIS HAS BEEN SENT TO YOU BY A DEBT COLLECTION AGENCY.

COURT PAYMENT MANAGEMENT SERVICES, INC.

750 S MARKET BLVD
CHEHALIS WA 98532
(360) 748-4784 / (877)748-4936

*****INSTRUCTIONS*****

- A. FILL OUT APPLICATION COMPLETELY
- B. FILL OUT & SIGN PAYMENT PLAN AGREEMENT
 - 1. FILL IN FULL NAME AS LISTED ON TICKET
 - 2. FILL IN ALL CASE NUMBERS INCLUDED IN THE PAYMENT PLAN AGREEMENT
 - 3. OBTAIN TOTAL OF YOUR FINE/COSTS/PENALTIES FROM COURT CLERK AND FILL-IN
 - 4. ADD \$15 SET-UP FEE TO TOTAL OF FINE/COSTS/PENALTIES AND FILL IN
 - 5. FILL IN MONTHLY PAYMENT AMOUNT
 - 6. FILL IN TOTAL REQUIRED TO SET-UP PAYMENT PLAN AGREEMENT
 - 7. CIRCLE PREFERRED PAYMENT DUE DATE - 10TH OR 25TH
 - 8. SIGN AND FILL OUT BOTTOM OF PAYMENT PLAN AGREEMENT
- C. RETURN APPLICATION AND SIGNED PAYMENT PLAN AGREEMENT TO CPMS BY THE COURT ORDERED DEADLINE WITH FIRST PAYMENT AND SET-UP FEE.
- D. WE ACCEPT CASHIERS CHECK AND MONEY ORDER ONLY BY MAIL, AND CASH IN THE OFFICE AS WELL.
- E. CONFIRM THAT YOU HAVE A VALID CONTRACT BY SPEAKING TO A CPMS REPRESENTATIVE TO ENSURE PROPER COURT NOTIFICATION.

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MUNICIPAL COURT
SERVING LAKEWOOD/ STEILACOOM/ UNIVERSITY PLACE/ DUPONT
COURT PAYMENT MANAGEMENT SERVICES, INC.
PAYMENT PLAN AGREEMENT

Name 1

Case Numbers 2

CPMS Account number

Fine/Costs/Penalties 3

Set-up Fee \$15.00

Total Amount Owing 4

Monthly Payment 5

TOTAL REQUIRED TO SET-UP PAYMENT PLAN AGREEMENT (1st pmt & set up fee) 6

1. If all payments are made as agreed, the monthly payment plan cost shall be \$4.75 for a single case or \$8.25 for multiple cases.
2. The set-up fee and the first monthly pmnt must be paid before CPMS will set up the pmnt plan agreement.
3. If payments are not made as agreed upon, the monthly payment plan cost shall increase to \$7.75 for one case and \$11.25 for multiple cases for each month until the end of the payment plan.

All CPMS payments are due on the 10TH/25TH day of each month following payment plan set up. Please include your CPMS account number when submitting payments.

You are welcomed and encouraged to make payments larger than the monthly minimum on your accounts or even pay the accounts in full early to avoid the monthly payment plan costs. LARGER PAYMENTS MADE ONE MONTH WILL NOT CHANGE OR LOWER YOUR MINIMUM PAYMENT DUE THE FOLLOWING MONTH.

IF PAYMENTS ARE NOT MADE AS AGREED UPON OR IF YOU FAIL TO KEEP CPMS UPDATED ON YOUR CURRENT ADDRESS AND PHONE NUMBER, YOU WILL BE REMOVED FROM THE PAYMENT PLAN AND THE FOLLOWING ACTIONS WILL BE TAKEN:

All amounts will become due immediately. Municipal Court may re-impose suspended portions of your fine/costs/penalties and will assess additional court costs pursuant to RCW 3.02.0145. Your account will be referred to Dynamic Collectors, Inc. for full collection procedures. If this is a criminal matter, the court has the authority to issue a bench warrant for contempt of court and can assess fines or costs for contempt of court. If this is a traffic citation, the court will assess a \$52.00 penalty for failure to pay and notify the Department of Licensing, and your driver's license can be suspended until all amounts have been paid.

All payments are to be mailed to:

Court Payment Management Services, Inc.
750 S Market Blvd
Chehalis, WA 98532

*****WE ACCEPT CASHIERS CHECKS OR MONEY ORDERS ONLY BY MAIL AS WELL AS CASH IN OUR OFFICE*****

Signature

Address City, St, Zip

Phone SSN

CPMS/Court Representative approval

This is an attempt to collect a debt. Any information obtained may be used for that purpose. This has been sent to you by a debt collection agency.

Court Payment Management Services, Inc.

PAYMENT PLAN APPLICATION

750 S. Market Blvd, Chehalis, WA 98532 (360) 748-4784

DEFENDANT INFORMATION

Name _____
(last) (first) (MI)

Home address _____

Mailing address (if different) _____

City, State, Zip _____ Home phone _____

Cell phone _____ Work phone _____

Date of birth _____ SSN _____

Drivers License # _____

Employer name _____

Employer address _____

Employer phone _____

ADDITIONAL CONTACT INFORMATION

Contact name _____ Contact phone _____

Contact address _____

SPOUSE INFORMATION

Name _____
(last) (first) (MI)

Home address (if different) _____

City, State, Zip _____ Home phone _____

Cell phone _____ Work phone _____

Employer name _____

Employer address _____

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