



CLERK OF THE CIRCUIT COURT
DUVAL COUNTY
501 WEST ADAMS STREET
JACKSONVILLE, FLORIDA 32202

Payment Plan Agreement

Name:
Case Number:

You have elected the option to enter into a Payment Plan Agreement with the Clerk's Office. This will enable you to pay your citation, court costs and fees in monthly installments. **If you elect to enter into a payment plan, you waive your right to elect Driver Improvement School (if applicable).**

Terms and Conditions

1. This Payment Plan Agreement may only be established by the named person on this case.
2. Payment Plan Agreements sent by U.S. mail **MUST** be notarized and received in the Clerk's Office on or before the payment due date to avoid additional fees and possible suspension of your driver's license. **Postmarked date is NOT considered.**
3. A one-time **\$25 processing fee** is required at the time the Agreement is initiated and must be paid with your first monthly installment of \$_____.
4. All late fees incurred **prior** to the Payment Plan Agreement must be included along with your first monthly installment.
5. After the first payment is made, your next due date will be the same day every month unless the due date falls on a weekend or holiday. Please see your payment receipt for the exact due date.
6. Late fees incurred **during** the Payment Plan Agreement must be paid immediately in addition to the next monthly installment to release the suspension for this citation.
7. Payments submitted by U.S. mail **MUST** be received by the Clerk's Office on or before the due date to avoid additional fees and possible suspension of your driver's license. **Postmarked date is NOT considered.**
8. Payments may be made online at www.duvalclerk.com, at one of the Clerk's Office locations, or by mailing a cashier's check or money order (made payable to the Duval County Clerk of Courts) to Traffic Violations Bureau, PO Box 660, Jacksonville, FL 32201. Payments made after 10:00pm on the due date will incur late fees and possible suspension.
9. **No personal checks** accepted in office or by mail.

Late Payment Policy

1. Missed and/or late payments will result in late fees being added to the total amount due and possible suspension of your driver's license. When making a late payment by mail or in person, late fees must be paid with the regular monthly payment amount to release the suspension for this citation. Late online payments require late fee and balance in full.
2. If you miss and/or are late making payments a total of three (3) times during the duration of the Payment Plan, the balance of your case will be referred to a collection agency. The collection agency will add an addition collection fee of up to 40% to the balance owed and the suspension of your driver's license will not be cleared until payment has been made in full to the collection agency. **No Exceptions.**
3. Unsuccessful completion of the K.E.Y.S. 2 Drive program or a violation of your payment plan while in the program will result in the suspension of your driver's license and any remaining balance will be immediately referred to collections and will no longer be eligible to be recalled.

I hereby state that I have read and agree to the Terms and Conditions and understand the Late Payment Policy listed above. I agree to pay all installments **on or before** the established due date.

Print Name: _____ Driver's License Number: _____
Home Address: _____
Home Phone Number: _____ Cell Phone Number: _____

Signature Date

Personally known by me or produced _____ as identification subscribed to before me, this ___ day of ___ A.D. ____.

JODY PHILLIPS
Clerk of the Court

Deputy Clerk / Notary Public