

CITY OF MANOR MUNICIPAL COURT
Application and Financial Affidavit for Time Payment Plan

Please **COMPLETE ALL** information and print legibly. **DO NOT LEAVE ANY BLANKS.**

PERSONAL INFORMATION:

Name: _____ Date of Birth: _____

Mailing Address: _____

Physical Address: _____

Your residence is (Check One): Rented Owned Rent-Free

Email Address: _____ Telephone #: _____

Driver's License # or ID # and State: _____ Social Security #: _____

Marital Status (Check One): Married Single Divorced Widowed # of Dependents living with you: _____

Nearest Living Relative: _____ Relationship: _____ Phone #: _____

EMPLOYMENT INFORMATION:

Employer: _____ Job Title: _____

Employer's Address: _____

Salary: \$ _____ per _____ Employer's Telephone Number: _____

List the source and amount of any other income you receive: _____

SPOUSE AND DEPENDENTS INFORMATION:

Spouse's Name : _____

Spouse's Employer: _____ Spouse's Job Title: _____

Spouse's Salary: \$ _____ per _____ Spouse's Employer's Telephone Number: _____

List all your dependents, their ages, and their relationship to you: _____

ESTIMATE YOUR AVERAGE CURRENT MONTHLY EXPENSES FOR YOU AND YOUR FAMILY:

- a. Home mortgage payment, rent, or lot rental for trailer: \$ _____
- b. Routine home maintenance: \$ _____
- c. Utilities (electricity, water, gas, telephone): \$ _____
- d. Food and sundries: \$ _____
- e. Clothing: \$ _____
- f. Laundry and cleaning: \$ _____
- g. Newspapers, periodicals, & books, including school books: \$ _____
- h. Medical, dental, and drug expenses: \$ _____
- i. Insurance (auto, life, medical, homeowners/renters): \$ _____
- j. Transportation, including auto payments: \$ _____
- k. Taxes not deducted from wages or included in mortgage: \$ _____
- l. Alimony or support payments: \$ _____
- m. Religious/charitable contributions: \$ _____
- n. Other expenses (use reverse side if necessary): \$ _____

**LIST ALL OF YOUR CREDITORS (including credit cards) AND THE AMOUNT YOU OWE EACH
(Use reverse side if necessary):**

_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____

ACKNOWLEDGEMENT AND DECLARATION

YOUR INITIAL BY EACH OF THE FOLLOWING STATEMENTS INDICATES THAT YOU HAVE READ THE STATEMENT, UNDERSTAND IT, AND AGREE TO IT.

____ I **promise** that I will notify this Court in person or by first-class mail (mail to Po Box 589, Manor, TX 78653) of any changes of my address or telephone number within five (5) days of the change.

____ I **understand that I have a continuing obligation to notify the Court of any changes in my financial status that may hinder my ability to satisfy the judgment or help me satisfy the judgment.**

____ I **understand** that if I pay any part of the fine, costs, or restitution (if applicable) on or after the 31st day after judgment was entered that I am responsible for paying a \$25 time payment fee if citation is issued on or before 12/31/19, if citation was issued on or after 1/1/20 the Time Payment Reimbursement fee will be \$15 (Section 133.103, Local Government Code).

____ I **understand that submitting false financial information to the Court constitutes the crime of tampering with a governmental record, punishable by incarceration and/or the imposition of a fine (Section 37.10, Penal Code). I swear that all the information in this application is true, correct, and complete to the best of my knowledge and belief.**

Defendant's Signature _____ **Date:** _____

Sworn and subscribed before me this day _____ of _____, 20____.

Municipal Court Clerk