

**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: _____						
Last	First	Middle	Nickname			
Physical Address: _____						
Street	Apt.	City	State	Zip		
Mailing Address: _____						
Street	Apt.	City	State	Zip		
Contact Info: _____						
Home Phone #	Cell Phone #	Email Address				
Date of Birth: _____ Driver's License or ID #/State: _____ Social Security #: _____						
Marital Status: _____ # of Dependents Living with You: _____						
Spouse's Name: _____						
Last	First	Middle	Nickname			
Nearest Living Relative: _____						
(Not Residing With You)		Name	Relationship	Phone #		
List of Names, Addresses & Phone Numbers of Two (2) Personal References <u>NOT</u> Related to You:						
Name	Street Address	Apt.	City & State	Zip	Phone #	Years Known
_____						
Name	Street Address	Apt.	City & State	Zip	Phone #	Years Known
_____						

**EMPLOYMENT INFORMATION:**

Employer: _____						
Company Name	Address	Phone #				
_____						
Supervisor	Position	Years of Service				
_____						
Hourly Wage: \$ _____ Take Home Pay: \$ _____ Circle one: weekly/bi-weekly/monthly Next Pay Day: _____						
Spouse's Employer: _____						
Company Name	Address	Phone #				
_____						
Supervisor	Position	Years of Service				
_____						
Hourly Wage: \$ _____ Take Home Pay: \$ _____ Circle one: weekly/bi-weekly/monthly Next Pay Day: _____						
Are you a student? Yes ___ No ___ If yes, Name of School _____						

**IF YOU RECEIVE ANY GOVERNMENTAL ASSISTANCE, YOU MUST SUBMIT A COPY OF YOUR AWARD BENEFITS LETTER STATING ALL ASSISTANCE AND AMOUNT RECEIVED. IF YOU DEFAULT ON YOUR PAYMENT PLAN AND REQUEST ANOTHER PAYMENT PLAN, YOU MUST SUBMIT PROOF OF ALL INCOME AND EXPENSES, BANKING INFORMATION, AND CREDITOR INFORMATION LISTED ON THE REVERSE SIDE OF THIS PAGE.**

**INCOME/EXPENSES SUMMARY: (Include your spouse's income/expenses also.)**

<b>Monthly Income:</b>		<b>Monthly Expenses:</b>	
Salary	_____	Rent/Mortgage	_____
Spouse's Salary	_____	Insurance (auto, life, medical, homeowners/rent)	_____
Welfare	_____	Auto Payment	_____
Retirement	_____	Electric	_____
Social Security	_____	Gas	_____
SSI	_____	Water/Sewer	_____
SSDI	_____	Home Phone/Cell Phone	_____
Medicaid	_____	Internet Service	_____
Unemployment	_____	Cable/Satellite Service	_____
Food Stamps	_____	Food/Gasoline	_____
Disability	_____	Child Support/Alimony	_____
Child Support	_____	Child Care	_____
Interest Income	_____	Medical/Dental/Drug Exp.	_____
Other Income	_____	Clothing	_____
Other Income	_____	Religious/Charitable Contributions	_____
Employer	_____	Other (entertainment, cigarettes, alcohol, layaway, rent to own, appliances, TV, Big Ticket Items, etc.)	_____
Allowances for Clothing/Travel/etc.	_____	<b>Total</b>	_____
<b>Total</b>	_____		

**BANK INFORMATION: (Include your spouse's banking information also.)**

Checking Account:	Bank/Credit Union	_____	Balance	_____
Savings Account:	Bank/Credit Union	_____	Balance	_____
Other Accounts:	Bank/Credit Union	_____	Balance	_____
	Bank/Credit Union	_____	Balance	_____

**CREDITOR INFORMATION: (Include your spouse's creditor information also.)**

Mortgage:	Company	_____	Monthly Pymt.	_____
Auto Loan:	Company	_____	Monthly Pymt.	_____
Student Loans:	Company	_____	Monthly Pymt.	_____
	Company	_____	Monthly Pymt.	_____
Credit Cards:	Company	Balance _____	Monthly Pymt.	_____
	Company	Balance _____	Monthly Pymt.	_____
	Company	Balance _____	Monthly Pymt.	_____
	Company	Balance _____	Monthly Pymt.	_____

**ACKNOWLEDGEMENT AND DECLARATION**

Under penalty of perjury, I hereby certify the above is a complete and accurate statement of my current employment, address, and financial condition. I authorize the Municipal Court of the City of Manor, its employees or agents, to conduct an investigation of my statement. I understand this investigation could include verifying all information and obtaining of reports from credit reporting agencies. It is with this understanding that I request an extension of time for payment of the fines and court costs now due and payable to the City of Manor, Texas. I understand that any returned or late payment will immediately default this agreement, and will result in an immediate Capias Pro Fine Warrant issued for my arrest and additional penalties.

**STATE LAW requires the court to add an additional \$25.00 time payment fee to every case not paid in full within 30 days. Your total due will increase \$25.00 per case for any case with an outstanding balance after 30 days from the date of judgment.**

**Sworn to and Signed on** \_\_\_\_\_

**Defendant's Signature** \_\_\_\_\_ **Clerk Receiving** \_\_\_\_\_

**Date of Defendant's Signature** \_\_\_\_\_ **Date of Clerk receipt** \_\_\_\_\_

## **GUIDE TO ACCEPTABLE RESPONSES AND DOCUMENTS FOR PAYMENT APPLICATION**

*This addendum is not legal advice and nor should it be construed as such. This addendum is to assist in the filling out of the Payment and Financial Affidavit Application. No Clerk can assist you in the filling out of this document. Blank spaces will be construed as “UNFINISHED” and will not be forwarded to the Judge until the document is completely filled out per the instructions. The Clerk of the Court may verify information and may need to contact you for clarification. Once this document is complete and accepted by the Clerk, the Clerk will forward to the Judge for a decision.*

### **PERSONAL INFORMATION BOX:**

- Do Not leave any blank spaces. If the information does not pertain to the section this write “N/A”.
- You must put your Social Security Number on the form. This form is open to public records, however, Social Security Numbers, Driver’s License Numbers, and other “confidential” information per law WILL NOT be released.
- Personal references MUST NOT live with you. You are required to submit an address and telephone number for these individuals or the form will be considered “unfinished.”

### **EMPLOYMENT INFORMATION BOX:**

- If you are currently unemployed, you MUST WRITE “unemployed” in the space provided AND supply the Court Clerk with either unemployment benefits OR a letter from the Texas Workforce Commission stating you are currently receiving benefits and the amount you are receiving or it must state you are not eligible for benefits. This includes your spouse.
- Must have a Supervisor’s first and last name and the position you are currently working for you and your spouse.
- A Pay Stub from your work and your spouse’s work are required.

### **INCOME/EXPENSES SUMMARY:**

- Salary and Spouse’s Salary – Proof is a Pay Stub.
- Welfare, Retirement, Social Security, SSI, SSDI, Medicaid, Food Stamps, & Disability – Proof of Benefits Letter with amount and benefits received (spouse included).
- Child Support/alimony – Attorney General letter/print out of benefits and/or Divorce Decree.
- Other Income – Bank interest charges, relatives/friends assistance, employer advancements, etc.
- Rent/Mortgage – Statement from Mortgage company or Lessor.
- Insurance (auto, life, vehicle, medical, rent, etc.) – Statement from businesses or binders
- Automotive, utilities (gas, electric, water, etc.), phone, cellular phone, internet, cable/satellite, prescriptions, etc. – Last three monthly bills.
- Contributions – Last three monthly statements
- Other – any other documents you would like the Judge to consider.

### **BANK INFORMATION:**

- Must include both you and your spouse’s financial information. Please include a telephone number.

### **CREDITOR INFORMATION:**

- Must include both you and your spouse’s information.
- If you currently pay on any student loans for you, your spouse, or children you must show proof. DO NOT bring in “grants”; these do not qualify.

**THESE DOCUMENTS ARE TIME SENSITIVE. YOU MUST MEET THE DEADLINE IN ORDER TO COMPLY WITH THE TERMS OF THE REQUEST.**