



DISTRICT COURT OF MARYLAND FOR \_\_\_\_\_

City/County

Located at \_\_\_\_\_

Court Address

REQUEST FOR TRAFFIC VIOLATION(S) INSTALLMENT PAYMENT PLAN (Courts and Judicial Proceedings § 7-504.1)

I have been notified by the Motor Vehicle Administration (MVA) that my driver's license or privilege to drive is may be suspended for failure to pay a fine for one or more traffic offenses to the District Court of Maryland.

I owe one or more outstanding fine(s) totaling at least \$300.00. The specific offenses for which I am requesting an installment plan are listed below:

Table with columns: Citation #, Court Date, Fine Amount, Eligible Not Eligible, Verified Amount Due, Mainframe Odyssey. Includes a total row for Outstanding Fine(s) Total.

I certify that I have outstanding fine(s) that total at least \$300.00 and I am unable to pay the fine(s) and request to make installment payments (10% per month on the total amount of the fine(s)).

I understand that if I am granted an installment payment plan and do not pay in accordance with the agreement, the MVA will be notified and my driver's license or privilege to drive may be suspended.

(See Notice on Page 2)

I have read or have had read to me the Notice contained on the second page of this request form. I understand and agree to the terms relating to my acceptance of an installment payment plan agreement.

Date

Signature

Address

Printed Name

City, State, Zip Telephone Number

E-mail Cell Phone Number

FOR COURT USE ONLY

- Eligible - Copy of Traffic Violation(s) Installment Payment Plan Agreement
To MVA
To Requester
Ineligible

Clerk Date

## NOTICE

- District Court installment payment plan agreements apply to outstanding traffic fines owed to the District Court of Maryland. Installment payment plan agreements do NOT apply to fines owed to any Circuit Court. Contact the Circuit Court with respect to your ability for an installment payment plan in Circuit Court.
- Civil citations, such as red light, speed monitoring, work zone, vehicle height, and school bus camera citations are not eligible for installment payment plans.
- The clerk will notify you if your request for an installment payment plan is granted or denied based on whether the outstanding fine(s) you list can be confirmed as eligible and total at least \$300.00. Please provide complete information.
- Your first payment is due 10 days after the clerk grants your request and once a month for the nine months after that on the date noted on the agreement.
- Payments should be made in person or through the mail to the court address where your plan was approved. Allow sufficient time before the due date if you are sending by mail.
- You can pay by cash or credit card in person or by check in the mail. **Installment plan payments cannot be paid online, on the Interactive Voice Response (IVR) system, or at MVA kiosks.**
- If your due date falls on a day when the court is closed, your payment is due by 4:30pm on the next business day.
- Payments received after the due date will be accepted, however, the MVA will be notified and your license may be suspended. Your installment plan will be void and the remaining balance will be due.
- Payment by bad check or dishonored credit card will cause the installment plan to be voided and the remaining balance to be due. The MVA will be notified and your license may be suspended.
- There is no penalty for prepayments, however, the remaining installment payments must be made under the original terms of the payment plan until the balance is fully paid.
- The fines included in one installment plan cannot be used towards the total of another installment plan.
- If you are planning to go to court for any citation(s) do not include those citation(s) in your request.
- If you have not gone to court for a citation(s), you are responsible to pay the full amount on the citation. Payment is considered an admission of guilt and points may be assessed by the MVA.
- Even if you have an installment payment plan and make all of the payments, the MVA may still suspend your license or privileges due to an accumulation of points.

### **Questions / Information can be found:**

- on the Judiciary website at: [mdcourts.gov/district/selfhelp/traffic/installmentplans](http://mdcourts.gov/district/selfhelp/traffic/installmentplans)
- by contacting the court where you filed your request
- in Md. Code, Courts and Judicial Proceedings § 7-504.1