

## 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 Court, Clallam County District Court I, Clallam County District Court II, Cowlitz County District Court, Kitsap County District Court, Municipal Court *servicing Lakewood/Steilacoom/University Place/Dupont*, Wilkeson Municipal Court, Lower Kittitas County District Court, Okanogan County District Court, Walla Walla County District Court, Whitman County District Court, Colfax Municipal Court, and Port Orchard Municipal Court.

### 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 may automatically transfer to a collection agency and the amount owed will increase due to collection fees.
- \* 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 communication is from a debt collector. This is an attempt to collect a debt and any information obtained will be used for that purpose.*

COURT PAYMENT MANAGEMENT SERVICES, INC.

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

Thank you for your interest in Court Payment Management Services. We would like to assist you in taking advantage of the on-time payment option for your court fine(s). Per our conversation, we have enclosed the documentation needed to set up a payment plan with our company. Please follow the instructions below to start your plan. If you have further questions, please contact Court Payment Management Services and a representative will assist you.

\*\*\*\*\*INSTRUCTIONS\*\*\*\*\*

- A. Fill out application completely
- B. Fill out and sign payment plan
  1. Fill in full name as listed on ticket
  2. Fill in all case numbers included in the payment plan
  3. Obtain total of your fine/fees/penalties from court clerk and fill in
  4. Add \$15 set-up fee to total of fine/fees/penalties and fill in
  5. Fill in monthly payment amount
  6. Fill in total required to set up payment plan
  7. Circle preferred payment due date – 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, or 30<sup>th</sup>
  8. Sign and fill out bottom of payment plan
- C. Return application and payment plan with first payment and set-up fee to CPMS by the case deadline previously issued by the court.
- D. We accept cashier's check and money order only by mail, and cash in the office as well.
- E. You may pay the fine in full at the court as long as 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 payment plan with CPMS by the court fine 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.

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COURT PAYMENT MANAGEMENT SERVICES, INC.  
PAYMENT PLAN

**Court:** \_\_\_\_\_

**Name** <sup>1</sup> \_\_\_\_\_

**Case Numbers** <sup>2</sup> \_\_\_\_\_

CPMS Account number \_\_\_\_\_

**Fine/Fees/Penalties** \_\_\_\_\_ <sup>3</sup> \_\_\_\_\_

Set-up Fee \_\_\_\_\_ **\$15.00**

Total Amount Owning \_\_\_\_\_ <sup>4</sup> \_\_\_\_\_

**Monthly Payment** \_\_\_\_\_ <sup>5</sup> \_\_\_\_\_

**TOTAL REQUIRED TO SET-UP PAYMENT PLAN AGREEMENT (1st pmt & set up fee)** <sup>6</sup> \_\_\_\_\_

1. The monthly payment plan cost shall be \$10.00.
2. The set-up fee and the first monthly payment must be paid before CPMS will set up the payment plan agreement.

All CPMS payments are due on the **5TH/10TH/15TH/20TH/25TH/30TH** 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 account(s) or even pay the account(s) in full early to avoid the monthly payment plan fees. **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. The court may re-impose suspended portions of your fine/fees/penalties and may assess additional court fees pursuant to RCW 3.02.045. Your account may 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 fees for contempt of court. If this is a traffic citation, the court can 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 \_\_\_\_\_

# Court Payment Management Services, Inc.

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

## PAYMENT PLAN APPLICATION

### 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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