

# Payment Plan Policy

**PLEASE NOTE The court does not send out monthly statements. Your payment plan contract includes your payment due dates.**

The Court payment plan policy is as follows:

1. Pay the fine in monthly payments of \$35.00 (for fines up to \$500. Minimum payment of \$50.00 for fines over \$500).
2. A \$25.00 Administrative Fee will be added to the total.
3. Failure to pay fines as agreed will result in:
  - Suspension of driver's license
  - Late fee of \$15 added to your account after 1<sup>st</sup> late payment
  - Account referred to a collection agency after 2<sup>nd</sup> late payment

## **PAY TO: CITY OF CANBY**

- Pay in person Monday through Friday, 8:00 am to 5:00 pm.
- Pay by credit/debit card in person or by telephone Tuesday through Friday. Court staff are in session on Mondays and not available by phone.
- Contact a clerk for a monthly payment plan - **A minimum payment is required when setting up a payment plan.** An additional one time \$25 administrative fee will be added to your balance.
- Mail check or money order. **DO NOT MAIL CASH.**
- There is a \$38 fee for returned non-sufficient fund checks.
- Online payment option coming soon!

The following fees for Court action shall be added to the outstanding balance of fines:

Late Fee	\$15.00
Non-Sufficient Funds Check:	\$38.00

Any unsatisfied judgment may be reported to a state approved credit reporting agency. A judgment remains unsatisfied until all fines, fees, costs and assessments are paid in full. If a judgment is assigned for collection, the Court shall take no action to reinstate a suspended or revoked license until the assigned judgment is paid in full. **It is your responsibility to notify the Court when you are eligible for reinstatement of your driving privileges.**

**QUESTIONS? Call: 503-266-4027 or E-mail: [court@ci.canby.or.us](mailto:court@ci.canby.or.us)**