

**DANE COUNTY CIRCUIT COURT
POLICY STATEMENT
DEFERRED PAYMENT PLAN/AGREEMENT**

The Court views the obligation to pay fines, costs and fees seriously and expects payment of the specified amount no later than the due date(s) – **WITHOUT EXCEPTION.**

1. Pursuant to sec. 973.05, Wisconsin Statutes, fines/costs must be paid within 60 days of the conviction date unless otherwise ordered by the court. The burden of how the court ordered obligation is paid rests on the defendant and is not the responsibility of the Court.
2. When genuine financial hardship exists and the total court ordered obligation is \$200 or more, arrangements for deferred payments may be granted based on adjusted net monthly income. This requires that the defendant fill out a Financial Disclosure Statement, pay a \$15 fee to establish and monitor the Deferred Payment Plan/Agreement and then enter into the Agreement. Supporting documentation of information given in the financial disclosure may be required and/or verified. Second and subsequent modifications of the deferred payment agreement will require a \$15 fee.
3. A Deferred Payment Plan/Agreement **cannot** be offered to a defendant who **has no employment or no source of income.**
4. Failure to make payment on or before the due date may result in one or more of the following actions:
 - Suspension of your driving privileges for up to two years [Suspension of your driving privileges is not in lieu of payment.]
 - A civil judgment entered against you which accrues interest
 - Referral to a collection agency
 - Interception of your Wisconsin Income Tax Refund
 - Arrest and commitment to the county jail
5. If you're financial status should change substantially while on a Deferred Payment Plan/Agreement, contact the Court Collection Clerk to request a modification of the plan/agreement. This would require an updated Financial Disclosure Statement to be completed, along with supporting documentation of the change. Do not make requests for modified plans/agreements through the judge's office.
6. You must notify the Dane County Clerk of Court's Office if your address changes. Notification must be made in writing within 10 days of the address change. Include your name, new address and case number(s). Address changes should be mailed to the below address.
7. **Payments are to be made in person or by mail on or before the due date. Case number(s) should be included with payments.**

**Address: Dane County Clerk of Court's Office
Dane County Courthouse
215 S. Hamilton St., Rm. 1000
Madison, WI 53703-3285**

To pay by phone with Credit/Debit card, call Toll Free 888-604-7888; minimum service fee of \$5 or 4.75% whichever is greater. To pay online with Credit/Debit card, go to www.governmentpayment.com; minimum service fee of \$3.50 or 3.5% whichever is greater. Pay Location Code is #5479.