

# CRIMINAL COURT COSTS AND FINES IN PHILADELPHIA: KNOW YOUR RIGHTS

This information only applies to costs, fines, restitution, supervision fees, and bail owed to Philadelphia's First Judicial District. Other counties in PA have their own rules and systems. If you owe criminal debt in another county, call their court for information.

## PAYMENT PLAN CONFERENCES

### You have the right to a payment plan you can afford.

Go to a Payment Plan Conference and tell the court what you can afford each month. These are currently held at the Criminal Justice Center, 1301 Filbert St., Room 1104.

You don't need an appointment—just walk in, *any day of the week, a little before 1:00pm.* Do not show up in the morning—you will have to wait until 1:00pm. Even if collections agencies are calling, you can still get a payment plan with the court.

### If you lost \$205/mo in cash assistance, you can have your payments temporarily stopped.

Tell the court you lost your cash assistance. Bring your cut-off notice, if you have it, to a payment plan conference. The court will stop your payments for 90 days. The court will still sign a criminal history form if you need it to keep your Medical Assistance on. After the 90 days, if you still have no income, you can go back and get your payments temporarily stopped again.

### What to bring to the conference:

- Money for a first payment you can afford (if you can—not required).
- Proof of your income and expenses (paystubs, rent, utilities, etc.).
- Proof of public benefits (SSI, SSDI, Food Stamps, TANF, Medical Assistance).
- *If you give copies of anything to the court, make sure to keep your own copy!*

### Only agree to a monthly payment plan that you can really afford.

You will be asked about your income and expenses. Tell the court what you can afford. This may be just \$5 or \$10 per month. Make it realistic—agreeing to pay more than you can afford is a bad idea.

### If you're on benefits, or applying for them, ask to pay just \$10 per month.

Tell the court you're on benefits, or applying for them. Bring proof (a statement from Welfare, Social Security, etc.). The court should agree to a payment plan of just \$10 per month. Bring your criminal history form if you need it signed for Welfare—the court will sign this at your conference.

### What if you disagree with the amount of costs and fees (*not bail*) they say you owe?

File a form "Request for Payment Plan Conference to Dispute Amount Owed," available at the CJC 3<sup>rd</sup> floor, or [www.courts.phila.gov/forms](http://www.courts.phila.gov/forms). Call 215-683-7999 with questions. **Consider getting advice or help from a lawyer. \*NOTE: You cannot challenge bail in a payment plan conference. (See other side.)**

\*\*\*Say if you think your supervision fees were waived at sentencing. Bring proof if you have it. Sometimes even though supervision fees were waived by the judge, they get added to your case.

## **SUPERVISION FEES MAY BE WAIVED**

Supervision fees are \$25.00 per month for each month that you were on probation or parole – no matter how many cases you are being supervised for at the same time.

If you fall into **one of these groups**, you may be able to get your supervision fees waived through a new process. CLS may be able to help. (If you are on probation or parole, your defense attorney may be able to help.)

- **Unemployed**, even though you have tried hard to find a job, or not making enough money in your job to afford to make payments.
- **62 years old or older with no income**, or too old to work.
- **On public assistance/public benefits**.
- **In school**, or enrolled in a vocational/training program.
- Not able to work because of a **disability**.
- **Responsible for supporting dependents**, so that paying supervision fees would be an undue hardship.
- Participating in an **inpatient treatment program**.
- **Other extenuating circumstances**, including inability to pay.

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## **YOU MAY BE ABLE TO GET YOUR BAIL JUDGMENTS ELIMINATED OR REDUCED**

**Consider getting a lawyer to help you challenge bail judgments.**

- **File a Petition to Vacate a Bail Judgment** on the 3<sup>rd</sup> floor of the Criminal Justice Center. Petitions are available online at [www.courts.phila.gov/mtvr](http://www.courts.phila.gov/mtvr). If you don't have computer access, or need help, ask for help at the Clerk's Office on the 3<sup>rd</sup> floor of the Criminal Justice Center.
- **You can get bail judgments *vacated*** (eliminated) if you had a good reason for missing court, like being in lockup or in the hospital. Call the Philadelphia prison at 215-685-8394 to ask for proof of the dates you were incarcerated. *Even if you can't get proof, tell the court if you think you were locked up or in the hospital.* They may vacate your judgment.
- **You can get bail judgments *reduced*** if you showed up to court or were re-arrested **within 6 months** of your missed court date. You do not need proof—the court has this.
- You can still file a petition **even if none of the above "good cause" reasons apply to you.**
- The court will issue an order with its decision to vacate/reduce or denying your petition. If you disagree with their decision, **you have the right to a hearing, but you must request it within 30 days.** If you still disagree with the court's decision after the hearing, **you can file an appeal within 30 days.**

**Community Legal Services may be able to help.** Walk-in intake is 9-12, Monday through Friday, at 1424 Chestnut St. and 9-12, MWF at 3638 N. Broad (at Erie). Call 215-981-3700, or 215-227-2400, or go to [www.elsphila.org](http://www.elsphila.org) for more information about CLS.



Commonwealth of Pennsylvania

First Judicial District of Pennsylvania
FINANCIAL INFORMATION FORM
Installment Payment Plan Information

For Official Use Only - Bar Code

vs.

Bring to hearing or conference together with Tax Return, W-2s, current pay-stubs, SSI letter, bank statements etc.

Hearing Date: No.

-51-CR-

First Middle Last

ADDRESS

City State Zip

Date of Birth: SID: PP#: Home Phone No.

Cell Phone No. Email Address:

Name of Employer Position:

Address of Employer

Name of Spouse:

Gross Income/benefits you and your spouse receive - Must attach a copy of pay-stub/benefits letter. (Check One)

Weekly \$ Bi-Weekly \$ Monthly \$

Net Income for you and your spouse (Check One)

Weekly \$ Bi-Weekly \$ Monthly \$

IF YOU AND YOUR SPOUSE RECEIVE ANY OF THE FOLLOWING BENEFITS, WRITE IN THE AMOUNT:

Unemployment \$ Bi-weekly Workers Compensation \$ Week Bi-week

Cash Assistance Twice a month General assistance: \$ Monthly Food Stamps \$ Monthly

Social Security \$ Month Supplemental Security Income (SSI) \$ Month Cash Income:

Other Income \$ Week Bi-week Twice a month Month No Source of Income

LOST GENERAL ASSISTANCE

HOW MUCH DO YOU AND YOUR SPOUSE PAY MONTHLY FOR:

Rent: Car Payment: Cable: Utilities: Cell Phone:

Food: Medical Bills: Other:

ARE YOU PRESENTLY ON ANY OTHER COURT-ORDERED PAYMENT PLAN(S)?

No Yes: Case Number(s) and/or Payment Plan Number(s)

I verify that the information given above is true and correct. I understand that false statements herein are subject to the penalties of the Pennsylvania Crimes Code, 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature:

Date:



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Signature: Date:

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
COURT OF COMMON PLEAS  
MUNICIPAL COURT**

**Request For Payment Plan Conference  
Dispute Amount Owed/Miscellaneous Relief**

*For Official Use Only*

Must Be Emailed, Faxed or Mailed to: <b>Office of Court Compliance</b> Room 370 City Hall, Philadelphia, PA 19107 Email: OCC@courts.phila.gov Phone: 215-683-7999 Fax: 215-683-7778	PAYMENT PLAN NUMBER (S)	
	51- [ ] PP- [ ]	
	51- [ ] PP- [ ]	

CRIMINAL CASE CAPTION <b>Commonwealth v.</b>	CPCMS CASE NUMBER [ ] -51-CR- [ ] - [ ]
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DEFENDANT'S EMAIL ADDRESS	PHONE (CELL) NUMBER
	[ ]

DEFENDANT'S CURRENT HOME ADDRESS	PID	SID

**RELIEF REQUESTED**

CHECK THE REQUESTED RELIEF CONCERNING YOUR COURT IMPOSED FINANCIAL OBLIGATION AND PROVIDE RELEVANT INFORMATION

I REQUEST A PAYMENT PLAN CONFERENCE TO PROVE I CANNOT AFFORD TO PAY THE PRESENT PAYMENT PLAN(S) AMOUNT TOTALING \$ \_\_\_\_\_ PER MONTH. I believe I can afford to pay \$ \_\_\_\_\_ per month based on my current income.  
(Attach a completed *Financial Information Form* and proof of income including tax return, W-2s, pay-stubs, benefits letters etc.)

I CANNOT AFFORD TO PAY MY FEES, FINES, COSTS, SUPERVISION FEES, RESTITUTION ETC. IN A LUMP SUM. I REQUEST A PAYMENT PLAN CONFERENCE TO ESTABLISH AN INSTALLMENT PAYMENT PLAN. I believe I can afford to pay \$ \_\_\_\_\_ per month based on my current income.  
(Attach a completed *Financial Information Form* and proof of income including tax return, W-2s, pay-stubs, benefits letters etc.)

I DISPUTE THE AMOUNT THE COURT SAYS I OWE. I REQUEST AN OPPORTUNITY TO PROVE WHAT I OWE.  
I believe I owe \$ \_\_\_\_\_ due to the following:  
[ ]

OTHER RELIEF (State your request in detail and attach relevant information):  
[ ]

(Attach Additional Pages If Necessary)

**VERIFICATION**

I, being duly sworn according to law, depose and say that I am the Defendant in the within action and that the facts set forth above are true and correct to the best of my knowledge, information and belief.

I verify that the statements made herein are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date Name of Defendant Signature of Defendant

6/20/12

**FOR OFFICIAL USE ONLY**

F/C: \$ \_\_\_\_\_ OSP: \$ \_\_\_\_\_ Rest: \$ \_\_\_\_\_ Bail: \$ \_\_\_\_\_ Collect Fee: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_  
Employee Date