

JEFFERSON COUNTY PAY OR APPEAR PROGRAM

You owe Legal Financial Obligations (LFO's) to the Court as part of your sentence. The Court is willing to allow you to set up a payment plan to meet that obligation. The payment agreement you sign is a binding legal contract.

You will be required to make a minimum monthly payment each calendar month (January, February, etc.) If you make at least the minimum payment due you do not need to return to Court.

IF FOR ANY REASON YOU ARE UNABLE TO MAKE THE MINIMUM PAYMENT DUE DURING A CALENDAR MONTH YOU MUST APPEAR IN COURT THE SECOND FRIDAY OF THE FOLLOWING MONTH AT 8:30 A.M. TO EXPLAIN WHY YOU WERE UNABLE TO MAKE THE MINIMUM PAYMENT DUE. (For example, if you cannot make the payment due in March, then you must be in court the second Friday in April to explain to the Court why you could not make the payment due in March.)

IF YOU DO NOT APPEAR, AND HAVE NOT MADE THE MINIMUM PAYMENT DUE FOR THE PRECEDING MONTH, A WARRANT WILL BE ISSUED FOR YOUR ARREST AND \$100 WILL BE ADDED TO YOUR DEBT.

If the second Friday falls on a legal holiday you must appear on the third Friday if you have not made the minimum payment due.

HOW TO PAY LEGAL FINANCIAL OBLIGATIONS

To make sure that your payment gets to the correct place and that you get credit for making your payment, please follow these instructions.

PAYING BY MAIL

We can only accept MONEY ORDERS and CASHIER'S CHECKS. **PERSONAL CHECKS ARE NOT ACCEPTED AND WILL BE RETURNED TO YOU.**

Make your MONEY ORDER or CASHIER'S CHECK payable to JEFFERSON COUNTY CLERK. We cannot accept checks that have been altered in any way, or are made payable to someone else and have been endorsed to us on the back.

On the front of the MONEY ORDER or CASHIER'S CHECK, print your name as it appears on the court order, the case number that you are making a payment on, and "LFO payment." If you are paying on more than one case number, indicate the amount to be paid on each case number.

Mail payments to:

JEFFERSON COUNTY CLERK
P.O. BOX 1220
Port Townsend, WA 98368

PAYING IN PERSON

We can accept MONEY ORDERS, CASHIER'S CHECKS and CASH. **PERSONAL CHECKS ARE NOT ACCEPTED.** We cannot accept money orders or cashier's checks that have been altered in any way, or are made payable to someone else and endorsed to us.

Bring payments to the following address:

JEFFERSON COUNTY CLERK
1820 Jefferson Street, 2nd Floor
Port Townsend, WA 98368

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. We are closed on all legal holidays.

ONLINE CREDIT CARD PAYMENTS

Jefferson County does not accept credit card payment directly. We contract with Modern Payments, which will accept your credit card payment through their website. There is a nominal charge for this service.

To make your payment through Modern Payments online you will need your Jefferson County Case Number. Go to www.co.jefferson.wa.us. On the left side of the page, click on "Superior Court Payment." Fill out the billing and payment information. **TO RECEIVE PROPER CREDIT FOR YOUR PAYMENT, BE SURE TO INCLUDE YOUR CASE NUMBER.**

NOTE: A \$100 fee is added to your court imposed fines when you sign up for the Pay or Appear program. An additional \$100 per year will be assessed if you do not make regular monthly payments.

LFO's bear interest at 12% per year. You may wish to make larger payments than the minimum to pay your obligation off sooner. If you maintain a pattern of regular monthly payments until your principal is paid off, you may petition the Judge to waive a portion of the interest that has accrued during the payment period.

The Pay or Appear Program is managed through the office of the Jefferson County Clerk. You can contact our office by calling (360) 385-9126 during regular business hours. You may contact us by mail by writing to:

Pay or Appear Coordinator
Jefferson County Clerk's Office
P.O. Box 1220
Port Townsend, WA 98368

JEFFERSON COUNTY SUPERIOR COURT



PAY OR APPEAR PROGRAM

Information to help you
understand and comply
with your agreement