



Edmonds Municipal Court
250 5TH Ave North
Edmonds WA 98020
edmcourt@edmondswa.gov
(425) 771-0210
(425) 771-0269 Fax

LINDA W.Y. COBURN
JUDGE

SHARON WHITTAKER
COURT ADMINISTRATOR

TIME PAYMENT AGREEMENT

NAME _____ CASE NUMBER _____

ADDRESS _____ PHONE _____ EMAIL _____

CITY _____ STATE _____ ZIP _____

All payments must begin within 30 days from the date this agreement is signed.

The minimum monthly payment of \$50 or \$_____ is due either on the ____ 10th or ____ 20th day of each month beginning the month of _____ until the fine of \$_____ is paid in full.

Your insurance infraction will be dismissed upon payment of \$25 court costs. Your balance of \$_____ is due in full by _____.

A \$10 fee will be assessed for each infraction that is placed on a time payment agreement. This fee shall not exceed \$25 per time payment agreement.

I promise to pay my penalty, as scheduled above, and any subsequent changes to the payment schedule as initiated by me and approved by the Court. I understand that if my payment is not made, I could be subject to further monetary penalty. The amount owed may also be referred to a collection agency per RCW 19.16.500. I also understand that if I fail to comply with my legal financial obligation on a traffic offense, the Court will notify the Department of Licensing and my drivers license may be suspended until all penalties required by rule or law have been paid.

Payments are to be made to the Edmonds Municipal Court, either in person, on-line at Edmondswa.gov, by phone, by mail or by using the 24 hour drop box located at the Court.

Payments can be made using a check, money order, credit/debit card or cash. (DO NOT PUT CASH IN THE 24 HOUR DROP BOX OR SEND IT IN THE MAIL) **A \$3 SERVICE FEE WILL BE ADDED TO ALL CREDIT/DEBIT CARD TRANSACTIONS.**

Time pay statements are mailed as a courtesy. You are responsible to make timely payments whether you receive a time pay statement or not.

Office hours are Monday, Tuesday, Thursday and Friday 8:30 a.m.-4:30 p.m. Wednesday 8:00 a.m.-4:30 p.m. The Court is closed daily from Noon-1:00 p.m. and on Holidays.

DATE _____

DEFENDANT'S SIGNATURE

CLERK'S INITIALS