

SAMPLE

OFFICIAL LETTERHEAD

<DATE>

<DEFENDANT>

<ADDRESS>

<CITY, STATE, ZIP CODE>

RE: <CASE #>

FINAL NOTICE OF LATE PAYMENT

<DEFENDANT>:

A payment toward your fines and fees was due on <DATE> in the amount of <AMOUNT DUE>. If you made or mailed your payment after the date of this letter, please disregard this notice.

A payment is due immediately. You may be arrested if you disregard this notice.

You may avoid having your case reported as noncompliant by contacting the court immediately to make a payment or other payment arrangements. If you are unable to make your payment, call <COURT CONTACT> for information on your payment options. You may request a hearing for the judge to consider your ability to pay and any other options available to satisfy your judgment. You may be able to avoid jail time if you are unable to pay the amount owed without undue hardship.

Call <PHONE NUMBER> for instructions on how to make a payment, for information on your payment options, or to request a hearing.

Sincerely,

<NAME OF PERSON SENDING LETTER>

<TITLE OF PERSON SENDING LETTER>