

Payment Plans

You may request additional time to pay your fine, if necessary. A [Request for a Payment Plan \(PDF\)](#) must be made by the 11th calendar day after the issuance of the citation. However, once you sign the paperwork requesting a Payment Plan, the Judge will sign off on the judgment and the violation will be considered a conviction.

Initial Payment

The Judge requires payment at the time the payment plan is approved. Please call the Court Clerk's Office for further details on the amount of the initial payment needed to start the payment plan, or if there is an issue with providing a down payment at the time of the payment plan request is made.

Balance Due

The Judge requires that any fine balance less than \$200 must be paid within 30 days of the date of extension. A fine balance that is more than \$200 may be extended for up to 90 days if needed, however down payment must be within 30 days of the date payment plan paperwork is signed.

Time Payment Fee

Any fines not paid within 30 days will have an additional \$15 Time Payment Fee added, as required by Texas State Law.

Warrants

Please see the information under [Arrest Warrants \(PDF\)](#) on Payment Plan procedures for warrants. Payment Plans are not permitted on Capias Pro-Fines.

How to Request a Payment Plan

You may request a Payment Plan via email or in person at the Municipal Court counter at City Hall. To request a payment plan by email, please download the Payment Plan Request Form, complete, and email to Municipal Court at [mguthrie \[at\] ci.crowley.tx.us](mailto:mguthrie@ci.crowley.tx.us) or [kwhite \[at\] ci.crowley.tx.us](mailto:kwhite@ci.crowley.tx.us). Your request will be processed and a Payment Plan Agreement will be emailed back to you. Once the Payment Plan Agreement is signed by you, return it to the Municipal Court for the Judge's approval. Once the court receives your signed payment plan agreement you may log in to our online payment portal and make your down payment if applicable.

[Download Request for Payment Plan.](#)

Failure to Comply With Payment Plan

If the balance of your violation is not paid within the time agreed, your case will be set for a show cause docket. An order of show cause will be mailed to the address we have on file. If you fail to appear at this hearing one additional notice will be mailed to you giving you 30 days to make disposition on your case. If disposition is not made a Capias Profine will be processed and additional \$50 warrant fee will be assessed to your case.