

FORM ONE

ORDER SETTING COMPLIANCE HEARING

CASE NUMBER:

DEFENDANT NAME:

COMPLIANCE HEARING DATE:

TOTAL BALANCE DUE:

YOU ARE HEREBY ORDERED to appear before the _____ Court of Common Pleas at _____ on the ____ day of _____, 20____, to explain why you did not pay court fines and costs as required by the _____ Court of Common Pleas.

You MUST appear on the date set forth above, if you have not responded before then.

The Court will **NOT** put you in jail if you appear and are NOT ABLE TO PAY.

FAILURE TO APPEAR may result in your arrest and a finding of contempt of Court.

At the hearing, you may ask the judge to appoint a free lawyer to help you.

If you cannot afford a lawyer, the judge will appoint a free lawyer to help you.

Please see the attached list of your rights and obligations.

BY THE COURT:

Judge, Court of Common Pleas

YOU MUST NOTIFY IMMEDIATELY THE COURT OF ANY CHANGE IN YOUR ADDRESS.

Attachments:

Form Two: Advisement of Rights Regarding Payments and Community Service

Form Three: Notice of Change of Address

FORM TWO

ADVISEMENT OF RIGHTS AND OBLIGATIONS ON PAYMENTS

The Court has required you to pay money.

The amount you owe and when you must pay are listed on the Order given to you.

If you receive a notice that you **owe money to the Court**, you have the following legal rights:

1) You have the right to a court hearing before being jailed for nonpayment.

You can explain that you already paid.

You can explain that you owe less than the amount the Court says you owe.

You can explain that you cannot afford your payments and ask to be temporarily excused from payments.

You can ask the Court to make you pay less.

You can ask the Court to let you pay the money later.

You can tell the Court how much money you have.

You can tell the Court how much you pay for rent, food, or other important things.

2) You have the right to have a lawyer help you at the hearing.

A lawyer can help you avoid jail.

A lawyer can help you explain that you do not have money to pay.

3) You have the right to ask the Judge to appoint a lawyer to help you at the hearing.

The Judge will decide whether to appoint a lawyer for you.

You can ask the Judge to make you pay nothing for the lawyer appointed to help you.

4) Do you want a lawyer? When you arrive in Court, ask the Judge to appoint a lawyer to help you.

5) At the court hearing:

The Judge will decide whether you can pay.

The Judge will decide whether you tried to earn the money to pay.

The Judge will decide whether you could not earn money because you do not have transportation, need to care for your kids, or are disabled.

If you cannot pay, the Judge will decide whether you can pay less or nothing at all, can pay later, or can do work to help the community instead of paying.

The Judge may decide that you did not pay even though you had the money.

Only then, may the Judge sentence you to jail.

Because you owe money to the Court, you also have the following obligations:

- 1) You must contact the Court upon receiving this notice to explain your financial situation.**
- 2) You must appear at the Court on the date listed.**
- 3) You must inform the Court of your current address.**
- 4) You must continue to make a good-faith effort to make payments or find employment so you can make payments to the Court.**

FORM THREE

NOTICE OF CHANGE OF ADDRESS

The undersigned defendant hereby gives notice to the _____ Court of Common Pleas of the following change of my mailing addresses:

.....
Print Full Name Date of Birth

.....
Previous Mailing Address

.....
New Mailing Address

.....
Telephone Number

.....
Email Address (if any)

If you have no fixed address, please provide the best way to contact you: _____

Once you have a mailing address, you **must** contact the Court to update your address.

SIGNATURE

DATE

RETURN THIS FORM TO THE COURT EITHER BY HAND-DELIVERY OR BY U.S. MAIL.