

FINES AND COURT COSTS PROCESS

1. Every defendant must have a Personal Data Sheet with his/her name, phone number, address and email address included.
2. It should indicate on the Personal Data Sheet whether defendant intends to pay in full or needs a payment plan.
3. The Court will send the Information Sheet along with the plea papers to their respective clerk.
4. If for some reason there is not an information sheet, please indicate on the docket sheet whether the defendant is paying in full (Cashiers) or needing a payment plan (Collections).

Please inform the defendant during the plea that:

1. A Payment in Full can be made by:
 - a. A money order or cashier's check dropped in the Misdemeanor Drop Box which is located outside of Crowley at the entry to the Courthouse.
 - b. Credit Card by going to Dallascounty.org and click on the County Clerk's Link and follow the prompts.
2. If the defendant has determined that he/she cannot pay in full, they will receive a call from the collections department at the number and/or email that is provided on the information sheet.