



JOSEPH E. SMITH  
 CLERK OF THE CIRCUIT COURT  
 ST. LUCIE COUNTY, FLORIDA  
 COLLECTIONS DIVISION  
 201 SOUTH INDIAN RIVER DRIVE, 4TH FLOOR  
 FORT PIERCE, FLORIDA 34950  
 (772) 462-6950

In the Circuit Court,  
 Nineteenth Judicial Circuit,  
 in and for County of St. Lucie,  
 State of Florida

**CUSTOMER PAYMENT PLAN INTERVIEW**

Name:

Date:

Case Number:

Please RETAIN this paperwork for your records

\_\_\_\_\_ I will provide my case number(s) each time I make a payment or I will present this paperwork  
*Initial* each time I visit the Clerk's Office

\_\_\_\_\_ I will promptly notify the Collection Department of any address change  
*Initial*

Monthly payment responsibilities

\_\_\_\_\_ The Clerk's Office does not provide coupon books or statements as payment reminders  
*Initial*

\_\_\_\_\_ It is my responsibility to remit my payment each month in a timely manner  
*Initial*

\_\_\_\_\_ If an additional amount is paid within the same month it will credit to the end of my payment plan  
*Initial* it does not omit my next monthly payment

\_\_\_\_\_ "Current" means I have paid my required installment no later than 5:00P.M. on the payment due date  
*Initial* specified on my payment plan agreement each month until the total financial obligations are paid in full

\_\_\_\_\_ If I miss a monthly payment it is my responsibility to immediately contact the  
*Initial* Collection Department to make arrangements to appear in Collection Court to show *legal cause* as to why the court should not proceed with appropriate actions against me

Failure to meet monthly payment responsibilities

\_\_\_\_\_ Driver's license suspension  
*Initial*

\_\_\_\_\_ If my driver's license is suspended for one case I will have to pay *all* my cases in full including  
*Initial* cases not yet suspending my driver's license; an affidavit will be issued upon payment in full

\_\_\_\_\_ Case referred to a collection agency; a 40% fee will be added by the collection agency to each case  
*Initial*

\_\_\_\_\_ A Warrant may be issued  
*Initial*

\_\_\_\_\_ I may be subject to arrest at home and place of employment  
*Initial*

The Clerk of the Circuit Court Collection Department follows collection policies as specified in  
 Florida Statute 28.246, 322.245 and Administrative Order 06-13

(seal)

\_\_\_\_\_  
*Customer Signature*

\_\_\_\_\_  
*Deputy Clerk Signature*