

Pottsboro Municipal Court

Scott Smith, Judge

P.O. Box 1089
411 Franklin Ave.
Pottsboro, TX. 75076
stownsley@cityofpottsboro.com

Stephanie Townsley, Clerk
Local/Fax: 903-786-5334

Financial Hardship/Indigent

If you are financially unable to pay a fine and/or court cost in full (one payment), there are other options, such as time-payment plans and performing community service hours instead of paying the fine and court costs. In certain situations, in which a person cannot perform community service and that person is financially unable (Indigent) to pay their fine and court cost on a time payment plan the Court will hear sworn testimony and look at evidence concerning your financial situation to help you resolve this matter. In certain severe situations, the judge can reduce the fine and court costs or eliminate them completely, depending on the severity of your financial situation. Community service options have been expanded by the Texas Legislature to include: (a) attending work and job skills training; (b) a preparatory class for high school equivalency exam; and (c) service at an educational institution. Should you have any questions regarding these options, please contact the Court.

The **Indigency Program** applies to individuals who are living at or below the federal poverty level, defined annually by the United States Department of Health and Human Services.

Apply:

Complete the **FINANCIAL AFFIDAVIT** in full and accurately.

Complete the **Indigent Hearing Request Form** and submit it to the court for a hearing to be scheduled.

Submitting false information to the Court constitutes the crime of tampering with a governmental record, punishable by incarceration and/or imposition of a fine (Sect.37.10 P.C.)

Supporting Documentation Required:

Supporting documentation is based on the financial affidavit you completed and must be brought with you to your scheduled hearing. Bring copies to provide the Court (copies will remain in your case file).

NO EXCEPTIONS. Failure to bring all documentation to your hearing SHALL result in your hearing being DENIED. You are expected to be prepared.

Examples: federal income tax return, statement of wages (pay stubs), all financial assistance (food stamps, wic, medicaid).

Notification

A notice will be sent to the address that you provided in the written request that will include the date, time, and location of the hearing. It is your responsibility to maintain accurate contact and financial status information with the Court.

2022 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty guideline
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630

For families/households with more than 8 persons, add \$4,720 for each additional person.

INDIGENT HEARING REQUEST

Defendant's Name: _____

Mailing Address: _____

City, State, Zip: _____

Date of Birth: _____ Driver's License: _____

Telephone #: _____

I request an INDIGENT HEARING on the following citations(s) and Offense(s) listed below.

Citation #	Offense	Amount
		\$
		\$
		\$
		\$

I understand I am required to complete in full the Pottsboro Municipal Court Financial Affidavit and provide it completed to the Judge at the hearing with ALL supporting documents.

I understand that a hearing will not take place if all required documentation is not brought to the scheduled Indigent Hearing.

I understand that a notice will be mailed to the address I provided above and **understand** that if this written request is not signed and/or is incomplete the request is automatically denied (no hearing will be scheduled).

I understand that if I am NOT fund indigent (individuals living at or below 125% of the federal poverty level) then I will be expected to make payment at the hearing.

Defendant's Signature _____ Date: _____

NOTE**** If the cases(s) are in warrant status they will remain in effect until the Judge orders the warrant(s) recalled.

Return the signed request to:

1. Pottsboro Municipal Court P.O. Box 1089, Pottsboro, TX. 75076
2. Fax: (903)786-5334 or
3. scan and email to stownsley@cityofpottsboro.com