

**Liberty County Clerk of Court  
Traffic Division  
Request for Partial Payment of Civil Infraction**

Citation(s): \_\_\_\_\_

In order to participate in the Partial Payment Program for the above citations, you must:

1. Submit this completed form, along with a \$25.00 administrative fee, per case, within 30 days from the date you received your citation(s).
2. If you are eligible to attend driver improvement school, you must also include a notarized Election Affidavit. The Affidavit is found on our website.
3. Upon receipt of your application fee and this completed form, you will be given 90 days to pay your citation in full and submit your school completion, if you elected to attend school. You will be mailed a completed Civil Infraction Partial Payment Agreement at the address you have listed below.
4. Failure to pay your citation in full and/or failure to submit your school completion by the date given will result in additional penalties and suspension of your driver's license.

Name: \_\_\_\_\_

(Print)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number(s): \_\_\_\_\_

Signature: \_\_\_\_\_