

**Office of Court Compliance**  
Room 378 City Hall  
Philadelphia, PA 19107  
Email: OCC@courts.phila.gov  
Phone: 215-683-7999 Fax: 215-683-7974



For Official Use Only - Bar Code

**First Judicial District of Pennsylvania**  
**Office of Court Compliance**  
**Payment Plan Conference-Delinquency Hearing-Probation Intake**  
**All Conferences Are Recorded for Quality Control Purposes**

**Commonwealth v** \_\_\_\_\_ -51-CR- \_\_\_\_\_ - \_\_\_\_\_

**a/k/a:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **PP #:** \_\_\_\_\_

At today's Conference, the Defendant's *Net Monthly Income* is found to be \$ \_\_\_\_\_.

The Defendant is directed to pay as follows, effective \_\_\_\_\_:

**Payment Plan Number:** \_\_\_\_\_ **Balance:** \$ \_\_\_\_\_ **Monthly Payment:** \$ \_\_\_\_\_

THE FOLLOWING PARTICIPANT ACCOUNTS HAVE BEEN MERGED:

- The Defendant has paid the sum of \$ \_\_\_\_\_ today and is in compliance with the above Payment Plan. Defendant must pay the sum of \$ \_\_\_\_\_ every month on the \_\_\_\_\_ day of the month to remain in compliance with the Payment Plan.
- Defendant must make a payment of \$ \_\_\_\_\_ on or before \_\_\_\_/\_\_\_\_/\_\_\_\_ to be in compliance with the Payment Plan. Defendant must pay the sum of \$ \_\_\_\_\_ every month on the \_\_\_\_\_ day of the month to remain in compliance with the Payment Plan.
- The Defendant has established that they have lost the County Assistance grant or the General Assistance grant which was discontinued on August 1, 2019, and that the Defendant has no other income. The Payment Plan is deferred for a period of six months to \_\_\_\_\_. Defendant must contact the Office of Court Compliance in the event Defendant's financial situation improves before the above date.  
Defendant may be entitled to other benefits and is encouraged to contact COMPASS at [www.compass.state.pa.us](http://www.compass.state.pa.us)
- The Defendant has no income. The Payment Plan is deferred for \_\_\_\_\_ days. The Payment Plan Conference is rescheduled for \_\_\_\_\_ at \_\_\_\_\_ AM/PM in Room 378 City Hall, Philadelphia, PA 19107.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Office of Court Compliance Clerk

\_\_\_\_\_  
Signature

**I ACKNOWLEDGE RECEIPT OF A COPY OF THIS PAYMENT PLAN ENTRY/MODIFICATION**

I understand that if I do not make the required payments my case will be referred to a private collection agency. If referred, I will be charged a collection fee, in addition to the amount I owe, of 25 %. Upon referral, I must send all future payments to the private collection agency and not to the FJD, and 25% of each payment I make will be paid to the private collection agency.

I also understand and agree that I will not withhold financial information from the Court and will notify the Office of Court Compliance in writing within 10 days in the event of a change in my address, job status or income. Finally, if I have the financial ability to pay, a contempt hearing or violation of probation hearing may be scheduled by the Court and I may be found in contempt of court.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Defendant

\_\_\_\_\_  
Signature of Defendant

**WHERE TO MAKE PAYMENTS**

**By Mail:**  
Office of Court Compliance  
370 City Hall  
Philadelphia, PA 19107  
(215) 683-7999

**Online at PAePay:**  
<http://uisportal.pacourts.us/ePay/>  
**No Cash Payments by Mail**  
**In-Person Payment Accepted:**  
**Cash, Credit/Debit, Check or Money Order**  
**Payable to: First Judicial District of PA**

**In Person**  
**Justice Stout Center**  
1301 Filbert Street (Basement)  
Philadelphia, PA 19107