



City of Bastrop Municipal Court of Record
Address: 104 Grady Tuck Ln., Bastrop, TX 78602
Phone #: 512-332-8650
Email: BMC@cityofbastrop.org

ATTENTION DEFENDANT:

To request an indigent hearing for your case(s), please fully complete **(do not leave anything blank)** and submit the attached indigent packet along with the required supporting documents. You must complete a plea form for each case you are requesting an indigency hearing for.

You may submit the documents by one of the following options:

- 1) **Email:** bmc@cityofbastrop.org
- 2) **Mail:** 104 Grady Tuck Ln., Bastrop, TX 78602
- 3) **In person:** 104 Grady Tuck Ln., Bastrop, TX 78602 –
Monday through Thursday 8 am to 4 pm or Friday 8 am to 12 pm.
- 4) **Drop box:** Located in front of the court building – 104 Grady Tuck Ln., Bastrop, TX 78602

STATE OF TEXAS

vs.

_____, Defendant

§

§

§

CITATION #: _____

OFFENSE DATE: _____

Plea Form

For the offense of _____, I wish to enter a plea of (Deseo entrar en una declaración de):

Guilty/Culpable

I waive my right to a jury trial or hearing by the Court, and agree to pay the fine and costs assessed. I understand that my plea may result in a conviction on either a criminal record or a driver's license record. Furthermore, if I have posted a cash bond, I give my permission to apply my bond towards the fine and costs on the case number listed above.

Renuncio a mi derecho a un juicio con jurado o audiencia por el Tribunal, y de acuerdo en pagar la multa y los costos evaluados. Entiendo que mi petición puede resultar en una condena a ambos antecedentes penales o registro de licencia de conducir. Por otra parte, si he publicado una fianza en efectivo, doy mi permiso para aplicar mi vínculo hacia la multa y los costos en el número de caso que aparece arriba.

No Contest/Ninguna Competencia

I waive my right to a jury trial or hearing by the Court, and agree to pay the fine and costs assessed. I understand that my plea may result in a conviction on either a criminal record or a driver's license record. Furthermore, if I have posted a cash bond, I give my permission to apply my bond towards the fine and costs on the case number listed above.

(Renuncio a mi derecho a un juicio con jurado o audiencia por el Tribunal, y de acuerdo en pagar la multa y los costos evaluados. Entiendo que mi petición puede resultar en una condena a ambos antecedentes penales o registro de licencia de conducir. Por otra parte, si he publicado una fianza en efectivo, doy mi permiso para aplicar mi vínculo hacia la multa y los costos en el número de caso que aparece arriba.)

I have read and understand my plea (He leído y entendido mi súplica). I hereby request a payment plan for my citation / case.

Signed this the _____ day of _____, 20_____.

Defendant Signature: _____

Mailing Address: _____

Phone #: _____

Email address: _____



CAUSE NUMBER: _____

STATE OF TEXAS

vs.

_____,
DEFENDANT

§
§
§

IN THE MUNICIPAL COURT
OF THE CITY OF BASTROP,
BASTROP COUNTY, TEXAS

ALL DEFENDANTS unable to pay the **ENTIRE FINE AND COURT COSTS WHEN SENTENCED** are **REQUIRED** to **CAREFULLY READ** and **ACKNOWLEDGE** the following:

TODOS los **DEFENDIENTES** sin capacidad de pagar **LA MULTA COMPLETA Y LOS COSTOS** de **CORTE** despues de la sentencia, **NECESITARAN LEER** completamente y **RECONOCER** lo siguiente:

I, the undersigned, acknowledge that until my fines and courts costs are paid in full, I agree to notify the Court of any changes in my personal financial situation that will likely interfere with my ability to pay the fine and court costs in the manner ordered by the Judge.

Yo, el infrascrito, reconozco que hasta que mis multas y el costo de corte son completamente pagados yo estoy de acuerdo en notificar a este juzgado de cualquier cambio en mi situacion financiera o personal que interfiera con mi capacidad de pagar la multa y costos de corte en la manera ordenada por el Juez.

It is my responsibility to keep the Court informed of my ability to pay the fine and court costs. It is my responsibility to keep the Court informed in the event of financial hardship.

Es mi responsabilidad de informar a este juzgado de mi capacidad de pagar la multa y los costos de la corte. Es mi responsabilidad de informar a este juzgado en caso de dificultades economicas.

Depending on the situation, I understand that the Judge may be able to offer me other ways to pay or earn credit towards my fine and court costs. For the Judge to consider such circumstances, and to avoid the possibility of being arrested, I am required to provide timely and sufficient proof to the Court.

Dependiendo en la situacion, yo comprendo que el juez podra ofrecerme otras maneras de recibir or ganar credito hacia la multa y los costos de corte. Para que el juez considere la circunstancia, y para evitar la posibilidad de ser detenido, yo necesito proveer suficientes y oportunas pruebas a este juzgado.

Defendant's Signature/Signatura de Defendiente

Judge, Municipal Court
City of Bastrop, Texas
Bastrop County



CITY OF BASTROP MUNICIPAL COURT
Application and Financial Affidavit for Time Payment Plan

Please **COMPLETE ALL** information and print legibly. **DO NOT LEAVE ANY BLANKS.**

INITIAL ALL THAT APPLY.

_____ **The Court has advised me that I am responsible for satisfying the judgment and sentence:**

in the amount of \$ _____ in Cause Number _____;

in the amount of \$ _____ in Cause Number _____;

in the amount of \$ _____ in Cause Number _____; and

in the amount of \$ _____ in Cause Number _____.

_____ **I assert that I am unable to pay the fine and costs immediately and that the following information is documentation that I have insufficient resources or income to pay today.**

_____ I request that I be able to discharge the fine and costs by performing community service, because I have no resources to pay and I am unable to pay the fine and costs.

_____ I have been determined to be indigent by the federal government and I am receiving or I am eligible to receive assistance under a federal program. Name of program: _____.

APPLICATION FOR TIME PAYMENT, EXTENSION, COMMUNITY SERVICE, OR WAIVER

Name: _____ Telephone Number: _____

Address: _____

Employer: _____ Job Title: _____

Employer's Address: _____

Salary: \$ _____ per _____ Employer's Telephone Number: _____

Marital Status (Check One): Married Single Divorced Widowed

Spouse's Name: _____ Spouse's Salary: \$ _____ per _____

Spouse's Employer: _____ Spouse's Job Title: _____

List the source and amount of any other income you receive: \$ _____

List all your dependents, their ages, and their relationship to you: _____

Your residence is (Check One): Rented Owned Rent-Free

LIST ALL BANK ACCOUNTS IN YOUR NAME OR FROM WHICH YOU MAY WITHDRAW FUNDS:

Name of Institution	Address of Institution	Type of Account	Account Balance
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APPLICATION FOR TIME PAYMENT, EXTENSION, COMMUNITY SERVICE, OR WAIVER (Page 2 of 4)

ESTIMATE YOUR AVERAGE CURRENT MONTHLY EXPENSES FOR YOU AND YOUR FAMILY:

- a. Home mortgage payment, rent, or lot rental for trailer: \$ _____
- b. Routine home maintenance: \$ _____
- c. Utilities (electricity, water, gas, telephone): \$ _____
- d. Food and sundries: \$ _____
- e. Clothing: \$ _____
- f. Laundry and cleaning: \$ _____
- g. Newspapers, periodicals, & books, including schoolbooks: \$ _____
- h. Medical, dental, and drug expenses: \$ _____
- i. Insurance (auto, life, medical, homeowners/renters): \$ _____
- j. Transportation, including auto payments: \$ _____
- k. Taxes not deducted from wages or included in mortgage: \$ _____
- l. Alimony or support payments: \$ _____
- m. Religious/charitable contributions: \$ _____
- n. Other expenses (use reverse side if necessary):
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

LIST ALL REAL ESTATE OWNED BY YOU AND YOUR SPOUSE:

LIST THE ESTIMATED VALUE FOR ALL PERSONAL PROPERTY OWNED BY YOU OR YOUR SPOUSE:

- a. Deposits in financial institutions and cash on hand: \$ _____
- b. Household goods and supplies (use reverse side if necessary):
_____ \$ _____ _____ \$ _____ _____ \$ _____
_____ \$ _____ _____ \$ _____ _____ \$ _____
_____ \$ _____ _____ \$ _____ _____ \$ _____
- c. Household furniture and furnishings (use reverse side if necessary):
_____ \$ _____ _____ \$ _____ _____ \$ _____
_____ \$ _____ _____ \$ _____ _____ \$ _____
_____ \$ _____ _____ \$ _____ _____ \$ _____
- d. Jewelry (use reverse side if necessary):
_____ \$ _____ _____ \$ _____ _____ \$ _____
_____ \$ _____ _____ \$ _____ _____ \$ _____
_____ \$ _____ _____ \$ _____ _____ \$ _____

APPLICATION FOR TIME PAYMENT, EXTENSION, COMMUNITY SERVICE, OR WAIVER (Page 3 of 4)

e. Sports equipment and musical instruments (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

f. Television, home theater, media, and stereo equipment (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

g. Household appliances (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

h. Automobiles, trucks, trailers, boats, and accessories (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

i. Machinery and tools, lawn and garden equipment (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

j. Office equipment, supplies, furniture, and inventory (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

k. Farming equipment, supplies, livestock, and other animals (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

l. Any other property not listed above (use reverse side if necessary):

_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____

LIST ALL OF YOUR CREDITORS (including credit cards) AND THE AMOUNT YOU OWE EACH

(Use reverse side if necessary):

_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____

YOUR INITIAL BY EACH OF THE FOLLOWING STATEMENTS INDICATES THAT YOU HAVE READ THE STATEMENT, UNDERSTAND IT, AND AGREE TO IT.

- ___ I **promise** that I will notify this Court any changes of my address or telephone number within seven (7) days of the change.
- ___ I **understand** that I have a continuing obligation to notify the Court of any changes in my financial status that may hinder my ability to satisfy the judgment or help me satisfy the judgment.
- ___ I **understand** that if I pay any part of the fine, costs, or restitution (if applicable) on or after the 31st day after judgment was entered that I am responsible for paying a \$15 time payment reimbursement fee (Article 102.030, Code of Criminal Procedure).
- ___ I **understand** that submitting false financial information to the Court constitutes the crime of tampering with a governmental record, punishable by incarceration and/or the imposition of a fine (Section 37.10, Penal Code). I swear that all the information in this application is true, correct, and complete to the best of my knowledge and belief.

IF YOU RECEIVE ANY GOVERNMENTAL ASSISTANCE, YOU MUST SUBMIT A COPY OF YOUR AWARD BENEFITS LETTER STATING ALL ASSISTANCE AND AMOUNT RECEIVED. YOU MUST ALSO SUBMIT PROOF OF ALL INCOME AND EXPENSES, BANKING INFORMATION, AND CREDITOR INFORMATION LISTED.

ACKNOWLEDGEMENT AND DECLARATION

YOUR INITIAL BY EACH OF THE FOLLOWING STATEMENTS INDICATES THAT YOU HAVE READ THE STATEMENT, UNDERSTAND IT, AND AGREE TO IT.

- ___ I **promise** that I will notify this Court in person or by first-class mail (mail to 104 Grady Tuck Ln., Bastrop, TX 78602) of any changes of my address or telephone number within five (5) days of the change.
- ___ I **understand** that I have a continuing obligation to notify the Court of any changes in my financial status that may hinder my ability to satisfy the judgment or help me satisfy the judgment.
- ___ I **understand** that if I pay any part of the fine, costs, or restitution (if applicable) on or after the 31st day after judgment was entered that I am responsible for paying a \$15 time payment fee if citation is issued on or before 12/31/19, if citation was issued on or after 1/1/20 the Time Payment Reimbursement fee will be \$15 (Section 133.103, Local Government Code).
- ___ I **understand** that submitting false financial information to the Court constitutes the crime of tampering with a governmental record, punishable by incarceration and/or the imposition of a fine (Section 37.10, Penal Code). I swear that all the information in this application is true, correct, and complete to the best of my knowledge and belief.
- ___ I **understand** that if I am found indigent, a conviction(s) may be reported to the Department of Public Safety.

Defendant's Signature _____ Date: _____

Items required to be attached to your indigent application:

- Income verification:
 - 2 current pay stubs and/or
 - W2 tax form and/or
 - Assistance information such as:
 - Disability pay,
 - Food stamps
 - Housing information

- Most recent utility bills:
 - Water
 - Electric
 - Gas

- Rent, Lease, or House Payment
 - Cancelled check
 - Lease agreement
 - Rent receipt

- Proof of Insurance payments you routinely make.

- Childcare and/or child support statement
 - Cancelled check or
 - Tax return

- Any other bills / statements to verify your income and expenses.