

**Rule 7: Procedures Involving Fine Payments
and Rescheduling of Incarceration**

- 7.1** For every criminal or traffic offense where a defendant has been adjudicated guilty, the defendant or counsel for such defendant may obtain one (1) extension of time, not to exceed thirty (30) days, from the Court Clerk's office to extend a fine/fee payment and/or to reschedule a period of incarceration. However, requests for a payment extension or incarceration reschedule must be received by the Clerk's office prior to the day a payment is due or the incarceration period is to begin. However, in no circumstance shall a payment extension or incarceration reschedule alleviate a defendant's obligation to appear for any scheduled court appearance(s) unless approved in advance of the scheduled court appearance by a Judge.
- 7.2** After one (1) such Clerk's extension of time has been granted, the Clerk may not again extend or delay a payment or period of incarceration in such case except:
- A. Upon the written authority of a Judge; or
 - B. As may otherwise be permitted by these Rules.
- 7.3** Fine, cost and fee payments can be made to the Court through any form of valid, legal, United States currency as well as cashier's checks, money orders, credit cards, debit cards, personal checks (with the exception of payment via personal check for reinstatement fees). However, if fines are paid utilizing coins, then the coins must be wrapped in coin wrappers denoting the denomination of the coins and not loose. Moreover, the total of payments made via coins can not exceed \$5.00.