



FRANKLIN COUNTY MUNICIPAL COURT

CLERK OF COURT, 1ST FLOOR • 375 SOUTH HIGH STREET • COLUMBUS, OHIO 43215

MAIL PAYMENT FORM

To pay by mail, place a **CHECK** or **MONEY ORDER**, made payable to the Franklin County Municipal Court for the total amount due. **Do not mail cash. Credit card payments submitted on this form will not be processed, please use the online payment option or pay in person.** Mail this completed form, payment, and if necessary proof of insurance* to the following address. Use a black or blue ink pen and print information clearly.

Franklin County Municipal Court
Lori M. Tyack, Clerk
375 South High Street, First Floor
Columbus, OH 43215-4520

Defendant Name _____

Ticket / Case Number _____

I, the defendant, by submitting payment do hereby enter my plea(s) of guilty to the offense(s) charged in this ticket. I realize that by submitting payment in full I admit my guilt to the offense(s) charged and waive my right to contest the offense(s) in a trial before the court or jury. Further, when applicable, I realize that a record of this plea will be sent to the Ohio Bureau of Motor Vehicles. I have not been convicted of, pleaded guilty to, or forfeited bond for two or more prior moving traffic offenses within the last 12 months. I plead guilty to the offenses(s) charged.

If you have appeared before and been sentenced by a judge or magistrate please disregard the paragraph above.

Signature of Defendant **Date**

If your check or money order is not properly completed, you may be assessed a late fee or license forfeiture. If your check is returned for insufficient funds or a closed account, a bad check fee will be assessed and the case may be assigned to collections or a warrant may be issued.

If payment is not received on or before your court date, or you do not appear on the court date, a warrant may be issued for your arrest, along with additional court costs, and your driver's license may be suspended.

Call our office at (614) 645-8186, Monday through Sunday between the hours of 8:00 a.m. and 8:00 p.m. if you have any questions.

** If proof of insurance or financial responsibility was not provided at the time of offense and this citation was received in the operation of a motor vehicle, include a photocopy of the defendant's insurance or financial responsibility card that was effective at the date and time of offense. Do not send the original insurance card.*