



# City of Austin Municipal Court

*Address:* 700 E. 7<sup>th</sup> St., Austin, TX 78701

*Mail:* P.O. Box 2135, Austin, TX 78768

*Phone:* (512) 974-4800; *Fax:* (512) 974-4882

*Email:* [court@austintexas.gov](mailto:court@austintexas.gov); *Internet:* [www.austintexas.gov/court](http://www.austintexas.gov/court)



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## Alternative Payment Options

### Unable to Pay?

Payment alternatives may be available to you. All payment alternatives must be approved by a judge. Proof of income and expenses is required. If you or your dependent(s) receive federal assistance (i.e. food stamps, *Temporary Assistance for Needy Families* (TANF), *Women, Infants and Children* (WIC), Medicaid, Section 8, disability), please be sure to indicate the type of assistance received on the financial affidavit and bring proof of the assistance received to court.

- 1. Lower Payment Plan Amount:** If you are unable to pay the minimum monthly payment amount to satisfy your court obligation, please complete a [financial affidavit \(English form\)](#) and bring proof of income and expenses with you to court.
- 2. Community Service:** If you are unable to pay and would like to request Community Service, please complete a [financial affidavit](#) and bring proof of income and expenses to court.
- 3. Jail Credit:** If you have been incarcerated, you may request credit for time served. To request credit for time served, you must complete the [Out of Custody Jail Credit Request form](#) and provide proof of incarceration from a jail or prison that includes the dates you were incarcerated. If you were in custody at Travis County Jail, we will be able to provide proof for you at no charge. If you have not already entered a plea of guilty for the case(s) you are requesting jail credit for, you will be required to do so.

If you have extenuating circumstances that limit your ability to pay or perform community service, you may appear before a judge during a Walk- in docket session to discuss other options that may be available to you.

Please complete a financial affidavit and be prepared to provide proof of income and expenses on the day you appear to see a judge. A compliance office clerk will review your paperwork before you see a judge. The court holds a Walk-In docket Monday-Thursday from 8am-11am and from 1:30pm-3:45pm with an additional evening docket on Thursdays from 6pm-8:30pm. If you have questions about the financial affidavit or the Walk-In court process, please contact us at (512) 974- 4800, Monday-Friday, from 8am-5pm.

The Walk- in Docket is held at the Court's Downtown location, 700 E. 7<sup>th</sup> Street, Austin, Texas 78701.