

**Attachment A**  
**NOTICE TO CREDIT CARD PAYORS**

Case Number

\_\_\_\_\_ COURT, \_\_\_\_\_ COUNTY

Paying any amount owed to the Alabama Courts for court costs, fines, etc. while using a credit card, charge card or debit card will require an additional 4% credit card processing fee; also called administrative or convenience fee. This 4% credit card processing fee will have a minimum of \$1 if 4% of the amount being paid to the courts calculates to less than \$1. Anything that calculates to an amount over the \$1 minimum will be calculated at 4% exactly.

For example, if paying \$20 to the Alabama Courts, the 4% convenience fee calculates to \$0.80 and will be rounded up to \$1. The total collected would be  $\$20 + \$1 = \$21$ . Likewise, paying \$26 to the Alabama Courts calculates to a \$1.04 convenience fee. The total collected would be  $\$26 + \$1.04 = \$27.04$ .

The additional 4% is not an added portion to the judgment or the amount owed; rather it covers the processing of the credit card payment pursuant to subpara. (d) (2) of Act 2014-166.

**NOTICE: YOU ARE NOT OBLIGATED TO USE A CREDIT CARD, HOWEVER, SHOULD YOU DECIDE TO USE A CREDIT, CHARGE OR DEBIT CARD, A 4% ADMINISTRATIVE FEE (CONVENIENCE FEE) WILL BE ADDED TO THE AMOUNT OWED TO THE ALABAMA COURTS.**

Also, although you have the right under federal law and the agreement with your Credit Card Company or bank to contest a charge, by using a credit card, charge card, or debit card to pay what you owe to the Alabama Courts for your judgment, restitution, child support, fines, court costs, and/or other fees, you voluntarily waive that right.

**WARNING: YOU COULD FACE FINES, IMPRISONMENT AND OTHER PENALTIES UNDER FEDERAL AND STATE LAW SHOULD YOU STEAL, FRAUDULENTLY USE, OBTAIN, OR IN ANY WAY MISUSE THE CREDIT CARD OF ANOTHER PERSON.**

Print Name of Payor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Payor: \_\_\_\_\_

Dollar Amount: \_\_\_\_\_

**Attachment B**  
**AGREEMENT TO PAY DEBT OF**  
**ANOTHER**

Case Number

I, \_\_\_\_\_, hereby state and attest that I am present at the  
(Payor's Name - Print)  
location above and am paying the debt of \_\_\_\_\_  
(Defendant's Name - Print)

in the case identified above. I also understand that the Debtor is the party assessed the amount owed, not me, and that (s)he pleads guilty to the charge in the case, identified above. I also understand that the Debtor cannot transfer, delegate, or in any way force or impose this debt upon me. Further, I understand that there are criminal penalties for misusing, stealing, or fraudulently obtaining another person's credit card.

I do this knowingly and voluntarily and hereby swear or affirm that I will in no way contest this payment I make with any entity, including my own credit card company. I hereby waive any rights to contest this payment I may have pursuant to any agreement with my credit card company or based on federal or state law. I agree the correct payment is stated above, and I understand that I am paying the additional 4% which is the administrative fee/ convenience fee.

\_\_\_\_\_  
Dollar Amount

\_\_\_\_\_  
Payor (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payor (Signature)

\_\_\_\_\_  
Payor Address

\_\_\_\_\_  
Payor City, State, Zip Code

\_\_\_\_\_  
Payor Phone Number

\_\_\_\_\_  
Circuit Clerk's Office Representative

\_\_\_\_\_  
Date