

# Payment Plan

## How to request a payment plan:

### **Email:**

1. Email a completed [Plea Form](#) and write a request for a payment plan to the court.
2. Email a copy of your driver's license, ID or passport to [court@mcgregor-texas.com](mailto:court@mcgregor-texas.com)
3. You must be prepared to pay \$100.00 before your application is approved. If your case is in warrant status, you will be required to pay a fourth of the full balance. You can make payments by going to [www.trafficpayment.com](http://www.trafficpayment.com) or calling 1-800-444-1187.
4. The court will email you the payment plan and the receipt of payment to the email address you submitted your request through. Please allow the court 4 business days to complete your request.

### **Mail:**

1. Mail a completed [Plea Form](#) and mail the form and a written request for a payment plan to the court.
2. Mail the Plea Form, a copy of your driver's license, ID or passport and a money order or cashier's check in the amount of \$100.00 to McGregor Municipal Court, PO Box 192, McGregor, TX 76657. If your case is in warrant status, you will be required to pay a fourth of the full balance owed at the time of making the request. You can also make payments by going to [www.trafficpayment.com](http://www.trafficpayment.com) or calling 1-800-444-1187.
3. The court will mail your payment plan order and the receipt of payment to the address you provide on the plea form.

### **In Person:**

Come to the court located at 302 S. Madison Street with a form of ID and a clerk will give you the required documents to fill out. You will be required to pay \$100.00 upfront. If your case is in warrant status, you will be required to pay a fourth of the full balance owed.

**\*\*\*IF THE COURT IS CLOSED, YOU CAN PUT YOUR REQUEST AND PAYMENT IN THE DROP BOX LOCATED ON THE RIGHT SIDE OF THE BUILDINGS FRONT DOOR\*\*\***