

Kathy Blount
General Sessions Court Clerk



Criminal Justice Complex
515 S. Liberty St., Suite 300
Jackson, TN 38301
Phone: (731) 988-3114
Fax: (731) 265-5398

Madison County General Sessions Court Clerk

May 2011

Theses are samples of letters that are used in Madison County General Sessions for collection of fines and court costs. They are four different stages of letters that are used in the probation period of the case.

- (A) Letter in general to let defendant know of payment plan if was not able to speak with defendant in person.
- (B) Reminder letter (if Judge gives a deadline of several months for payment in full)
- (C) Past due notice (chance to catch up and prevent further legal action)
- (D) Final notice (before violation of probation warrant is issued)
- (E) Cards that are used in court/office and given to defendant to help them remember the payment plan

Please feel free to use them is creating letters to help in your collection departments.

June Aldridge
Madison Co Gen Sessions
Collections
731-423-6017

june.aldridge@tncourts.gov

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Madison County General Sessions Court Clerk

DATE

State of Tenn. vs.

JOHN DOE
STREET ADDR
CITY, STATE ZIP

DOCKET: ##CR## \$0.00

Per the agreement in General Sessions, the payment agreement on the above listed case is to pay \$100.00 per month beginning on/or before June 6, 2011.

Failing to pay fines, restitution and/or court costs as ordered is considered a violation of probation and could result in a warrant for your arrest.

THIS OFFICE WILL NOT BE HELD RESPONSIBLE FOR PAYMENTS MADE OUT INCORRECTLY.
Personal checks will NOT be accepted. Please include your name and docket # and mail only money orders or cashier checks payable to:

Madison Co General Sessions
Attn: Credit File
515 S. Liberty St Suite 300-A
Jackson, TN 38301

Credit/debit card payments accepted online : www.co.madison.tn.us/generalsessions
Case number is required.

Ms. Aldridge, Deputy Clerk
(731) 423-6017
cc: in file

Kathy Blount
General Sessions Court Clerk



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Madison County General Sessions Court Clerk

STATE OF TN Vs.

DATE

JOHN DOE
STREET ADDR
CITY, STATE ZIP CODE

Reminder

DOCKET: ##CR### \$0.00

Due in full by DATE

This letter is a reminder that the above listed amount(s) must be PAID IN FULL by the deadline date(s) as listed above.

Not paying your fines, court costs and/or restitution is considered a violation of probation and can result in a warrant for your arrest.

All mailed payments are to be made by money order or cashier's check ONLY. THIS OFFICE WILL NOT BE HELD RESPONSIBLE FOR PAYMENTS MADE OUT INCORRECTLY. Personal checks will NOT be accepted. Include your name and docket number and make payable to:

Madison County General Sessions
515 S Liberty St Suite 300-A
Jackson, TN 38301

Credit/debit card payments accepted online: www.co.madison.tn.us/generalsessions
Case (docket) number is required.

Ms. Aldridge
General Sessions Deputy Clerk
(731) 423-6017
cc: in file

Kathy Blount
General Sessions Court Clerk



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515 S. Liberty St., Suite 300
Jackson, TN 38301
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Madison County General Sessions Court Clerk

STATE Vs

DATE

JANE DOE
STREET ADDR
CITY, STATE ZIP

DOCKET: ##CR## \$0.00

PAST DUE NOTICE

PAYMENT PLAN \$50.00 month beginning April 30, 2011

LAST PAYMENT DATE none

AMOUNT DUE* \$100.00 (for April and May)

PAY AMOUNT DUE BY May 31, 2011

***Not paying on your fines and costs as directed can be considered a violation of your probation. You MUST pay the above FULL amount to prevent further legal action such as a warrant for your arrest and possible jail time.**

THIS OFFICE WILL NOT BE HELD RESPONSIBLE FOR PAYMENTS MADE OUT INCORRECTLY. No personal checks will be accepted. Mail a money order or cashiers check and include your name and docket number on each payment and make all payments payable to:

Madison County General Sessions Court
Attn: Credit file payments
515 S Liberty St Suite 300-A
Jackson, TN 38301

Credit/debit card payments accepted online: www.co.madison.tn.us/generalsessions
Case number is required.

Ms. Aldridge
General Sessions Deputy Clerk
(731) 423-6017
cc: in file

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General Sessions Court Clerk



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Madison County General Sessions Court Clerk

STATE Vs.

May 6, 2011

JANE DOE
STREET ADDR
CITY, STATE ZIP

DOCKET: ##CR### \$0.00

READ THIS LETTER CAREFULLY
FINAL NOTICE

THIS IS YOUR FINAL CHANCE TO PAY BEFORE THIS OFFICE SEEKS FURTHER LEGAL ACTION.

This office has given you an opportunity to make payments and you continue to fail to comply. **As of May 31, 2011 this office will be seeking further legal action such as a warrant for your arrest unless the above listed case is paid in full. Partial payment will not prevent warrant from being issued.**

YOU MUST REMIT A MONEY ORDER IN THE FULL AMOUNT OF **\$0.00** TO BE RECEIVED ON OR BEFORE **May 27, 2011**. If this **FULL** amount is not paid by the date given, this office will seek further legal action such as a warrant for your arrest.

All mailed payments are to be made by money order or cashier's check **ONLY. THIS OFFICE WILL NOT BE HELD RESPONSIBLE FOR PAYMENTS MADE OUT INCORRECTLY. No personal checks will be accepted.** Include your name and docket number on your payment and make payable to:

Madison Co General Sessions
Attn: Credit file payments
515 S Liberty St Suite 300-A
Jackson, TN 38301

Credit/debit card payments accepted online: **www.co.madison.tn.us/generalsessions**

Ms. Aldridge
General Sessions Deputy Clerk
(731) 423-6017
cc: in file

MADISON CO GENERAL SESSIONS
515 S. LIBERTY ST.
SUITE 300-A
JACKSON, TN 38301

CASE # _____

MADISON CO GENERAL SESSIONS
ATTN: CREDIT FILE
515 S. LIBERTY ST. Suite 300-A
JACKSON, TN 38301

Case # _____ Total \$ _____

\$ _____

WEEKLY BI-WEEKLY MONTHLY

DUE DATE: _____

Contact Ms. Aldridge to discuss payment arrangements
For CRIMINAL or ORDER OF PROTECTION
cases only (this does not include CIVIL or TRAFFIC)
(731) 423-6017
(see back for more information)

approximate total

Ms. Aldridge (731) 423-6017

In office: Pay by Cash, Money order or Debit card

Make money order payable to MADISON COUNTY GENERAL SESSIONS
NOT PAYING FINES AND COSTS CAN RESULT IN FURTHER LEGAL ACTION.
* MUST * Send self addressed stamped envelope for receipt

PAYMENTS UNDER \$50.00 WILL NOT BE ACCEPTED

Pay by Credit or Debit card online on the Madison county website:

www.co.madison.tn.us/generalsessions

Go to "online payments" You must have your case number

PAYMENTS UNDER \$50.00
WILL NOT BE ACCEPTED

In Office: Pay by Cash, Money order or Debit Card

Pay by Credit or Debit card online on the Madison county website:

www.co.madison.tn.us/generalsessions

Go to "online payments" You must have your case number