



## OFFICE OF CLERK OF COURT

COURTHOUSE, 301 WASHINGTON STREET, OCONTO WI 54153-1699

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### Payment Plan Request

To request a payment plan, please compose a letter to the Judge/Court Commissioner using the following format.

Date

Oconto County Case #

Dear Honorable Judge/Commissioner,

Paragraph including

1. Your request for a payment plan or extension
2. The reason for your request
3. How much you are requesting your monthly payment be
4. The day each month you'd like to make the payment

Signature

Current Address

Phone Number

Letters are to be submitted at the Clerk of Courts Office or mailed to Clerk of Courts, 301 Washington St, Oconto, WI, 54153.

Please include your first payment with your request.

Your letter will be reviewed by the Judge/Court Commissioner. If your request is granted, you will receive a Payment Plan Summary in the mail. If it is denied, you will receive a phone call from our office.

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