

**POLK COUNTY ATTORNEY'S OFFICE  
PAYMENT PLAN INSTRUCTIONS**

**You are to go to:**           **Polk County Attorney's Office**  
Polk County Justice Center  
222 5<sup>th</sup> Avenue  
Des Moines, IA 50309

**You can go on:** Mon – Fri 8:00 am to 3:30 pm. You do not need an appointment.

**You are to set up:**       Payment Plan or Wage Assignment

**You MUST bring the following with you:**

- 1) \$100 **MONEY ORDER** payable to: "Clerk of Court" **AND**
- 2) **Proof of income:** (You must have one of the following)
  - a. Recent paycheck stubs (two is preferred)
  - b. Government assistance benefits (bring award letter)
  - c. Unemployment income (statement of unemployment benefits receiving)
  - d. Self employment income (proof of recent income)
  - e. If you have no income you need to get a "white sheet" from Iowa Workforce Development.

**IMPORTANT NOTE:** You may not be allowed to set up a payment plan if you have had a previous plan with our office and that plan is delinquent or revoked. Also, at least one case must be 91 days past due to be eligible for a payment plan.