

YOUTHFUL OFFENDER CASES
IMPORTANT INFORMATION REGARDING YOUR CASE!

Read the following information carefully.

Failure to follow the instructions could result in your incarceration.

1. This case, according to the State of Alabama, is sealed. This means that due to the plea you entered, the only person that is allowed access to any information concerning your case is you. The only way information can be obtained is if you appear in Magistrate's office and provide an ID. No conversations about your case, your balance, or your court date can or will be discussed over the telephone, with anyone. **No exceptions.**
2. Payments are due by noon on the date before court is set. If the payment has not been paid, you are required to appear in court at 9:00 a.m. at the Ashford Depot located at 312 Midland Street.
3. Payments are made at the City of Ashford Municipal Court, 525 North Broadway Street (City Hall). You may make your payments between 8:00 a.m. and 4:30 p.m.; Monday – Friday; closed 12:00 – 1:00 p.m. for lunch. The office is also closed during all legal holidays.
4. Payments are acceptable by money order, or cashier's check made payable to the City of Ashford and must include your case number(s). Personal checks are **not** accepted.
5. You may mail your payments to the City of Ashford Municipal Court, P.O. Box 428, Ashford, Alabama 36312. Do not send cash or personal checks. Payments in the mail can only be money orders or cashier's checks and must include your case number(s). If you want a receipt, you must enclose a self-addressed stamped envelope with your payment. A money order purchase receipt is not sufficient proof of payment. Payments can be made online at:
<https://www.ncourt.com/xpress/xonlinepayments.aspx?juris=3A9F42F6-C7AF-46D3-B3BB-0489D963D4D2>.
6. If you change address from the location listed in your Court file, you should immediately notify the Magistrate's Office in writing and include your case number(s). You will receive notification about your case only at the address on file in the Magistrate's office.
7. If you are making payments on more than one case, you must comply with the terms of each case's payment plan unless the judge has specifically consolidated your payment plans so that you only make one payment. You must continue to pay until you receive a receipt with each case's case number indicating a zero balance. As you pay out a case, you will receive a receipt with a zero balance for that case number only. You must continue to make payments until each case number indicates a zero balance.
8. The Clerk **cannot** change the terms and conditions of your payment plan.