

NOTICE

IMPORTANT INFORMATION ON CITATION PAYMENTS AND POSTING OF BAIL MONIES

Payments on citations will ONLY be accepted during normal business hours of Mon-Fri 7am – 8pm.

If you wish to make a payment on a parking ticket it will only be accepted if you **pay by check in a sealed parking citation envelope.**(An envelope will not be provided for you)

You will **not** be issued a receipt as your **cancelled check will serve as proof of payment.** **NO CASH should be placed into the sealed envelope as there will be NO WAY to verify that the payment was made.**

Officers accepting your sealed envelope will not verify the contents of the envelope and will not issue you a receipt. They will only date/time stamp and initial the envelope to show when it was dropped off. The envelope will be opened and processed during normal business hours. (No late fees will be assessed on the citation as long as it was dropped off prior to the due date.)

All other citation payments (other than parking tickets as described above) must be made during normal business hours.

POSTING BAIL

Any **bail** that is posted outside of normal business hours of Monday – Friday **7am – 8pm** will be accepted as follows: **CASH (ONLY WITH EXACT CHANGE)** or CREDIT CARD. In these circumstances the person receiving the payment will issue a hand written receipt to the person making the payment. If your CASH payment is not exact change then payment will not be accepted.