

INSTRUCTIONS FOR FILLING OUT FORM

1. Put your full name on the line directly in front of the word, "Defendant". You are the defendant. (you can leave the Case No. blank.)
2. Mark either guilty or no contest on **line 2**.
3. Write your explanation for the reasons you request extra time to pay all fines and court costs in **line 3**.
4. Check the box in **line 4** if you wish to perform community service as a way to pay court costs and/or fines.
5. Write your current address and Sign and date under **line 6**.
6. Print and return to the Franklin County District Court:

- a. In person to the Franklin County Clerk of District Court office:

**Franklin County District Court Building
301 S. Main
Ottawa, Kansas 66067**

- b. By Fax: **785-242-5970**

- c. By Mail:

**Franklin County District Court
301 S. Main
Ottawa, Kansas 66067**

District Court Office Phone Number: **785-242-6000**

