

## Tempe Municipal Court – Compliance Assistance Program

**What is the Compliance Assistance Program (CAP)?** The Compliance Assistance Program (CAP) is a new program offered by the Tempe Municipal Court to help individuals resolve past due financial obligations for certain criminal violations, civil traffic, civil and parking fines and fees. CAP allows individuals to enter into a time payment contract on all cases that may be preventing the reinstatement of driving privileges without seeing a judge. The Court requires a specific down-payment and agreement to make affordable monthly payments. Once the required down-payment is received, the Court will provide an Arizona Motor Vehicle Department (MVD) release to CAP participants, so they can contact MVD to determine what must be done to reinstate driving privileges.

**How does CAP work?** Individuals will be asked to complete a Check-In Sheet. It is important to include as much information as possible to assist the Court with locating all outstanding debt. A Court employee will review the provided information and calculate the down-payment required to qualify for CAP. The initial down-payment amount will result in a waiver of the remaining collection costs.

**What if I have a Tempe Municipal Court warrant?** If you have an outstanding warrant, you will need to see a Judge to resolve it. The purpose of CAP is to assist you in becoming compliant with all charges and seeing a Judge for a warrant will help you achieve that goal. Although you have an outstanding warrant, you may still qualify for CAP to resolve past due financial obligations. Warrants may be addressed by appearing during the walk-in docket times, Monday through Friday between 9:00a.m. and 11:30a.m.

**What if I don't have the money to pay the "down-payment" amount immediately?** We encourage you to come to the Court to learn about CAP and confirm the reduced amount you would need to pay to participate. You may begin CAP as soon as you are able to pay the down-payment amount. Please note that the CAP down-payment amount quoted to you may change if you receive additional charges or if additional fees required by law are added during processing of pending charges.

**How long will it take to sign-up for CAP and complete the process?** It generally will take less than one hour to complete the process. The time required will depend upon the number and complexity of pending financial obligations that you have with the Court and the number of customers the Court is assisting at any given time.

**Do I have to appear in-person at the Tempe Municipal Court to participate in the program?** Yes, you must appear in-person at the Court to participate in the program if you live in Maricopa County. If you live outside of Maricopa County, you can contact the Court to learn how to participate in the program by calling 480-350-8271.

**What do I have to do to get my driver license?** You must contact Arizona MVD. Participating in CAP will release the suspension on your driver's license for fines/fees due to this Court. If MVD indicates there are other reasons for your driver's license suspension, you will need to work with them to resolve those issues prior to having your driving privileges reinstated.

**What happens if I don't make the payments on the Court's payment agreement?** Failure to maintain a time payment contract can result in the charges defaulting and another suspension of your driver's license. The Court encourages you to communicate and work with Court employees to avoid this.

**If my charges return to non-compliance may I apply for CAP a second time?** Yes, you may qualify for CAP by paying an updated down-payment amount and entering into a new time payment contract. It is, however, at the Court's discretion to decline additional requests to participate in CAP for reasons of fraud, willful non-payment or other abuses.

Case number(s): \_\_\_\_\_

**Tempe Municipal Court  
Financial Screening Application (Confidential)**

**INSTRUCTIONS:** Complete this form legibly and completely.

*Note: It is important to notify the court of any changes in contact information.*

**Your Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Apartment/Unit #:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**In addition to yourself, how many other dependents do you support?** \_\_\_\_\_

---

**INCOME: List all household income**

**Monthly**

Self: Wages, Salaries, Self-Employment Income \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Total Income:** \$ \_\_\_\_\_

---

**EXPENSES: List all expenses**

**Monthly**

Rent or house payment \$ \_\_\_\_\_

Utilities -water, electric, gas, phone \$ \_\_\_\_\_

Other Financial Obligations \$ \_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_

---

**NOTICE**

The Court will refer outstanding and delinquent balances to a collection agency and notify the Arizona Department of Revenue (ADOR) to take any legally appropriate collection action.

---

**COMMENTS:**

---

---

---

---

**Tempe Municipal Court**  
**140 E. 5<sup>th</sup> St. Tempe, AZ 85281**  
Phone - (480) 350-8392  
Fax - (480) 350-2737  
Payments - (480) 350-8800  
Court-financial@tempe.gov