



## COUNTY OF MONTGOMERY

COURT HOUSE  
PO BOX 311  
NORRISTOWN, PENNSYLVANIA  
19404-0311

## OFFICE OF CLERK OF COURTS

CLERK OF COURTS  
**ANN THORNBURG WEISS**

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**MICHAEL J. PASTON, ESQ.**

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[www.coc.montcopa.org](http://www.coc.montcopa.org)

### ACCELERATED REHABILITATIVE DISPOSITION (ARD) INFORMATION REGARDING THE PAYMENT OF COSTS/LICENSE SUSPENSION

#### **Payment Information**

Upon entry into the Accelerated Rehabilitative Disposition (ARD) program, you will be assessed court fines and costs and perhaps restitution. You must pay the amount ordered by the Court to be paid “forthwith” on or before the hearing date, using cash or a credit card (Visa, Discover, and MasterCard; cardholder must be present, with ID). If the balance owed is \$1,000 or more after the “forthwith” payment is made, a judgment will be entered against you in the Montgomery County Prothonotary’s Office. This judgment will remain until all amounts due are paid in full. At that time, you may request a satisfaction from the Clerk of Courts’ Office. You will be responsible for filing the satisfaction with the Prothonotary’s Office along with payment of the Prothonotary’s filing fee.

Within one week of the ARD hearing, you will be mailed a payment plan for the remaining amount due, with a schedule listing payment due dates and the amount of each payment. This is the only payment due notice you will receive unless you become delinquent. The monthly Supervision Fee is included in your payment plan. Subsequent payments can be mailed or paid in person, or paid by internet or telephone. You may pay the entire balance at any time, as further explained below.

Subsequent payments in person can be made at the **Cashier’s Window in the Clerk of Courts Office, which is open Monday – Friday 8:30am to 4:15pm, except holidays.** Cash, personal checks, money orders, credit cards: VISA, MasterCard and Discover (cardholder must be present with ID) are accepted by our Cashiers for subsequent payments.

Subsequent payments may also be mailed to: **Clerk of Courts Office, Attn: Fines and Costs, PO Box 311, Norristown, PA 19404-0311.** Please make sure that your name and case number are on your payment. Personal checks, cashier’s checks and money orders are accepted by mail.

**To make a payment via the internet or by phone, you will need your case number. Please record your receipt number and bring that number with you on the day of your Court hearing. To pay via the internet: go to [coc.montcopa.org](http://coc.montcopa.org) and follow the instructions. Please print your receipt number before your transaction is complete. To pay by telephone: call 1.800.272.9829 – the Jurisdiction Code is 4873. Please record your receipt number.**

Please be aware of the fact that if you fail to comply with the payment plan, your account will be submitted to a collection agency and a 25% service fee will be added to your bill. You can also be removed from the ARD program and brought to trial on the same charge for failure to comply with the payment plan.

#### **License Suspension Information (if applicable)**

If you need to surrender your license as a condition of your ARD, it is submitted to the Clerk of Courts Office to send to PennDOT. Credit is calculated from the date of the license surrender to the Clerk of Courts. You must surrender all license products you have in your possession in order to get credit for the suspension (i.e. duplicate licenses, permits, motorcycle licenses, renewal applications, etc.) Near the completion of your suspension, you will receive a restoration letter from PennDOT explaining the requirements for the return of your license, which may include a fee and proof of insurance.