



Municipal Court Financial Policies

Please read
carefully!

- 1. Payment in full is due on the day of sentencing unless otherwise instructed by a Judge.**
- 2. The Gilbert Municipal Court accepts payment for fines and fees in most circumstances by; Cash, Personal Check or Money Order.**
- 3. Fine payments made by Master Card, Visa and Discover Card are processed through a 3rd party vendor, CitePayUSA.com, and are subject to processing fees of 3.5% of the total payment + \$2.50 if paid online OR 5.95% of the total payment if paid at the court service counter.**
- 4. Records requests are subject to a \$17.00 query fee + \$0.50 per page copy fee. Copies of audio discs are \$17.00 each. Payment is by cash, check or money order only. General copies are subject to a \$0.50 fee per page fee.**
- 5. A receipt will be issued for every transaction made in person or online using CitePayusa.com. Your receipt is proof of payment.**
- 6. It is the policy of the Gilbert Municipal Court that a \$25.00 fee be assessed for dishonored checks. In addition, dishonored personal checks will result in the loss of that method of payment indefinitely.**
- 7. All currency notes (bills) may be tested for authenticity.**
- 8. Payments deposited into the court's drop box will be receipted the following business day.**