**Instructions:** Replace any blank lines or words in brackets [like this] with your information. Then delete any brackets ( these: [ ] ) or blank lines in the letter, and delete these instructions before printing or sending.

Sample Letter to the Court

[Date]

[Court Mailing Address]

Re: Case Number: [your case number here]

Dear Judge:

 I am writing you regarding the court fees that I owe in connection with the following court cases: \_\_\_\_\_\_\_\_\_\_ [list case numbers]. Under ORS 161.685(5), courts may waive or reduce fines when such relief is requested. I respectfully ask that this Court pull my debt back from collections, waive or reduce the amount I owe, and/or place me on a monthly payment plan of no more than $\_\_\_\_ per month. I also request the Court send a notice of reinstatement to the DMV so that I may regain my driving privileges.

In total, I owe $\_\_\_\_ to [number of] Oregon courts as a result of traffic violations. My driver’s license has been suspended for [number of months/years] because of these unpaid traffic fines. I have been low-income for [number of years], which has left me unable to afford to pay these fines.

[Include a brief explanation about your circumstances about why you’re unable to pay fines , and how not having your license has affected your ability to pay or your employment.]

[Give brief explanation and examples of steps you've taken to pay your fines, such as making payments, or trying to set up payments or a payment plan with the court or collection agency.]

I request this Court’s assistance to resolve my fines and regain my driving privileges. Thank you for your time and attention to this matter.

Sincerely,

[Your name and address.]