

Court Service Center

New Hampshire Superior Court

PAYING YOUR FINE IN A CRIMINAL CASE

General information for superior court

- At the disposition or end of your Superior Court case there may be a fine imposed. The sentencing sheet it will indicate whether the fine is to be paid through the Department of Corrections or the court.
- If the fine is to be paid through the Department of Corrections, please contact the Probation Department, which will tell you how and when payments are to be made. Click here [link to <https://www.nh.gov/nhdoc/divisions/fieldservices/index.html>]for a list of Probation Department Offices by county.
- If a fine is payable through the court, it is due either the day of sentencing or by a date indicated on the sentencing sheet.

Ways to pay your fine if payment is through the court

- Payment can be made at the Superior Court Clerk's office. Accepted forms of payment are cash, debit/credit card, personal check, cashier's check, or money order. We do not accept American Express cards.
- Payment can also be made over the telephone with a debit/credit card. If you are not the cardholder, please have the cardholder call and make the payment on your behalf.
- For fines not paid in full at the time of sentencing, a time payment fee of \$25.00 will be added to your balance.

What if I cannot pay my fine?

- Fines payable to THE COURT:

If you are not able to pay your fine by the date ordered by the court, please file a motion using form (NHJB-2839-Se[link to <https://www.courts.state.nh.us/forms/nhjb-2839-se.pdf>]). Title the motion "Motion to Extend Time to Pay Fine." Explain why you need more time, and give a date when you will be able to pay.

If you want to request a payment schedule, use form NHJB-2839-Se[link to <https://www.courts.state.nh.us/forms/nhjb-2839-se.pdf>]). Title the motion "Motion for a Payment Plan." Explain the payment schedule you want and why you need it.

A copy of your motion must be sent to the prosecutor's office. File the motion at least ten days before the date the payment is due.
- Fines payable to THE DEPARTMENT OF CORRECTIONS, you must contact your local probation department to discuss payment plans. Click here [link to <https://www.nh.gov/nhdoc/divisions/fieldservices/index.html>] for a list of Probation Department Offices by county.

**Forms and Instructions are available from any NH Superior Court
Additional Information can be found at:**

www.courts.state.nh.us/superior