

## *Miscellaneous Financial Items*

- ! Intake Counter hours for both offices: 8:00 am - 4:30 pm Monday - Friday;
- ! Cash payments must be for the exact amount, change is no longer available;
- ! Checks will only be accepted if they meet the following criteria:
  - " Must be signed
  - " Correct Date
  - " Correct Amount
  - " Payable in U.S. Funds (No foreign currency is accepted);
- ! The following credit cards are now accepted for payment of fees and services:
  - " Mastercard
  - " Visa
  - " Discover
  - " American Express
  - " Diners Club;
- ! A \$35.00 fee will be applied for any check that is returned for Non Sufficient Funds;
- ! Multiple filings should have single checks (Reminder: A check tendered for the wrong amount could negate all petitions involved.);
- ! All transactions are final, no refunds will be issued (Reminder: If a procedure is dismissed or filed in error, no refund is issued.);
- ! Fees for reopening cases are due upon the **filing of the motion.**