

# TRAFFIC COURT

## REQUEST FOR EXTENSION OF TIME TO PAY

COURT LOCATION:

REQUEST SENT IN BY:  e-mail       phone

Date: \_\_\_\_\_  
Defendant Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Ticket # / Docket #: \_\_\_\_\_  
Charge: \_\_\_\_\_  
Fine Amount: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_  
Amount Outstanding: \$ \_\_\_\_\_  
Amount of Time requested: \_\_\_\_\_

**Are you enrolled in the Fine Option Program:**     Yes /  No  
**Has your time to pay Expired?**                                     Yes /  No

EXPLAIN THE REASON FOR YOUR REQUEST INCLUDING DETAILS ABOUT YOUR INABILITY TO PAY BEFORE THE DUE DATE (I.E. MEDICAL CONDITIONS, ATTEMPTS TO PARTICIPATE IN FINE OPTION PROGRAM, EMPLOYMENT DETAILS) AND WRITE A BRIEF DESCRIPTION OF YOUR MONTHLY INCOME AND EXPENSES.

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\_\_\_\_\_  
Defendant / Agent Signature

Review [www.albertacourts.ca/pc/resources/covid/covid-19-traffic-court](http://www.albertacourts.ca/pc/resources/covid/covid-19-traffic-court) to see where to e-mail or fax your application to. It must go to the Court location where your matter was handled at.

\*\*\*\*\*COURT OFFICE USE ONLY\*\*\*\*\*

Extension:  Denied  
Extension:  Granted     Warrant Vacated  
Time to Pay extended to: \_\_\_\_\_, 20 \_\_\_\_

**Payment directions made by the Court:**

Must pay \$\_\_\_\_ by \_\_\_\_\_, 20 \_\_\_\_ to request a further extension.  
Must appear in court before a Justice of the Peace/Provincial Court Judge for further extension request.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
Justice of the Peace/ Provincial Court Judge

**NOTE: TIME TO PAY EXTENSIONS ARE NOT AUTOMATIC.**