

BOOKING FEE PAYMENTS - INSTRUCTIONS

IMPORTANT - PLEASE READ

FAILURE TO PAY \$12 FEE COULD RESULT IN \$102 IN COURT FEES AND LOSS OF DRIVERS LICENSE

- ⋮ You have been issued a citation for failing to pay a \$12.00 booking fee. [Public Act 121 of 2003, Section 4b(1)].
- ⋮ You are allowed **only 5 business days** to pay the \$12.00 fee before the citation is filed with the court.
- ⋮ Day 1 of the 5 business days **is the day of the citation-release from jail.**
- ⋮ Keep your receipt as proof of payment.
- ⋮ You can pay the \$12.00 in person at: Calhoun County Office of the Sheriff
Administration - Booking Fee
161 E. Michigan Ave.
Battle Creek, MI 49014, or
- ⋮ After the 5th business day, the citation will be filed with the court.
- ⋮ **FAILURE TO PAY \$12 FEE COULD RESULT IN \$102 IN COURT FEES AND LOSS OF DRIVERS LICENSE AND LATE FEES. AND YOU ARE STILL RESPONSIBLE FOR THE \$12 BOOKING FEE.**
- ⋮ Once the citation is received by the court, you cannot pay the \$12.00 booking fee in lieu of the fine and cost.

\$12.00 BOOKING FEE REFUND - INSTRUCTIONS

You may request a refund of the \$12.00 booking fee if:

1. The charges against you were criminal, AND
2. The prosecution against you was terminated or you were found not guilty on ALL charges.

To request a refund, please complete the form below and return it to our Administrative Offices with a copy of your receipt, and proof of termination of prosecution or not guilty disposition.

This form can be mailed to: Calhoun County Office of the Sheriff
Att: Booking Fee Refund
161 East Michigan Ave.
Battle Creek, MI 49014

CLAIM FOR REIMBURSEMENT OF \$12.00 BOOKING FEE

Please Print

Claimant's Name: _____ Date of Birth: _____

Current Address: _____

_____ City _____ State _____ Zip _____

Court where prosecution was terminated or claimant found not guilty:
Court: _____

Date of termination or claimant found not guilty: ____/____/____

I certify and attest that I paid a \$12.00 booking fee and am entitled to a refund as outlined above.

Claimant's Signature _____ Date _____

****Attach copy of payment receipt showing booking fee to this reimbursement claim****

\$2- 701-7800-22800.610 \$10-265-2338-60710

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