

HENDRICKS COUNTY PROBATION DEPARTMENT

101 W. Marion Street
Danville, IN 46122
Phone: (317) 745-9264
Fax: (317) 745-9319

Chief Probation Officer
Susan Bentley

PAYMENT OF FEES

Payment of fees may be made at the time of your scheduled appointment with your Probation Officer with a money order or cashier's check. Payment **must** be in the form of a money order or cashier's check made out to **Hendricks County Clerk**. You can give a money order or cashier's check to your Probation Officer, who will forward it to the Clerk's Office. You may also pay your fees with cash, money order, or cashier's check (**no personal checks**) at the **Clerk's Office, located on the second floor of the Courthouse M-F between 8am and 4pm**. You can also pay your fees online with a debit or credit card at www.govpaynow.com or over the phone at 1-888-604-7888. You will be charged a fee for using a credit card to make payments online, over the phone or the Clerk's office. The fee is 3.5% of the total payment being made. The 4 digit code to make a payment online, over the phone or at the Clerk using a credit or debit card is **6533** (PLC#). When using Gov Pay it will take 3-5 days to process your payment.

INSTRUCTIONS FOR PAYMENT OF FEES BY MAIL

All fees paid by mail must be paid with a money order or cashier's check (**no personal checks**). All of the fees listed above may be mailed to the Clerk's Office at:

**Hendricks County Clerk's
51 West Main Street #104
Danville, IN 46122**

Money orders and cashier's checks are to be made out to **Hendricks County Clerk**.

Please include the following information with your payment:

- Your name (clearly printed)
- Your case number:
- What fees you're paying (fine, Court costs, probation fees, restitution, etc.)
- Your Probation Officer's name

All Court Fees must be paid in full by the date ordered by the Court. All Probation User Fees must be paid in full no later than thirty (30) days prior to your discharge date.

If you have any questions regarding payment of fees, contact your Probation Officer.

IN OFFICE – Money Order or Cashier's check

AT CLERK'S OFFICE (2nd floor of Court House) – cash, money order, cashier's check, or card

Online or by Phone information above