Motion to Pay Judgment in Installments: Requesting Installment Payments

California Code of Civil Procedure (CCP) § 582.5 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=582.5.) allows a judgment debtor in a **limited** civil case (amount demanded is under $35,000) to ask the court for an order allowing the judgment to be paid in installments. This request is made by a formal noticed motion, and may be granted for good cause at any time after the judgment; even if the judgment was entered by default because the debtor never answered the complaint.

Templates and Forms

- Motion to Pay Judgment in Installments Template – DOCX (https://saclaw.org/wp-content/uploads/2026/02/sbs-motion-to-pay-judgment-in-installments-motion.docx)

In determining the amount of the installment payments, the court may consider any of the factors that would be considered in reviewing a request for a claim of exemption, so the amount and source of the judgment debtor's income are directly relevant to the court in reviewing this request. If the requested installment payment is less than 25% of your wages after taxes, you will need to justify why you need the money for the necessities of life, or show that it is somehow exempt from collection. For more information on funds that are exempt from collection, see our article on Exemptions from Enforcement of Judgment (https://www.saclaw.org/resource_library/exemption-from-the-enforcement-of-judgments/) .

For a complete list of our guides and videos on enforcement of judgments, visit our Enforcing Judgments topic page. (https://saclaw.org/legal_topic/enforcing-a-courts-judgment/)

Step-by-Step Instructions

1 Reserve Your Hearing Date and Determine Filing and Service Deadlines

This information is for Sacramento. If your case is in a different county, do not follow these instructions. Instead, call the clerk or visit the court website in your county to find the correct information.

Determine the department and time of the motion

In Sacramento, most motions are heard in the "Civil Home Court" department assigned to the case, which will be either department 8C, 8D, 16C, or 16D. Check your case file online (https://prod-portal-sacramento-ca.journaltech.com/public-portal/) to find which department your case is assigned to.

Effective April 13, 2026: Department 25 changed Department 8D; Department 28 changed to Department 8C; Department 53 changed to Department 16D; and Department 54 changed to Department 16C of the Tani G. Cantil-Sakauye Courthouse (500 G Street). If your case was filed before that date, **its assigned department has changed**, so check before scheduling a hearing.

More information about Civil Home Court department transition (https://saclaw.org/resource_library/new-civil-home-court-system-in-sacramento/)

A few types of motions are heard in other departments. Fifling Guidelines and Department Information (https://www.saccourt.ca.gov/divisions/civil/filing-guidelines-department-information)

Reserve the date for the hearing

In the Civil Home Departments, you must reserve a court date through the court's online reservation system. For other departments, contact the department clerk to determine the procedure.

To use the online system, go to the Sacramento Court Public Portal (https://prod-portal-sacramento-ca.journaltech.com/public-portal/) and choose “Reservation System (CRS).” You must have a free account on the system to use it.

Before you log on or call, figure out if there are any days you will *not* be available during the next couple of months. For instance, you don’t want to pick a date when you know you will be out of town.

You must choose a date far enough in the future that you can both ***file*** and ***serve*** your motion on time. Scheduling it four weeks in advance generally gives a comfortable margin for most types of motions. Usually, the first available date will be further away than that.

Determine the legal deadline to file the motion in court

Tip: File the motion as soon as possible. Your reservation is not final until the motion has been filed and any fees paid.

The last legal day to file with the court is at least sixteen *court* (business) days prior to the motion date (CCP § 1005 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=1005.)). “Court days” are Monday through Friday, excluding court holidays. To determine whether a particular filing date will meet this deadline, start counting backwards on the day before your hearing until you reach the sixteenth court day. (CCP § 12c (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=12c.&lawCode=CCP))

For example, suppose your reservation is for Monday, June 18. You would start counting backward using the previous court day, Friday, June 15, as day one, as shown in the calendar below. Skip weekends and court holidays (there is one court holiday in this example, which is Memorial Day, May 28). The sixteenth court day before the hearing would be May 24, which would be the last day that the motion could be filed.



Make a note on your calendar to file the motion by this date. Do not miss this deadline. The court will cancel the hearing and you will have to start over.

Determine the legal deadline to serve the motion on the other parties or their attorneys

You must have all other attorneys (or self-represented parties) served with a copy of the motion, then have the server fill out a Proof of Service which you file along with the motion. This means that someone over the age of 18 who is not a party in the case must either mail or personally deliver a copy of the motion and related documents to them. There is a strict deadline to do this (earlier is always fine).

Personal service: 16 ***court*** days before the hearing, the same as the minimum filing deadline. The server can fill out Proof of Personal Service—Civil (POS-020 (https://www.courts.ca.gov/documents/pos020.pdf)).

Service by mail: 16 court days before hearing PLUS five ***calendar*** days before the hearing (more if the mailing address is outside California). (CCP § 1005 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=1005.)). The server can fill out Proof of Service by First-Class Mail—Civil. (https://www.courts.ca.gov/documents/pos030.pdf)

"Calendar days" include weekends and holidays, but if the final day lands on a weekend or holiday, it is pushed back to the previous court day.

Make a note on your calendar to have the motion served by mail before the deadline. If you miss the mail deadline, you can still have the motion served by personal service up until 16 court days before the hearing. If you miss that deadline, you will have to cancel your court date and start over.

2 Prepare the Motion

There is no pre-printed form for this motion. You will need to customize a motion on "pleading paper." Instructions and a sample motion are at the end of this guide.

Parts of a Motion

A request to deem an opposing party's admissions true is made through a **motion**. A motion is a request made in a case asking the court to issue an order of some sort.

A written motion consists of four parts:

1. Notice of Motion;
2. Motion;
3. Points and Authorities; and
4. Declaration

The Notice of Motion lets the opposing party know when and where the motion is scheduled to be heard, while the Motion lets the court and the opposing party know what is being requested. The Points and Authorities explains to the court and the opposing party the legal basis of the motion, while the Declaration provides evidence, sworn under penalty of perjury (https://www.saclaw.org/glossary/perjury/) , supporting the motion.

The parts can be filed as separate documents or combined into one document, as in our template motion.

Modify the Template Motion

There is no Judicial Council form for this procedure. Instead, the relevant documents must be typed on 28-line pleading paper. A customizable template may be downloaded from the link at the top of this Guide.

More information about how to fill the forms out is included on the sample at the end of this guide.

3 Copy and Assemble Your Documents

Make four (4) copies of your Motion. One of these copies is to be served on the other party's attorney (or the other party, if they do not have an attorney); the original and the other three copies are to be filed with the court. Staple each of the copies, but leave the original unstapled so the court can scan it.

Attaching Exhibits

For each exhibit attached to your motion, you must place a page in front of the exhibit identifying it as Exhibit A, B, and so forth in alphabetical order.

4 Have the Motion Served and Attach the Proof of Service to Remaining Copies

Your motion must be served on the opposing party or their attorney, if any, by a person over the age of 18 who is not a party to the case. Your server must complete a proof of service form, either *Proof of Service by First Class Mail* (POS-030) (http://www.courts.ca.gov/documents/pos030.pdf) or *Proof of Personal Service* (POS-020) (http://www.courts.ca.gov/documents/pos020.pdf). For more information on these Proofs of Service, see our guides for Serving Documents by Mail (https://www.saclaw.org/resource_library/serving-documents-by-mail/) and Service by Personal Delivery

(https://www.saclaw.org/resource_library/personal-service/) .

The proof of service form should be completely filled out, but not signed. **Make a copy of the unsigned proof of service before proceeding and staple after the last page of the copy you will serve.**

The server must then personally deliver or mail the service copy on the other party's attorney (or the other party, if they do not have an attorney).

The server then signs the Proof of Service form, and gives the signed Proof of Service to you.

Make copies of the signed proof of service. It is not necessary to copy the instruction page. Attach the signed original to the original motion packet, and the copies to the copy packets, after the last page.

5 File Your Motion in the Law and Motion Department

As long as your filing is received by the deadline (16 court days before the hearing), you can file at the counter, by dropbox, or by mail. But note that it must be **received** by the deadline. Postmarked does not count.

As of April 13, 2026, all civil moving papers, oppositions, and replies can be e-Filed, mailed to the Tani G. Cantil-Sakauye Courthouse, 500 G St., 2nd Fl., Sacramento, CA 95814, or filed in person.

Your options are:

Use the court's efiling system. This system is optional for self-represented litigants. Fees will be paid to the electronic filing service provider, which forwards them to the court.

Wait in line to file with the clerk in the Filing Room (second floor).

Drop your paperwork and payment in the dropbox on the second floor. Payment **must** be by check or money order. Your papers will be marked as filed on the day you place them in the box if they arrive before 5 p.m.

Mail your paperwork and payment to: to the Tani G. Cantil-Sakauye Courthouse, 500 G St., 2nd Fl., Sacramento, CA 95814. Payment **must** be by check or money order. Your papers must **arrive**

by the due date; the postmark will be ignored.

Wait in line to file with the clerk in the Filing Room (second floor).

Drop your paperwork and payment in the dropbox on the second floor. Payment **must** be by check or money order. Your papers will be marked as filed on the day you place them in the box if they arrive before 5 p.m.

Mail your paperwork and payment to: to the Tani G. Cantil-Sakauye Courthouse, 500 G St., 2nd Fl., Sacramento, CA 95814. Payment **must** be by check or money order. Your papers must **arrive** by the due date; the postmark will be ignored.

Use the court's efiling system. This system is optional for self-represented litigants. Fees will be paid to the electronic filing service provider, which forwards them to the court.

Filing Fee: There is a $60 fee to file a motion.

First Appearance Fee: If this is the first document that you have filed in this case (for instance, if the judgment was by default), the court will assess a first appearance fee when you file your motion. This fee depends on the amount the plaintiff claimed. (At the time of this article, $225 for a complaint for up to $10,000; $370 for a complaint for $10,000-$35,000; $435 for a complaint for over $35,000). Check the Sacramento Fee Schedule (https://www.saccourt.ca.gov/home/showpublisheddocument/219/639084032985130000) for current fees. are available on the Sacramento County Superior Court's website.

Fee Waiver: If you are receiving government benefits such as Medi-Cal or are otherwise qualified because of low income, you can apply for a fee waiver. Turn the fee waiver request forms in with the motion instead of a fee payment. For more information, see our Step-by-Step guide on Fee Waivers (https://www.saclaw.org/resource_library/fee-waiver/) .

6 Opposition Papers and Your Optional Reply Papers

If any opposing counsel or self-represented party opposes your motion, he or she may serve and file an opposition at least **nine court days** prior to your motion. No fee is required to file an opposition. The opposition contains a memorandum of points and authorities and usually a

declaration, but does not need the notice of motion or motion. Be sure to check your mail, and read any documents you receive carefully.

If the other attorney or party opposes your motion, you may choose to serve and file a reply to the opposition at least **five court days** prior to the motion. CCP § 1005 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CCP&sectionNum=1005.). It must be served by overnight mail to reach the opposing party no more than one day after it is filed.

The reply is optional and is usually used to address new issues your opponent raised in the opposition. No fee is required to file a reply. See the our guide on Writing, Scheduling, and Opposing Motions (https://www.saclaw.org/resource_library/motions-in-civil-cases/) for more information.

7 Review the Tentative Ruling and Notify Court and Opponent if You Wish to Appear

Sacramento Superior Court uses a Tentative Ruling System. Pursuant to Local Rule 1.06 (https://www.saccourt.ca.gov/general-information/local-rules-standing-orders), the court will make a tentative ruling on the merits of your matter by 2:00 p.m. the court day before the hearing. You may read the tentative ruling online, or may call (916) 874-7858 or (916) 874-7848 to hear it. More information is available at Sacramento County Superior Court's Cvil Home Court web page (https://www.saccourt.ca.gov/divisions/civil/civil-home-courts) (scroll down the page to the header for "Tentative Rulings & Oral Argument.")

In the tentative ruling, the judge will determine what funds, if any, are exempt from collection. The ruling will typically order the release of non-exempt funds to the creditor.

If you are happy with the tentative ruling, you do not need to do anything. You won't have to go to court unless ordered to appear in the tentative ruling or unless the other side calls you and the court between 2:00 p.m. and 4:00 p.m. the court day before your hearing date to request an oral argument in front of the judge. If that happens, attend the court hearing and be prepared to argue your case.

If you are not happy with the tentative ruling, and wish to present arguments in front of the judge, you must call all opposing counsel and/or self-represented parties, and the court clerk at the department where the hearing is held, no later than 4:00 p.m. the court day before your

hearing and state that you are requesting oral argument on the motion.

Oral Argument Request Lines in the Civil Home Court Departments are:

- Department 8C: 916-874-8380
- Department 8D: 916-874-7719
- Department 16C: 916-874-1475
- Department 16D: 916-874-3056

If neither you nor the opposing counsel or self-represented party requests oral argument, the court will simply make the tentative ruling the order of the court, and no oral argument will be permitted.

8 Attend the Hearing, if Necessary

If neither party calls the court and opposing party to request oral argument, the court will simply make the tentative ruling the order of the court.

If you or the other party request oral argument, you can attend in person or remotely by video or phone call using the Zoom app. The tentative ruling will explain how to connect if you choose to use Zoom.

Arrive or log onto Zoom early. There will probably be other cases scheduled at the same time. Go into the courtroom or Zoom waiting room and check in with the bailiff or clerk..

When your name is called, be ready to speak and to answer any questions the judge has. You will only have a few minutes. After both sides speak, the judge may make a decision right away, or may “take it under consideration” and mail out the decision in a few days.

For help

SH@LL (Self-Help at the Law Library) **(https://saclaw.org/services/civil-self-help/)**
609 9th Street, Sacramento CA 95814
(916) 476-2731 (Appointment Request Line)

Services Provided: SH@LL provides general information and basic assistance to self-represented litigants on a variety of legal issues. All assistance is provided by telephone. Visit "What we can help with (https://saclaw.org/services/civil-self-help/#canhelp)" for a list of qualifying cases.

Eligibility: Must be a Sacramento County resident or have a qualifying case (https://saclaw.org/services/civil-self-help/#who) in the Sacramento County Superior Court.

For More Information

On the Web:

Sacramento County Superior Court's Civil Home Court page (https://www.saccourt.ca.gov/divisions/civil/civil-home-courts) contains information about

- Motions and Hearings
- Ex Parte Hearings
- Tentative Rulings Information

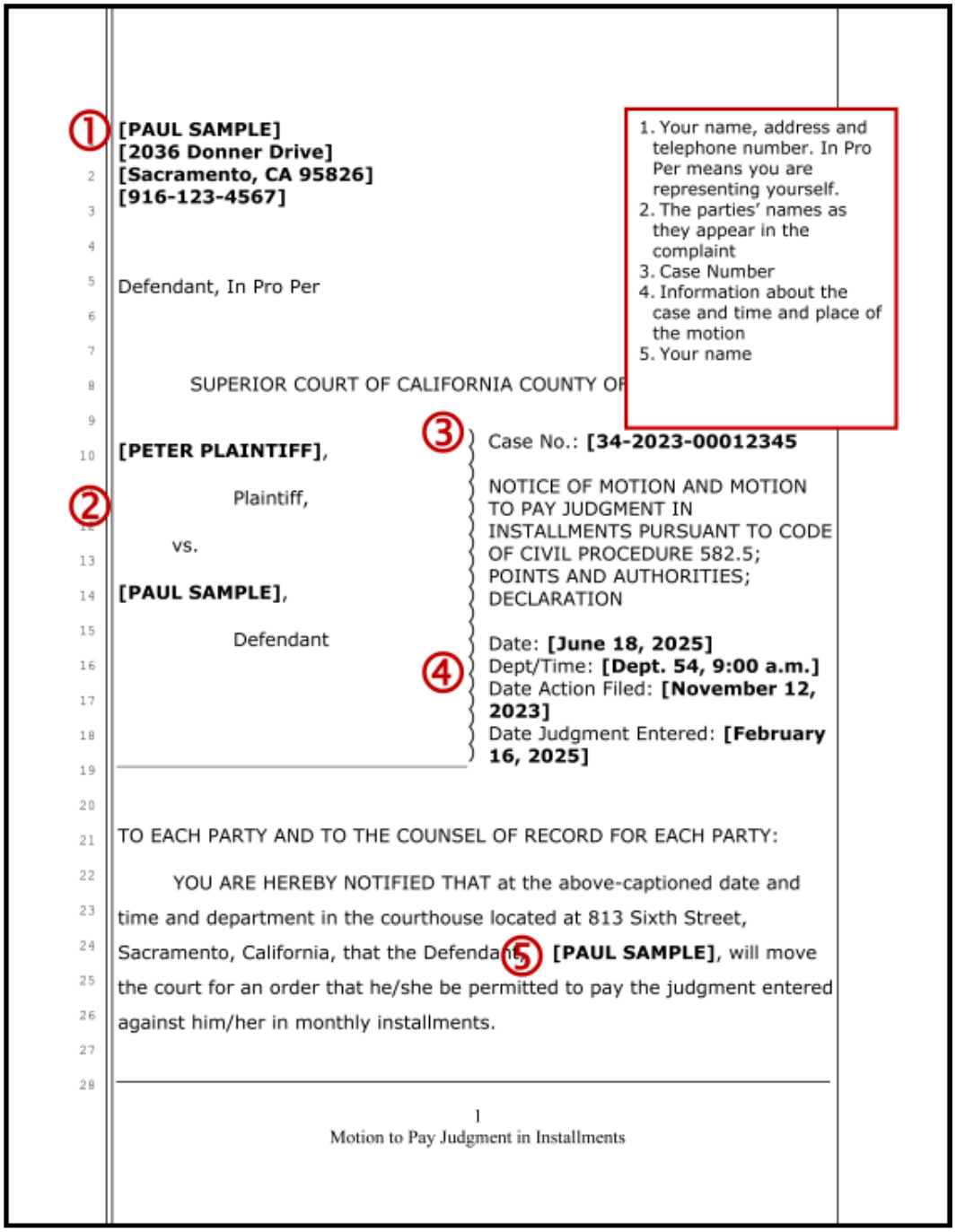
Scroll down the page to the header for the information you need.

The court's Filing Guidelines and Department Information (https://www.saccourt.ca.gov/divisions/civil/filing-guidelines-department-information) page contains details about the Law and Motion departments as well as the trial departments.

At the Law Library:

You can get information about motions from books such as *California Law & Motion Authorities* (KFC 1012 .P37), *California Law & Motion Model Forms* (KFC 1012 .A65 P37), and *Younger on California Motions* (KFC 1012 .C35).

Samples



1. Your name, address and telephone number. In Pro Per means you are representing yourself.
2. The parties' names as they appear in the complaint
3. Case Number
4. Information about the case and time and place of the motion
5. Your name

[PAUL SAMPLE]
[2036 Donner Drive]
[Sacramento, CA 95826]
[916-123-4567]

Defendant, In Pro Per

SUPERIOR COURT OF CALIFORNIA COUNTY OF

[PETER PLAINTIFF],

Plaintiff,

vs.

[PAUL SAMPLE],

Defendant

Case No.: **[34-2023-00012345**

NOTICE OF MOTION AND MOTION TO PAY JUDGMENT IN INSTALLMENTS PURSUANT TO CODE OF CIVIL PROCEDURE 582.5; POINTS AND AUTHORITIES; DECLARATION

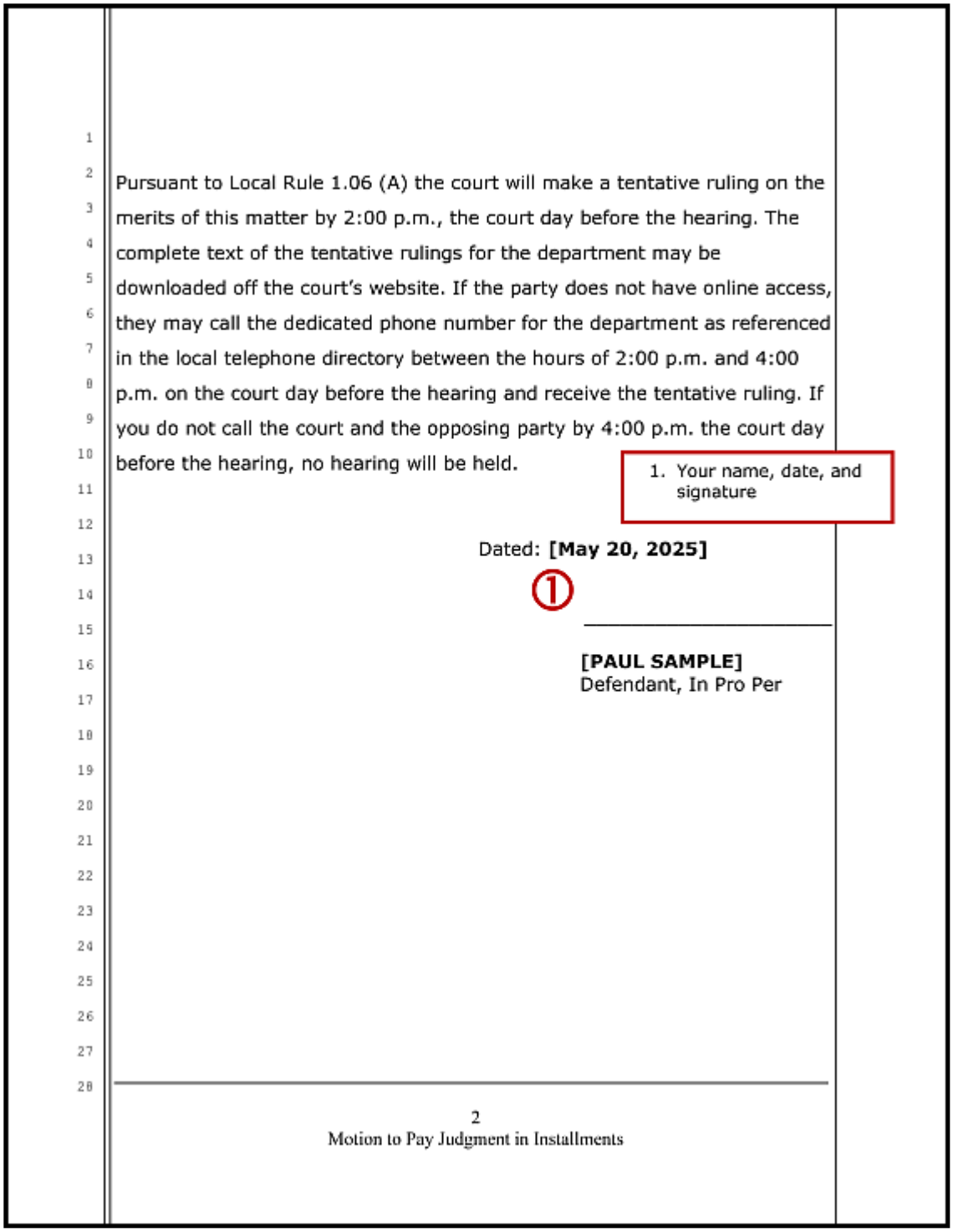
Date: **[June 18, 2025]**
Dept/Time: **[Dept. 54, 9:00 a.m.]**
Date Action Filed: **[November 12, 2023]**
Date Judgment Entered: **[February 16, 2025]**

TO EACH PARTY AND TO THE COUNSEL OF RECORD FOR EACH PARTY:

YOU ARE HEREBY NOTIFIED THAT at the above-captioned date and time and department in the courthouse located at 813 Sixth Street, Sacramento, California, that the Defendant, **[PAUL SAMPLE]**, will move the court for an order that he/she be permitted to pay the judgment entered against him/her in monthly installments.

1
Motion to Pay Judgment in Installments

Motion to Pay Judgment in Installments (page 1)



Pursuant to Local Rule 1.06 (A) the court will make a tentative ruling on the merits of this matter by 2:00 p.m., the court day before the hearing. The complete text of the tentative rulings for the department may be downloaded off the court's website. If the party does not have online access, they may call the dedicated phone number for the department as referenced in the local telephone directory between the hours of 2:00 p.m. and 4:00 p.m. on the court day before the hearing and receive the tentative ruling. If you do not call the court and the opposing party by 4:00 p.m. the court day before the hearing, no hearing will be held.

1. Your name, date, and signature

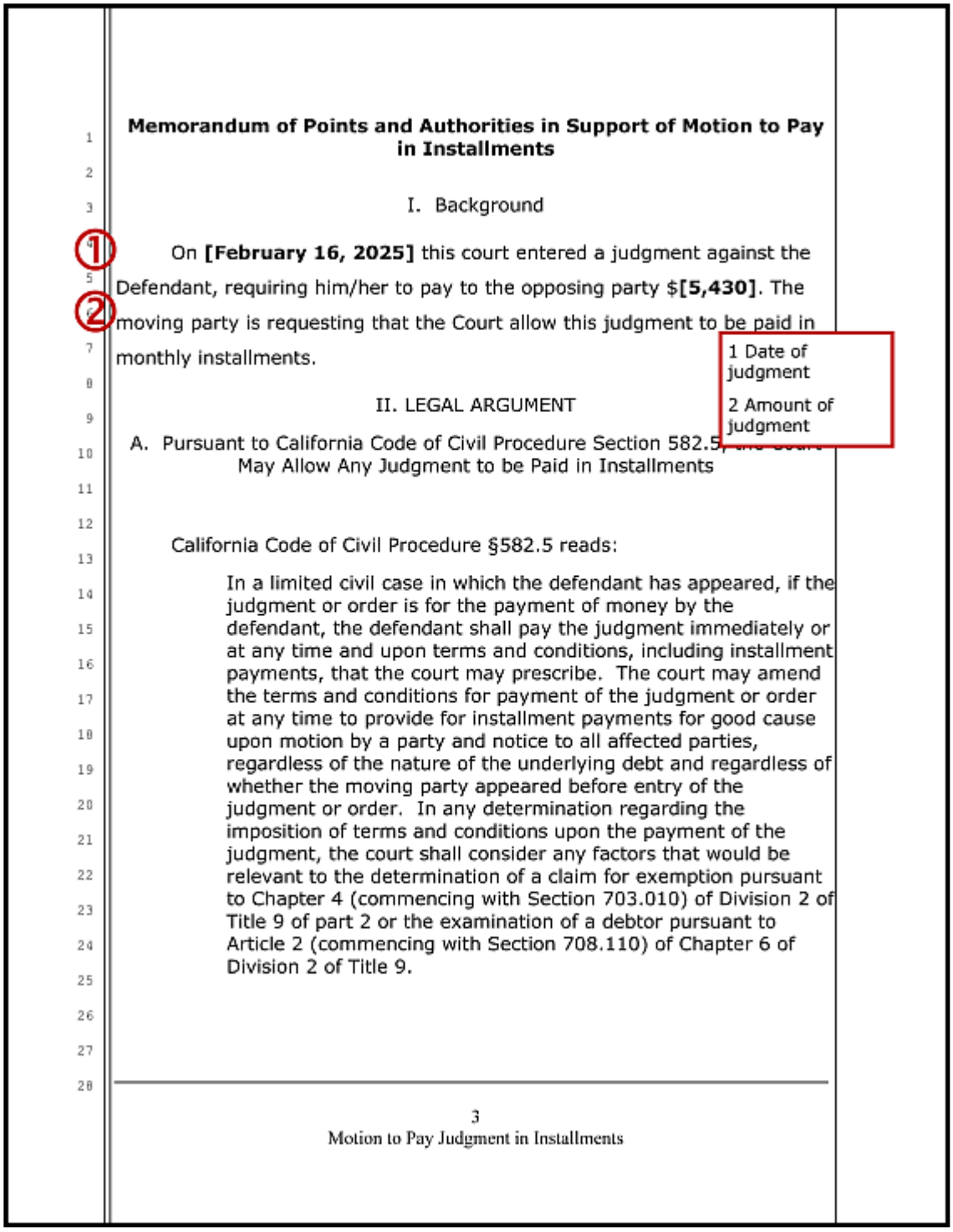
Dated: **[May 20, 2025]**

①

[PAUL SAMPLE]
Defendant, In Pro Per

2
Motion to Pay Judgment in Installments

Motion to Pay Judgment in Installments (page 2)



Memorandum of Points and Authorities in Support of Motion to Pay in Installments

I. Background

On **[February 16, 2025]** this court entered a judgment against the Defendant, requiring him/her to pay to the opposing party $**[5,430]**. The moving party is requesting that the Court allow this judgment to be paid in monthly installments.

1 Date of judgment

2 Amount of judgment

II. LEGAL ARGUMENT

A. Pursuant to California Code of Civil Procedure Section 582.5, the Court May Allow Any Judgment to be Paid in Installments

California Code of Civil Procedure §582.5 reads:

> In a limited civil case in which the defendant has appeared, if the judgment or order is for the payment of money by the defendant, the defendant shall pay the judgment immediately or at any time and upon terms and conditions, including installment payments, that the court may prescribe. The court may amend the terms and conditions for payment of the judgment or order at any time to provide for installment payments for good cause upon motion by a party and notice to all affected parties, regardless of the nature of the underlying debt and regardless of whether the moving party appeared before entry of the judgment or order. In any determination regarding the imposition of terms and conditions upon the payment of the judgment, the court shall consider any factors that would be relevant to the determination of a claim for exemption pursuant to Chapter 4 (commencing with Section 703.010) of Division 2 of Title 9 of part 2 or the examination of a debtor pursuant to Article 2 (commencing with Section 708.110) of Chapter 6 of Division 2 of Title 9.

3
Motion to Pay Judgment in Installments

Motion to Pay Judgment in Installments (page 3)

The Court May Order Judgment Paid in Installments Whether the Judgment Was After Appearance or By Default

Although the court's ability to modify a judgment to be paid in installments is available in any "civil case in which the defendant has appeared," CCP § 582.5 explicitly states that upon noticed motion such relief is available "regardless of the nature of the underlying debt and *regardless of whether the moving party appeared before entry of the judgment or order*," (emphasis added). This statutory language unambiguously makes available the ability to order installment payments after a default judgment.

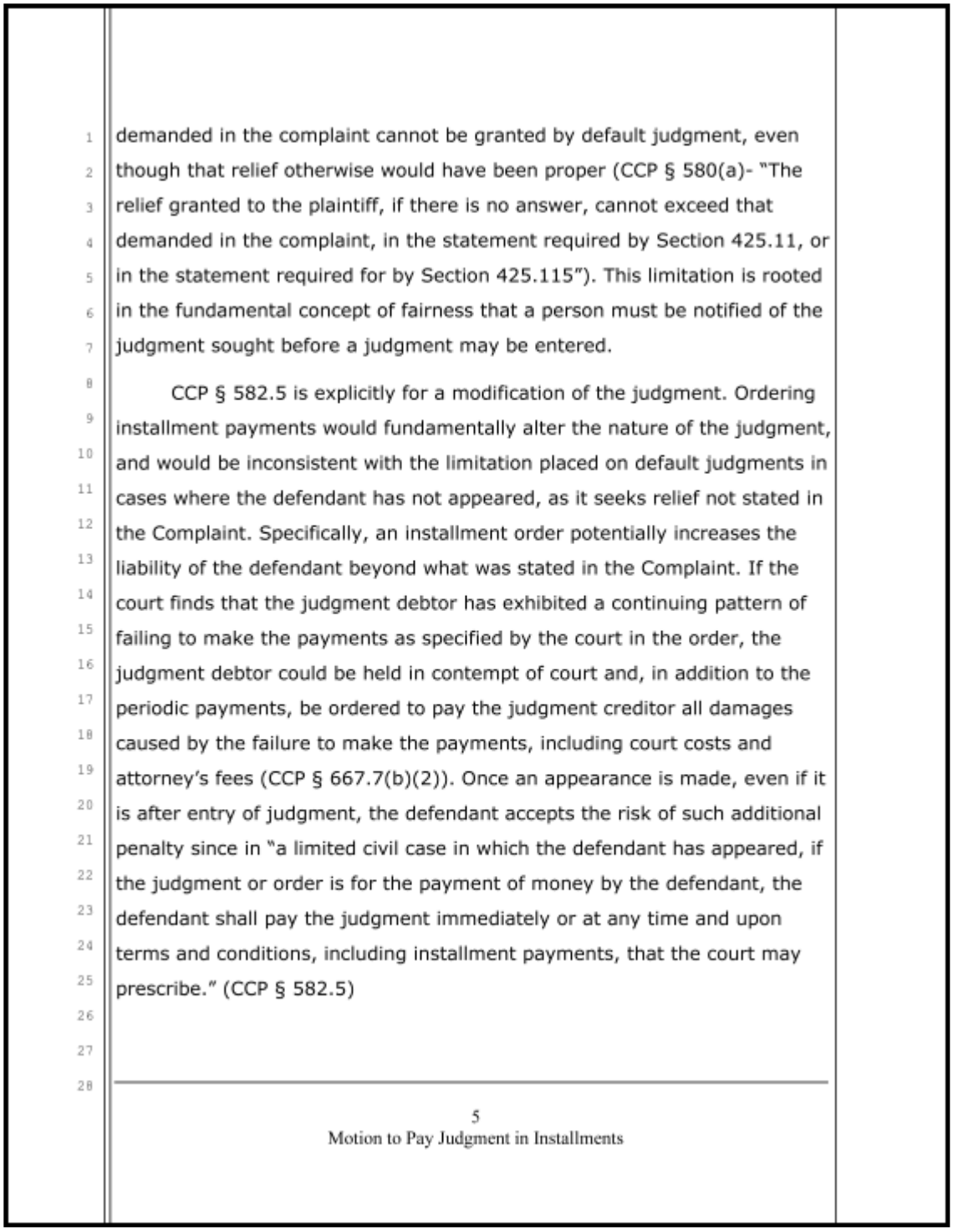
A general appearance is "a voluntary appearance for any purpose other than to question the jurisdiction of the court" (*See Horney v. Superior Court In and For Santa Clara County* (1948) 83 Cal.App.2d 262). If this motion seeks installments on a default judgment, the present motion to pay in installments does not contest jurisdiction of the court and constitutes a general appearance after entry of the judgment, a circumstance explicitly anticipated by CCP § 582.5.

The Requirement of an Appearance is Intended to Protect the Defendant and is Consistent with the Limits Placed on Default.

The requirement of an appearance before a judgment may be modified to be paid in installments may seem odd, especially as modification after default is clearly anticipated by the language of the statute, but the logic of the statute is easily understood.

Although the legislative history is silent on the issue, CCP § 582.5 is consistent with the statutes controlling limiting default judgments. Relief not

Motion to Pay Judgment in Installments (page 4)

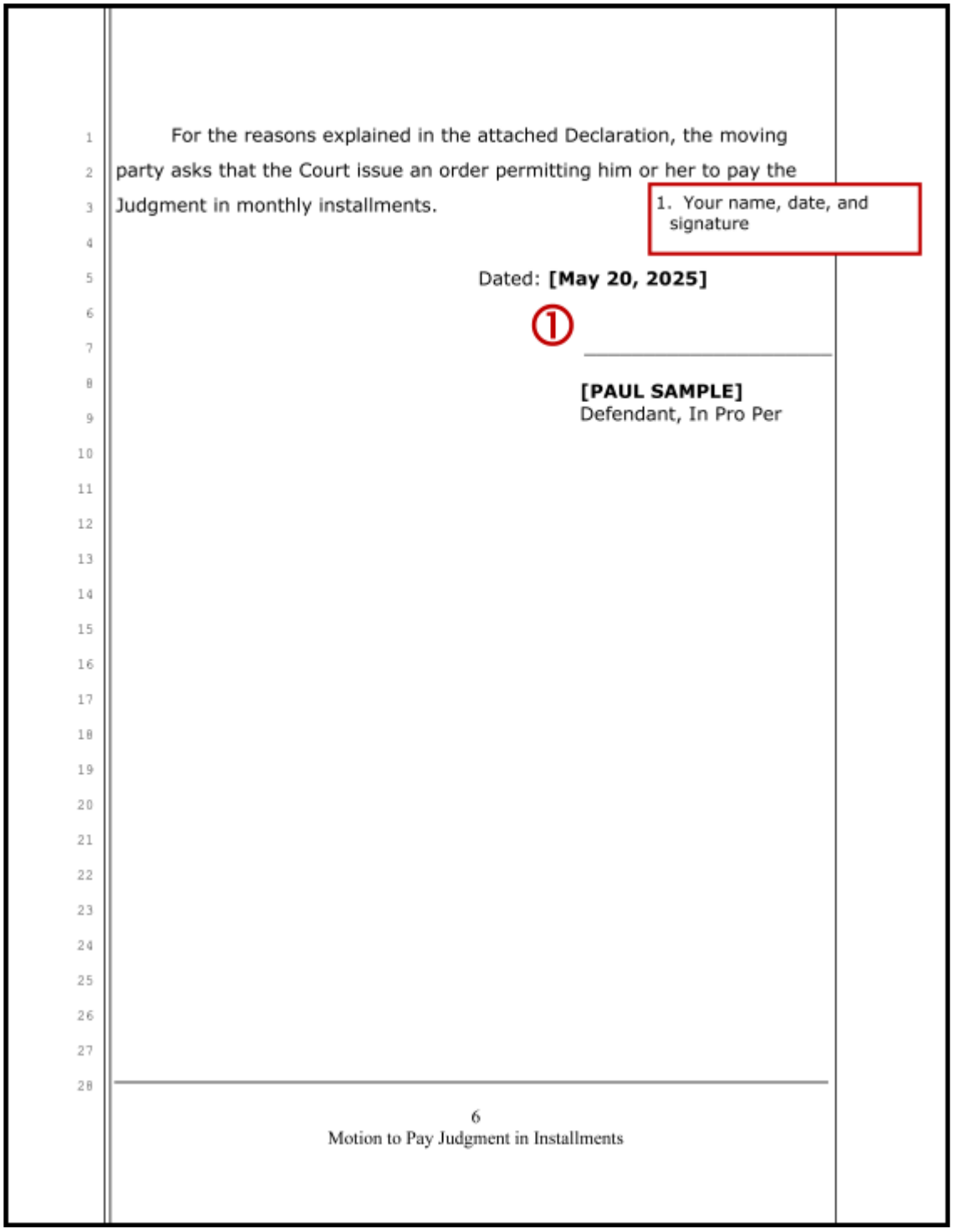


demanded in the complaint cannot be granted by default judgment, even though that relief otherwise would have been proper (CCP § 580(a)- "The relief granted to the plaintiff, if there is no answer, cannot exceed that demanded in the complaint, in the statement required by Section 425.11, or in the statement required for by Section 425.115"). This limitation is rooted in the fundamental concept of fairness that a person must be notified of the judgment sought before a judgment may be entered.

CCP § 582.5 is explicitly for a modification of the judgment. Ordering installment payments would fundamentally alter the nature of the judgment, and would be inconsistent with the limitation placed on default judgments in cases where the defendant has not appeared, as it seeks relief not stated in the Complaint. Specifically, an installment order potentially increases the liability of the defendant beyond what was stated in the Complaint. If the court finds that the judgment debtor has exhibited a continuing pattern of failing to make the payments as specified by the court in the order, the judgment debtor could be held in contempt of court and, in addition to the periodic payments, be ordered to pay the judgment creditor all damages caused by the failure to make the payments, including court costs and attorney's fees (CCP § 667.7(b)(2)). Once an appearance is made, even if it is after entry of judgment, the defendant accepts the risk of such additional penalty since in "a limited civil case in which the defendant has appeared, if the judgment or order is for the payment of money by the defendant, the defendant shall pay the judgment immediately or at any time and upon terms and conditions, including installment payments, that the court may prescribe." (CCP § 582.5)

5
Motion to Pay Judgment in Installments

Motion to Pay Judgment in Installments (page 5)



For the reasons explained in the attached Declaration, the moving party asks that the Court issue an order permitting him or her to pay the Judgment in monthly installments.

1. Your name, date, and signature

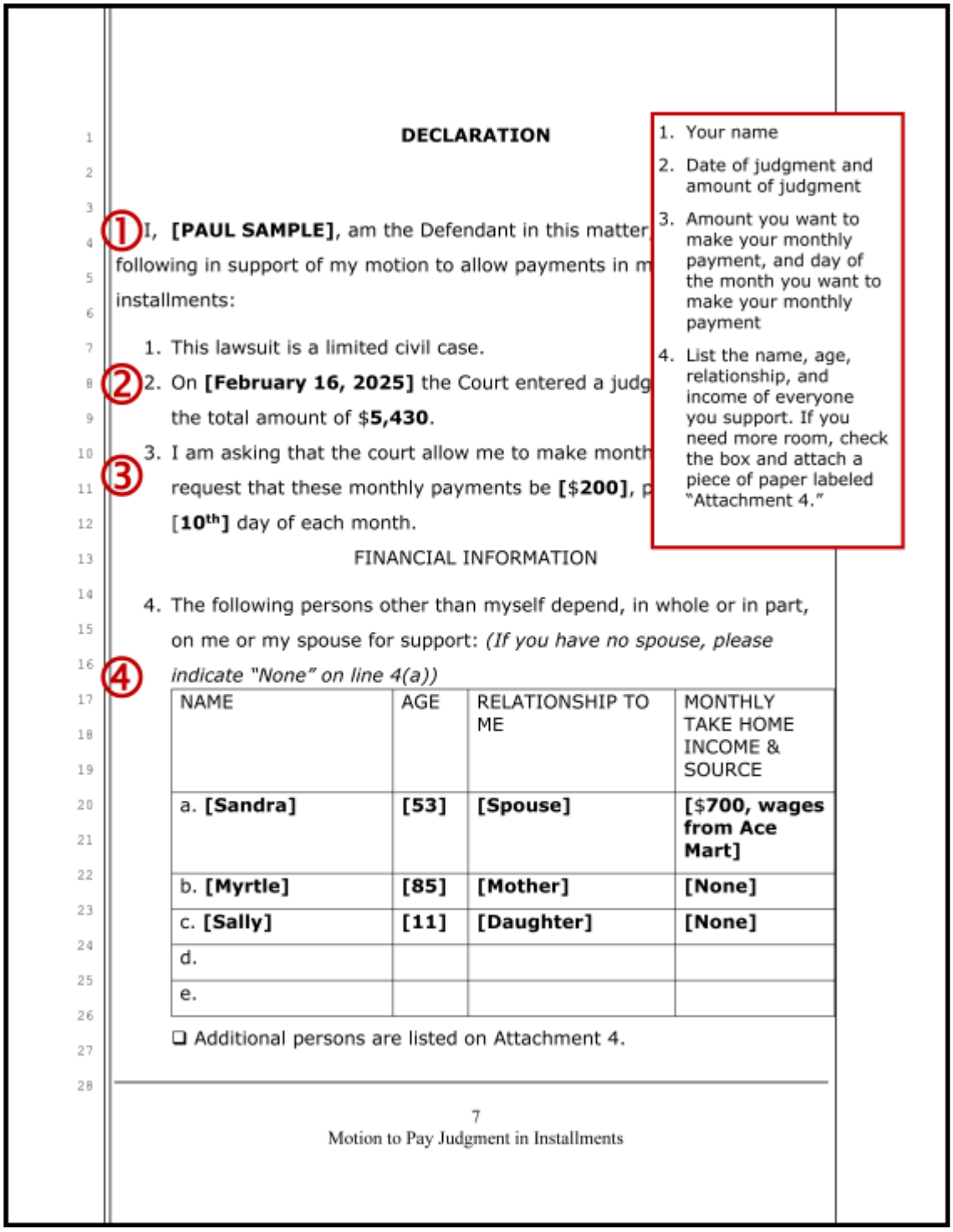
Dated: **[May 20, 2025]**

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[PAUL SAMPLE]
Defendant, In Pro Per

6
Motion to Pay Judgment in Installments

Motion to pay Judgement in Installments (page 6)



DECLARATION

1. Your name
2. Date of judgment and amount of judgment
3. Amount you want to make your monthly payment, and day of the month you want to make your monthly payment
4. List the name, age, relationship, and income of everyone you support. If you need more room, check the box and attach a piece of paper labeled "Attachment 4."

1 I, **[PAUL SAMPLE]**, am the Defendant in this matter
following in support of my motion to allow payments in m
installments:

1. This lawsuit is a limited civil case.
2 2. On **[February 16, 2025]** the Court entered a judg
the total amount of $**5,430**.
3 3. I am asking that the court allow me to make month
request that these monthly payments be **[$200]**, p
[**10th**] day of each month.

FINANCIAL INFORMATION

4. The following persons other than myself depend, in whole or in part, on me or my spouse for support: *(If you have no spouse, please indicate "None" on line 4(a))*

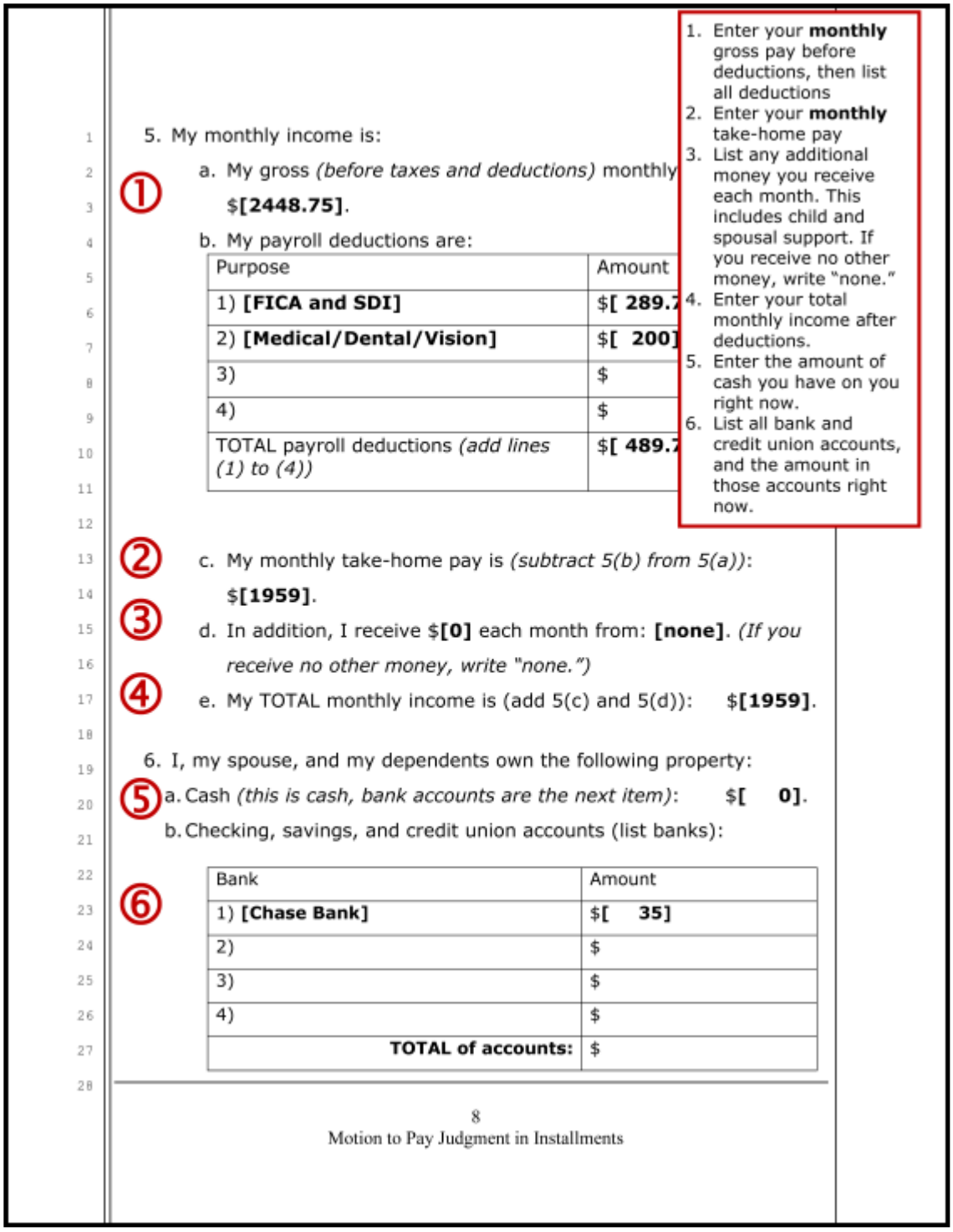
4

NAME	AGE	RELATIONSHIP TO ME	MONTHLY TAKE HOME INCOME & SOURCE
a. **[Sandra]**	**[53]**	**[Spouse]**	**[$700, wages from Ace Mart]**
b. **[Myrtle]**	**[85]**	**[Mother]**	**[None]**
c. **[Sally]**	**[11]**	**[Daughter]**	**[None]**
d.			
e.			

❑ Additional persons are listed on Attachment 4.

7
Motion to Pay Judgment in Installments

Motion to Pay Judgment in Installments (page 7)



1. Enter your **monthly** gross pay before deductions, then list all deductions
2. Enter your **monthly** take-home pay
3. List any additional money you receive each month. This includes child and spousal support. If you receive no other money, write "none."
4. Enter your total monthly income after deductions.
5. Enter the amount of cash you have on you right now.
6. List all bank and credit union accounts, and the amount in those accounts right now.

5. My monthly income is:

① a. My gross *(before taxes and deductions)* monthly
$**[2448.75]**.

b. My payroll deductions are:

Purpose	Amount
1) **[FICA and SDI]**	$**[289.7**
2) **[Medical/Dental/Vision]**	$**[200]**
3)	$
4)	$
TOTAL payroll deductions *(add lines (1) to (4))*	$**[489.7**

② c. My monthly take-home pay is *(subtract 5(b) from 5(a))*:
$**[1959]**.

③ d. In addition, I receive $**[0]** each month from: **[none]**. *(If you receive no other money, write "none.")*

④ e. My TOTAL monthly income is (add 5(c) and 5(d)): $**[1959]**.

6. I, my spouse, and my dependents own the following property:

⑤ a. Cash *(this is cash, bank accounts are the next item)*: $**[0]**.

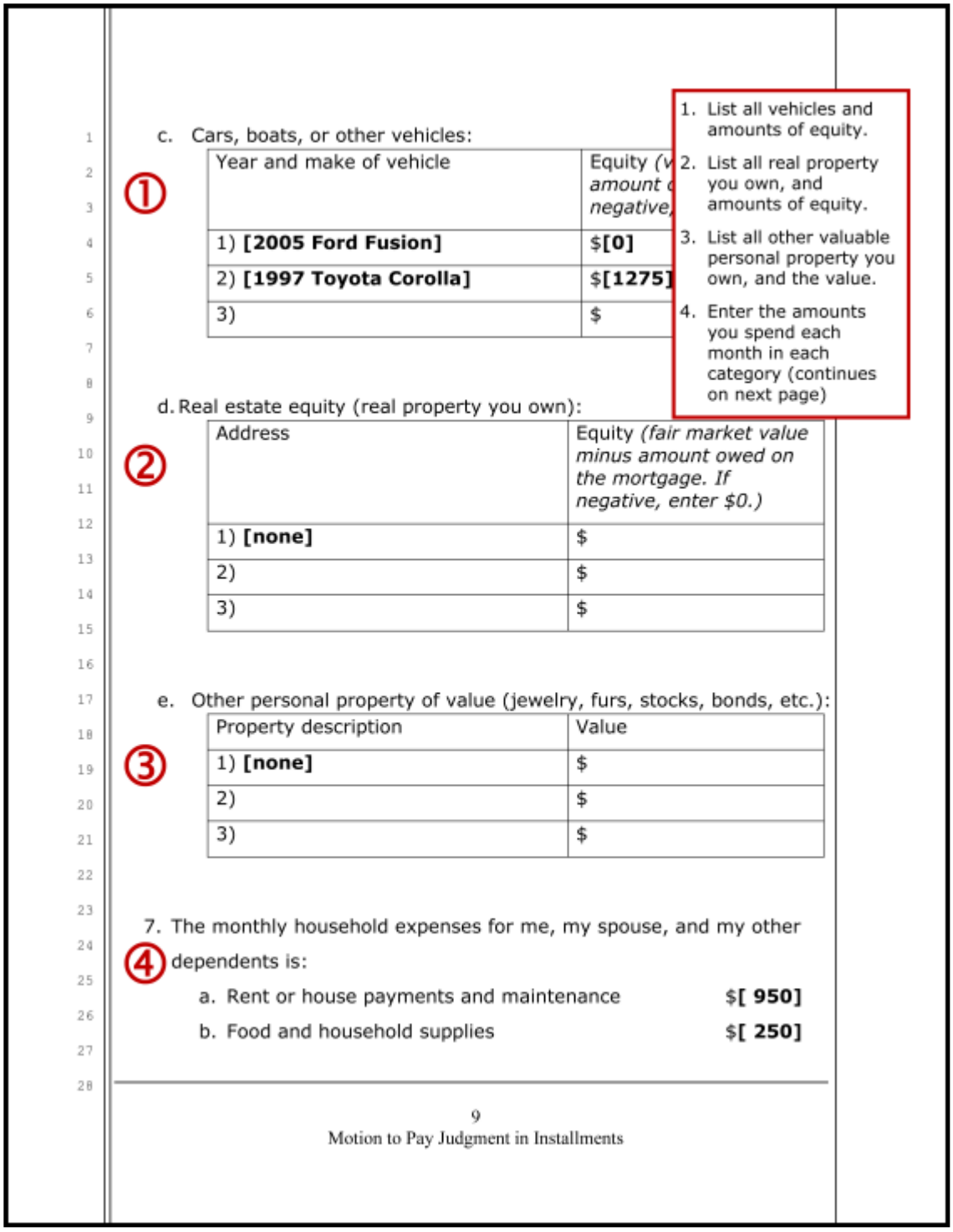
b. Checking, savings, and credit union accounts (list banks):

⑥

Bank	Amount
1) **[Chase Bank]**	$**[35]**
2)	$
3)	$
4)	$
TOTAL of accounts:	$

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1. List all vehicles and amounts of equity.
2. List all real property you own, and amounts of equity.
3. List all other valuable personal property you own, and the value.
4. Enter the amounts you spend each month in each category (continues on next page)

c. Cars, boats, or other vehicles:

Year and make of vehicle	Equity (v… amount … negative,
1) **[2005 Ford Fusion]**	$**[0]**
2) **[1997 Toyota Corolla]**	$**[1275]**
3)	$

d. Real estate equity (real property you own):

Address	Equity *(fair market value minus amount owed on the mortgage. If negative, enter $0.)*
1) **[none]**	$
2)	$
3)	$

e. Other personal property of value (jewelry, furs, stocks, bonds, etc.):

Property description	Value
1) **[none]**	$
2)	$
3)	$

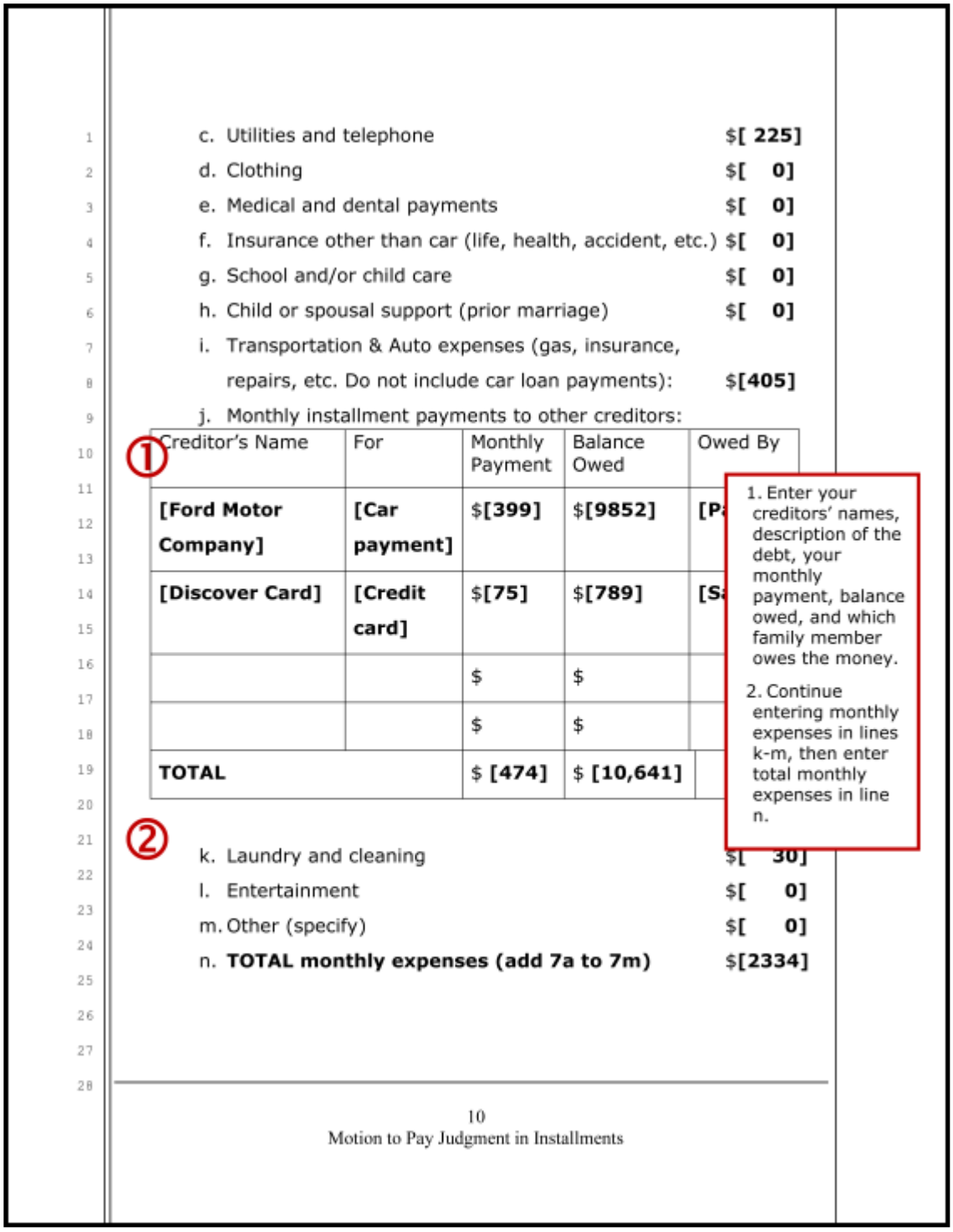
7. The monthly household expenses for me, my spouse, and my other dependents is:

a. Rent or house payments and maintenance $**[950]**

b. Food and household supplies $**[250]**

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Motion to Pay Judgment in Installments

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c. Utilities and telephone $[225]
d. Clothing $[0]
e. Medical and dental payments $[0]
f. Insurance other than car (life, health, accident, etc.) $[0]
g. School and/or child care $[0]
h. Child or spousal support (prior marriage) $[0]
i. Transportation & Auto expenses (gas, insurance, repairs, etc. Do not include car loan payments): $[405]
j. Monthly installment payments to other creditors:

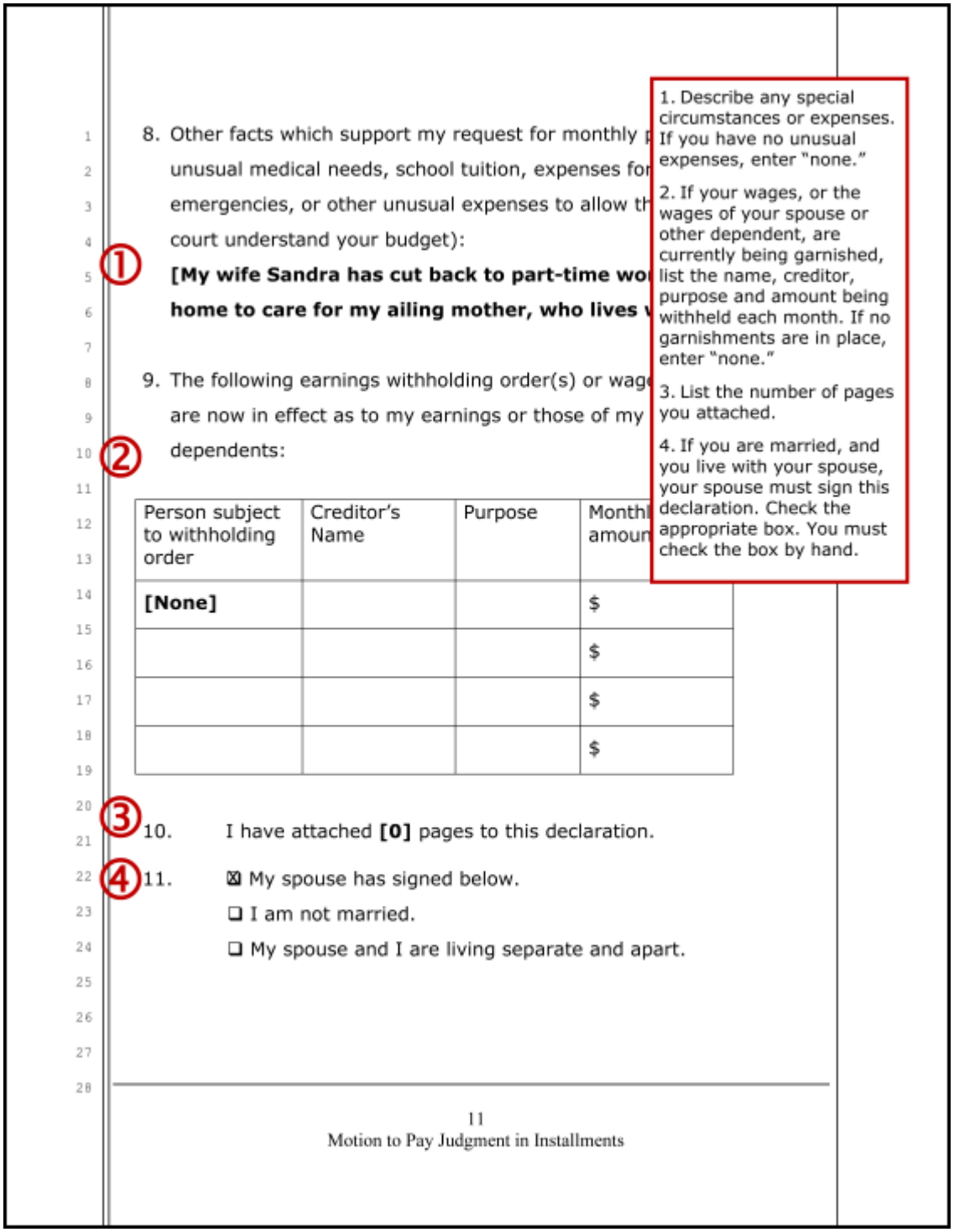
Creditor's Name	For	Monthly Payment	Balance Owed	Owed By
[Ford Motor Company]	[Car payment]	$[399]	$[9852]	[P
[Discover Card]	[Credit card]	$[75]	$[789]	[S
		$	$	
		$	$	
TOTAL		$ [474]	$ [10,641]	

k. Laundry and cleaning $[30]
l. Entertainment $[0]
m. Other (specify) $[0]
n. **TOTAL monthly expenses (add 7a to 7m)** $[2334]

1. Enter your creditors' names, description of the debt, your monthly payment, balance owed, and which family member owes the money.
2. Continue entering monthly expenses in lines k-m, then enter total monthly expenses in line n.

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Motion to Pay Judgment in Installments

Motion to Pay Judgment in Installments (page 10)



8. Other facts which support my request for monthly p
unusual medical needs, school tuition, expenses for
emergencies, or other unusual expenses to allow th
court understand your budget):

① **[My wife Sandra has cut back to part-time wo
home to care for my ailing mother, who lives**

9. The following earnings withholding order(s) or wage
are now in effect as to my earnings or those of my
② dependents:

Person subject to withholding order	Creditor's Name	Purpose	Monthl amoun
[None]			$
			$
			$
			$

③ 10. I have attached **[0]** pages to this declaration.

④ 11. ☒ My spouse has signed below.
☐ I am not married.
☐ My spouse and I are living separate and apart.

1. Describe any special circumstances or expenses. If you have no unusual expenses, enter "none."

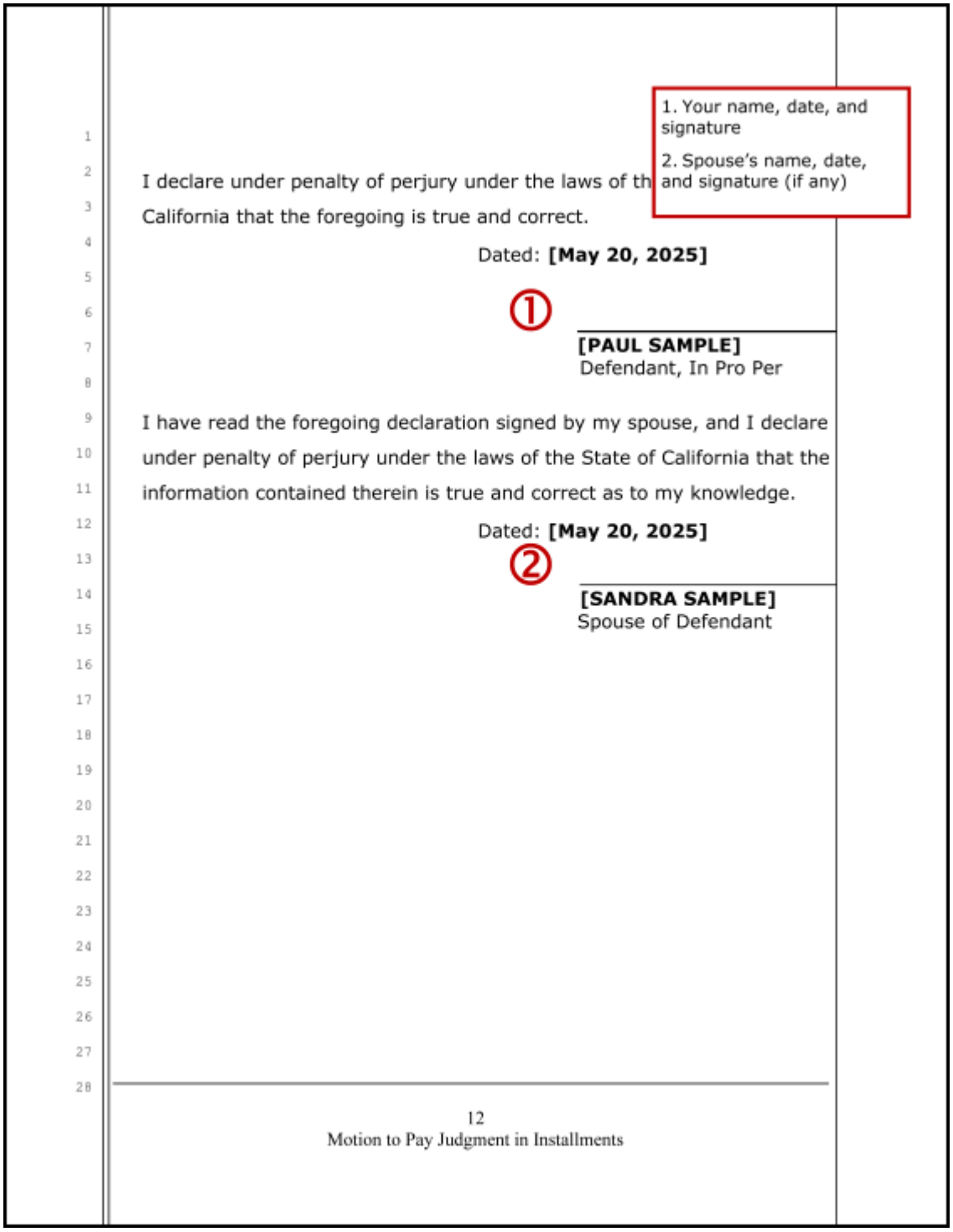
2. If your wages, or the wages of your spouse or other dependent, are currently being garnished, list the name, creditor, purpose and amount being withheld each month. If no garnishments are in place, enter "none."

3. List the number of pages you attached.

4. If you are married, and you live with your spouse, your spouse must sign this declaration. Check the appropriate box. You must check the box by hand.

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Motion to Pay Judgment in Installments

Motion to Pay Judgment in Installments (sample page 11)



Motion to Pay Judgment in Installments (sample page 12)

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