

VIRGINIA: IN THE GENERAL DISTRICT COURT FOR THE NINTH JUDICIAL DISTRICT

Effective July 1, 2015, pursuant to the provisions of VA Code 19.2-354 and 19.2-358, this Court authorizes the Clerk to approve Time to Pay and Installment Payment Agreements as follows:

Any Defendant who cannot pay their fines and costs within 30 days may apply to the Court for a payment plan. Please take note that your privilege to drive will be suspended at any point that you fail to make payment according to your payment plan.

You may request a payment plan for all fines and costs.

The Court will consider your financial information to determine payment plan.

Initial Payment Plan Guidelines

Up to \$100.00	90 days
\$100.01 - \$200.00	120 days
\$200.01 - \$350.00	180 days
\$350.01 - over	1 year

- A \$10.00 fee will be assessed upon entering into a payment agreement, unless it was collected on a previous agreement.
- You must inform the Court promptly of any change of address during the term of the agreement.
- The Clerk’s Office will prepare one agreement per Defendant totaling all amounts owed for all unpaid accounts in this Court.

Restoration Payment Plan After Default

- You must appear in person to enter into an approved Time to Pay Agreement. ¹
- A \$10.00 fee will be assessed upon entering into a payment agreement, unless it was collected on a previous agreement.
- The Clerk’s Office will prepare one agreement per Defendant totaling all amounts owed for all unpaid accounts in this court.
- The Clerk’s Office will grant one payment plan only. If you default on that plan, you must petition the Court to authorize a payment plan. You may have to see the Judge for this request.
- You must inform the Court promptly of any change of address during the term of the agreement.

Community Service in lieu of fines and costs is available to anyone who meets the guidelines for indigent persons and whose privilege to drive is not currently suspended for failure to pay fines/costs on the accounts in question. Please check with the clerk’s office for more details. This option is NOT AVAILABLE for restoration of driving privileges or payment of restitution.

¹ If you do not reside in the Commonwealth of Virginia or reside more than 50 miles from the courthouse, you may use mail or facsimile.