

# *Campbell County Circuit Court Clerk's Office*

P. O. Box 7 • Rustburg, Virginia 24588

ALTAVISTA (434) 592-9517 • BROOKNEAL (434) 283-9517 • RUSTBURG (434) 332-9517 • LYNCHBURG (434) 592-9517

**Valerie P. Younger, Clerk**

## **PAYMENT PLANS IN CAMPBELL COUNTY CIRCUIT COURT**

How to enter into a payment plan:

1. Print this form and bring it in to the Circuit Court Clerk's office. **DO NOT** complete the form. Forms will be provided by the office if you do not bring it with you.
2. You **MUST** appear in person to set up payment plans unless you have made prior arrangements with the Clerk.
3. Payment plans are to be brought into the office between the hours of 8:30 a.m. - 4:30 p.m. Monday – Friday. Please call ahead for holiday hours.
4. No down payment is required to set up a first-time payment plan. Down payments **WILL BE REQUIRED** for any second or subsequent payment plan after default of an initial plan. The terms of that are as follows: If your balance is \$500.00 or less, you must pay 10% of your total balance owed to the Court. If you owe \$500.00 or more, you will be required to pay 5% or \$50.00 of your total balance owed to this Court, whichever is greater. It is your responsibility to make sure your payments are made within the time frame required to keep your account from defaulting. Please note that the Clerk's office will not be held responsible for defaulted accounts due to closures for normal business hours, holidays, mail delivery, or acts of God.

**\*\* Note:** If you need to change the due date on your payment plan, you must request it. If you wish to change the terms of the payment plan, you must contact the clerk's office. There is no guarantee of approval for changes to be made. If your address changes while you are on a payment plan, you must notify the Clerk's office of that change. **\*\***

Terms of payment plans:

1. Before setting the financial terms, your case file will be pulled to read the court order. If you were court ordered to pay a certain amount per month, your payment plan will be set up under those terms.
2. If no certain amount was ordered by the court, payment plans start at \$45.00 per month. If you owe multiple jurisdictions, or are unable to pay that amount, please notify the clerk so we can work with you to find an affordable amount.



3. **\*\*Please remember that failure to make your payments on time will result in your payment plan defaulting. The results could include state and local interest accrual, wage garnishment, withholding of your Virginia state income tax refund, and you will also be subject to a 17% collection fee that will be assessed by the state of Virginia. We have no control over the plans defaulting as it is an automatic system and cannot be altered. You may also be subject to further criminal charges if applicable.**
4. If restitution is owed, any payments made on court costs/fines will first be directed towards the restitution balance. If your account becomes delinquent and the State Collection Fee is added, 17% of all restitution payments will go towards that fee, which will make restitution pay-off balances higher. These fees CANNOT be waived or removed from your account.

#### How to Make Payments:

**\*\*We accept cash, check, money order, debit/credit card in the form of Visa and Mastercard\*\***

1. Pay in person: Campbell County Circuit Court Clerk's Office: Monday – Friday 8:30 a.m. to 4:00 p.m. **\*\* Payments made after 4:00 p.m. will be applied to your account the next business day. Credit card payments CAN NOT BE TAKEN AFTER 4:00 p.m.**
2. There is a 2% fee for all card transactions made in-office or over the phone. No fees will apply for payments made online.
3. Pay by mail: Clearly write the name of the defendant as well as the case number. If you would like a receipt, send a self-addressed stamped envelope. The mailing address is:
4. Campbell County Circuit Court  
P. O. Box 7  
Rustburg, VA 24588
5. Pay by phone: We accept Visa/Mastercard payments between the hours of 8:30 a.m. – 4:00 p.m. only. There is a 2% fee to use a credit/debit card. Call (434) 332-9517.
6. Pay online: We will accept online payments beginning February 1, 2022 through the VJOPS website. You may access the payment portal by visiting **<https://eapps.courts.state.va.us/fmsOnline>**. There are no additional fees for using this service. The online system is available on holidays and weekends; and is only unavailable between the hours of 4:00 am -5:00 am.

COMMONWEALTH OF VIRGINIA

VA. CODE §§ 19.2-354; 19.2-358

Case No(s) .....

In the Circuit Court for the [ ] City [x] County of OF CAMPBELL

[x] COMMONWEALTH OF VIRGINIA

[ ] CITY [ ] COUNTY OF ..... v. ....

DEFENDANT

SSN

DRIVER'S LICENSE NUMBER

DRIVER'S LICENSE STATE

RESIDENCE ADDRESS

MAILING ADDRESS IF DIFFERENT FROM ABOVE

TELEPHONE NUMBER

I. ACKNOWLEDGMENT OF SUSPENSION OR REVOCATION OF DRIVER'S LICENSE

I acknowledge that I have been notified that my driver's license/driving privilege:

is suspended or revoked for a period of ..... effective ..... as a result of

[ ] my conviction by this Court or [ ] .....

I acknowledge that I owe fines, costs, forfeiture, restitution and/or penalty of \$ ..... plus any additional court-appointed attorney fee, if applicable. I further acknowledge that my case will be referred for collection enforcement if the full amount is not paid within 90 days of sentencing on my case unless I enter into a deferred or installment payment plan.

[ ] I am requesting a deferred or installment payment agreement.

I further certify that on this date this notice was read, understood by me, and I received a copy of the same, and that my driver's license

[ ] WAS [ ] WAS NOT surrendered to this Court. Reason not surrendered: .....

DATE

DEFENDANT

State/Commonwealth of [ ] Virginia [ ] .....

County/City of .....

Acknowledged before me this day by .....

PRINT NAME OF SIGNATORY

DATE

[ ] JUDGE [ ] CLERK [ ] NOTARY PUBLIC

Notary Registration No. .... My commission expires: .....

READ PART I ON THE BACK OF THIS FORM FOR MORE STIPULATIONS, WHICH ARE INCORPORATED BY REFERENCE AND ARE MADE A PART OF THIS ACKNOWLEDGMENT.

II. ORDER AND NOTICE OF DEFERRED PAYMENT OR INSTALLMENT PAYMENTS

Upon due consideration, the Defendant's Petition for deferred or installment payments is accordingly ACCEPTED, and the Defendant is ORDERED to pay costs, fines, forfeiture, and penalty totaling \$ ....., plus restitution totaling \$ ..... plus any additional court-appointed attorney fee, court reporter fee, and interest, if applicable, by:

[ ] making ..... installment payments of \$ ..... per ....., beginning ..... until paid in full; or

[ ] making a deferred payment in full on or before .....

[ ] Restitution payments are to be paid in accordance with the court's ORDER FOR RESTITUTION previously entered.

If Deferred payment is not received by the above due date, or if the final Installment payment is not received by ....., the defendant is hereby given NOTICE to return to this Court on ..... at .....

The total listed above does not include transcript costs and any costs/damages that may be charged if you appeal from this court.

READ PART II ON THE BACK OF THIS FORM FOR MORE STIPULATIONS WHICH ARE INCORPORATED BY REFERENCE AND ARE MADE A PART OF THIS ORDER AND NOTICE.

Entered this ..... day of .....

I have asked for and received a copy of this Order and Notice.

[ ] JUDGE [ ] CLERK

DEFENDANT

## **PART I**

I understand that if I provide for payment of a fine or other monies due by a method other than cash and my payment fails, the Clerk will send me a written notice of my failure of payment. A penalty of \$50.00 or 10 percent of the amount of the payment, whichever is greater, may be charged if the method of payment fails.

I further understand that, if I am convicted of driving while my driver's license is suspended or revoked, I may be fined, sentenced to jail, or both.

I understand that upon suspension or revocation of my license, I may not operate a motor vehicle in the Commonwealth of Virginia until:

- (1) All periods of suspension imposed by any Court or the Department of Motor Vehicles have expired, AND
- (2) The Department of Motor Vehicles reinstates my license (if suspended) or issues a new license (if revoked) after:
  - (a) I have paid the reinstatement fee (if any) to the Department of Motor Vehicles, AND
  - (b) I have met all other administrative requirements of the Department of Motor Vehicles.

## **PART II**

I understand that if the Court has ordered deferred or installment payments, or community service to pay all or part of the fines and costs, I must make all required payments or perform all community service on time.

I understand that:

- (1) as a condition of this agreement, I must promptly inform the Court of any change of my mailing address during the term of the agreement;
- (2) if the fines, costs, forfeiture, restitution, and/or penalty are not paid in full by the date ordered, that the Court shall proceed according to the provisions of Va. Code § 19.2-358, which state that a show cause summons or capias for my arrest may be issued;
- (3) the amount(s) listed in this agreement may be administratively amended by the Clerk of this Court in the event additional costs should be assessed;
- (4) the Court or Clerk thereof may adjust the final payment date administratively, without further notice, for installment payment agreements, if I fail to make a scheduled payment or for deferred payments, if I fail to pay in full by the date ordered, for the purposes of referring the account for action pursuant to Va. Code § 19.2-358.

I further understand that if the Court does not receive payments as ordered, my case will be referred for collection enforcement action under §§ 19.2-349, 19.2-353.5, 19.2-358, or 58.1-520 through 58.1-534 of the Code of Virginia. If my case is referred for collection enforcement action under § 19.2-349, the amount that I owe and that can be collected will be increased to reflect the additional costs associated with collection action. If any part of the amount due remains unpaid, pursuant to § 19.2-358, I may be subject to a jail sentence of up to 60 days or an additional fine of up to \$500.00.

Pursuant to Va. Code § 19.2-353.5, if interest on outstanding fines and costs owed to this court accrued during a period when I was incarcerated, I may request that the interest that accrued when I was incarcerated be waived by this Court.

This Order and Notice is provided to the Defendant pursuant to Va. Code § 19.2-354. This Order shall not be spread on the Order Book of this Court.

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### **Notice to Defendant:**

If you are required to enter into an alcohol safety action program (ASAP) as part of the disposition of your case or as a condition of a restricted driving privilege, pursuant to Va. Code § 18.2-271.1(B), you will be required to pay a fee for the program unless the court has found that you are indigent and the court has reduced or waived the fee. Any restricted driving privilege granted to you by the court may be revoked if you do not timely pay the required fee. If ASAP is required as part of your restricted driving privilege, you must enroll in ASAP within 15 days of your restricted driving privilege being granted.