

**HOPEWELL CIRCUIT COURT
100 E. Broadway, Room 251
Hopewell, VA 23860
(804) 541-2239**

**Deferred Payment/Installment Policy
 (“Time-to-Pay Policy”) as of July 1, 2021**

Pursuant to Virginia Code §19.2-354, it is the responsibility of the Circuit Court to make arrangements for collection of fines, costs and restitution. The Court has assigned these duties to the Clerk of the Circuit Court. The following is your guide for the purposes of setting up a Time-to-Pay Plan with this Court.

Payment Plans and their terms are set by the Clerk. This is the written plan, signed by you, and which gives you certain rights when you are in full compliance.

Payment schedules may be set by the Court, Probation Officer, or by the Clerk.

If you disagree with the Payment Plan and Terms set by the Clerk, you may request that the Clerk place the matter on the Court’s docket for the Judge to decide the matter.

The Defendant is given notice of all fines, costs, restitution, and assessments at the conclusion of the criminal case. This notice may be amended as invoices from providers are submitted and your balance is always available by contacting the Clerk’s office.

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The Defendant is required to complete a form entitled: “Petition for Deferred or Installment Payment of Fines/Costs.” Effective July 1, 2021, a down payment is no longer required when entering into a Payment Plan with the Court. If default in payment occurs, the Plan is terminated and the Defendant must petition the Circuit Court for a new Payment Plan and a Judge will have to give approval for a new agreement.

These terms are general guidelines that may be amended at the discretion of the Clerk. Decisions as to Plans are made on a case-by-case basis, since everyone’s situations vary.

Community Service at approved locations, in lieu of money payments, **may** be an option to discharge fines and costs (but not restitution). The Community Service must be approved **in advance** by the **Court or Probation Officer**. The hourly credit is the minimum wage as set by law. **THE CLERK CANNOT APPROVE COMMUNITY SERVICE.**