

Virginia:

In the Circuit Court of the City of Richmond, John Marshall Courts Building

**NOTICE OF PAYMENT ALTERNATIVES FOR FINES AND COSTS**

**Pursuant to §19.2-354 and §19.2-354.1 of the Code of Virginia**

If you are unable to pay fines and costs for the offense(s) of which you were convicted, the Court offers you the opportunity to enter an alternative payment plan.

Terms and Conditions: deferred payment, modified deferred payment, and installment plans (NOTICE PURSUANT TO §19.2-354 AND §19.2-354.1)

Definitions:

“Deferred payment agreement” – no installment payments are required but you agree to pay the full amount of the fines and costs at the end of the set term.

“Fines and costs” – all fines, court costs, forfeitures, and penalties assessed by a single court in a case involving the commission of a crime or traffic infraction; this includes restitution unless the court orders a separate payment schedule for restitution.

“Installment payment agreement” – an agreement to make monthly or other periodic payments until fines and costs are paid in full.

“Modified deferred payment agreement” – a deferred payment agreement in which you also agree to use your best efforts to make monthly or other periodic payments.

As a condition of any agreement, you are required to inform the Court promptly of any change of your mailing address.

Pursuant to §19.2-354(A), the Court has authorized the Clerk’s office to approve the following two plans that are available to everyone regardless of financial need: 1) A Deferred Payment Agreement that you will pay all outstanding fees and costs within 6 months or 2) an Installment Payment Agreement that you will pay a minimum of \$50.00 a month towards your fines and costs. To request that the Clerk’s office provide you with one of those two payment agreements, please fill in the request form and sign the Payment Agreement presented to you by the Deputy Clerk (form CC-1379).

To request that the Court grant you permission to enter a payment agreement under different terms, please file the form motion. You must also file the DC-211 form. **After filing the form and your DC-211, you must contact the Clerk’s office at (804)646-6553 within five to seven days to learn the decision of the Court or you risk possible default.** Once you receive confirmation your motion was granted, you will sign the Payment Agreement (form CC-1379). The Court may not deny you the opportunity to enter into a deferred payment, modified deferred payment, or installment payment plan solely (i) because of the category of offense for which you were convicted or found not innocent, (ii) because of the total amount of all fines and costs, (iii) because you previously defaulted under the terms of a payment agreement, (iv) because the fines and costs have been referred to collections, or (v) because you have not established a payment history. In determining the length of time allowed for you to pay under one of these agreements, the Court will consider your financial resources and obligations, including any fines and costs you may owe to other courts. To assess your ability to pay, the Court will use the DC-211 form you submitted with your application form. In the rarer circumstance that this request occurs during a court proceeding, the Court will conduct an in-court oral examination of you to determine your resources and obligations. The Court will set an agreement with a reasonable length and reasonable payment amounts given your financial resources and obligations. The Court may offer a payment agreement which combines an initial period in which no payment is required followed by a period of installment payments. On a first agreement, the Court will not require you to make a down payment. On a subsequent payment agreement, the Court may require a down payment. You are permitted to make a down payment if you wish. All the fines and costs you owe this Court may be incorporated into a single agreement. A payment agreement is only permitted to include outstanding fines and costs for which the limitation period has not run.

Grace period: Any payment made within ten days of the due date shall be considered to have been timely made.

**NOTICE UNDER §19.2-354(D): If you fail to make any ordered payment within the grace period, you may be fined or imprisoned pursuant to §19.2-358.**

**NOTICE OF POTENTIAL TO DEFAULT: If you do not pay the balance in full or enter a payment agreement with the Court you will be in default. If you do not make timely payments as ordered by the Court, you will be in default. If you default, action may be taken against you in accordance with §19.2-349 (see §19.2-354(E)).**

At any time during the duration of an agreement, you may request a modification to the agreement by filing a DC-211 form. The Court may choose to grant your request based on a good faith showing of need. If you have defaulted on a payment agreement, you may petition the Court for a subsequent payment agreement. The Court will consider any change to your

circumstances. The Court may require a down payment as a condition of permitting a subsequent payment agreement that may not exceed (i) 10% of the amount owed if the amount owed is \$500.00 or less or (ii) 5% of the amount owed or \$50, whichever is greater, if the amount owed is more than \$500.00.

**Community Service Program (Established pursuant to §19.2-354(C))**

**If you ARE NOT INCARCERATED:**

You may apply to the Court for permission to apply community service hours towards your fines and costs using the form motion. If the Court grants your request, you must perform a minimum of 5 community service hours per month, unless the Court's Order specifies otherwise, at an organization receiving 501(c)(3) status through the Internal Revenue Service. The Court will give you credit for your community service hours at the rate of the current minimum wage in the Commonwealth at the time the work was performed.

You must complete sufficient community service hours to discharge your fines and costs within one year unless a longer period is specified by the Court in its order on your motion. If you have not fully discharged your fines and costs within the period allowed, you must either pay the remaining amount or receive approval for a new payment plan before the deadline is passed.

**NOTICE OF POTENTIAL TO DEFAULT: If you do not either pay the balance in full or enter a new payment plan before the deadline imposed by the Court, you will be in default. If you default, action may be taken against you in accordance with §19.2-349 (see §19.2-354(E)). After filing your form motion, you must contact the Clerk's office at (804)646-6553 within five to seven days to learn the decision of the Court to avoid possible default.**

If your motion is granted, you must submit your community service hours as follows:

⇒ After you have completed your community service hours for each month, you must file with the Clerk of this Court an original letter (not a copy) on the letter head of a non-profit organization with 501(c)(3) status. Failure to meet your monthly requirement could result in the termination of your approval for community service.

⇒ The final letter must be filed no later than one year from the date of the Order granting you permission to use community service hours for your fines and costs. If the Court granted you a longer period for the performance of your community service hours in the Order, the letter must be submitted prior to that deadline.

⇒ Each letter must certify your daily hours for each of your dates of service.

⇒ Each letter must contain the name, contact information, and signature of a representative of the non-profit organization who supervised your community service hours.

⇒ You must sign each letter in front of a notary public, or you must return to the Clerk's Office in person to swear an oath that everything contained in the letter is accurate and true.

**If you ARE INCARCERATED:**

These categories of work qualify as community service under §19.2-354(C)(ii):

- Work performed as required by a community corrections alternative program pursuant to §19.2-316.4 (CCAP).
- Work performed building or maintaining the roads or performing public works approved by the Director pursuant to §53.1-59.
- Work performed during work release from a state prison pursuant to §53.1-60 or work release from a local jail pursuant to §53.1-131.
- Work performed at a local jail that was authorized by a circuit or district court pursuant to §53.1-128.
- Work performed pursuant to a workforce program of a local jail that was authorized by the local governing body pursuant to §53.1-129.
- Other types of work you may have performed while incarcerated (like work for the facility) are not eligible for application towards fines and costs.

If you are performing that work, you may request the work be applied towards your fines and costs by filing the form motion along with an original letter from the jail, prison, or community corrections alternative program (CCAP) sponsoring the qualifying work program. The letter must certify the hours and dates and type work or certify that the accompanying documentation of the hours and dates and type of work are true and accurate. The letter must contain the name, contact information, and signature of the employee providing the original letter. The Court will review your motion and documentation and issue an order granting or denying your motion. If your motion is granted, the Court will give you credit at the hourly rate of the minimum wage for the Commonwealth for the year in which the work was performed subtracting from that hourly rate any wage you received for your work.

Virginia:

In the Circuit Court of the City of Richmond, John Marshall Courts Building

**FORM REQUEST FOR CLERK APPROVAL OF DESIGNATED PAYMENT PLANS**

Pursuant to §19.2-354 and §19.2-354.1 of the Code of Virginia

Defendant's Full Name: \_\_\_\_\_,

Date: \_\_\_\_\_,

Address: \_\_\_\_\_,

Phone number: (\_\_\_\_\_) \_\_\_\_\_.

Case Number(s) for the matters that resulted in the owed fines and costs:

\_\_\_\_\_  
\_\_\_\_\_

- I request a Deferred Payment Agreement **for the term of 6 months** for the fines and costs owing in the above matter(s). **I will pay the entire amount due within 6 months of today's date or face the consequences of default.**
- I request an Installment Payment Agreement **to pay a minimum of \$50.00 a month** towards the fines and costs owing in the above matter(s). **I will pay a monthly payment of \$50.00 on the due date or face the consequences of default.**

I understand that I must also sign the Payment Agreement, form CC-1379, for my agreement to be complete.

I acknowledge I have received and reviewed the required Notice of Payment Alternatives for Fines and Costs that states the terms and conditions of entering a payment plan as well as the consequences of default.

If I am unable to pay as required, I acknowledge that I should return to the clerk's office to file the DC-211 form to request a modification of these terms as required by §19.2-354.1(H).

Signature: \_\_\_\_\_, Defendant

Virginia:

In the Circuit Court of the City of Richmond, John Marshall Courts Building

**MOTION FOR COURT APPROVAL OF A PAYMENT PLAN  
FOR FINES AND COSTS**

Pursuant to §19.2-354 and §19.2-354.1 of the Code of Virginia

Commonwealth of Virginia,

v.

Full Name: \_\_\_\_\_,  
*Defendant.*

Case Number(s) for the matters that resulted in the owed fines and costs:

\_\_\_\_\_.

COMES NOW the Defendant, *pro se*, and hereby moves this Honorable Court pursuant to §19.2-354.1 and §19.2-354(C) of the Code of Virginia to enter a payment plan for fines and costs:

- To enter a Deferred Payment Agreement to pay the entire amount on/before \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mo./day/yr.).
- To enter a Modified Deferred Payment Agreement to pay the entire amount on/before \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mo./day/yr.) and the Defendant agrees to use best efforts to pay \$ \_\_\_\_\_ /mo. beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mo./ day/yr.).
- To enter an Installment Payment Agreement to pay \$ \_\_\_\_\_ /mo. beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mo./day/yr.).

The Defendant acknowledges receipt of the required Notice of Payment Alternatives for Fines and Costs outlining the terms and conditions of a payment plan, including the consequences of default. The Petitioner further acknowledges that if a payment plan is authorized by Order of this Court, there is no actual payment agreement until the Defendant has signed the Payment Agreement, form CC-1379, which may be obtained and signed by appearing in person at the Office of the Clerk.

\_\_\_\_\_,  
Signature of Defendant.

\_\_\_\_\_,  
\_\_\_\_\_,  
Mailing address of Defendant.

Certificate

I hereby certify that a true and exact copy of the forgoing motion was (circle one) hand-delivered/mailed first-class to the Office of the Commonwealth's Attorney at 400 N. 9<sup>th</sup> Street, Suite 100, Richmond, VA 23219 on this \_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_(year).

\_\_\_\_\_,  
Signature of Defendant.

**PETITION FOR PAYMENT AGREEMENT  
FOR FINES AND COSTS OR  
REQUEST TO MODIFY EXISTING AGREEMENT**

Commonwealth of Virginia VA. CODE § 19.2-354.1

Case No(s) .....

General District Court  Circuit Court  
 Juvenile and Domestic Relations District Court

CITY OR COUNTY .....

COURT ADDRESS .....

Commonwealth of Virginia

v. ....

DEFENDANT/JUVENILE

.....

ADDRESS OF DEFENDANT/JUVENILE .....

SOCIAL SECURITY NO. ....

CITY .....

STATE .....

ZIP .....

TELEPHONE NO. ....

- I respectfully ask the court to allow me to pay the fines, costs, forfeiture, restitution (if not otherwise ordered) and/or penalty owed of \$ ....., plus any additional court-appointed attorney fee, if applicable,  
 in periodic payments OR  
 in one payment due in full on a future date  
 and I shall try to make periodic payments until that future date AND/OR  
 by doing community service work to earn credit for finest and costs only, if available.  
 I respectfully ask the court to change my existing payment agreement for the following reasons:

Court Debt Owed in Other Courts:

- I currently owe unpaid fines, costs, forfeiture, restitution, and/or penalty in ..... other courts.  
 I owe a total of \$ ..... in those other courts.  I do not know the total of unpaid court debt owed.  
 I pay a total of \$ ..... per month towards that unpaid court debt.  
 I do not have unpaid court debt in other courts.

Financial Information:

- The information provided to this court by defendant on Form DC-333, FINANCIAL STATEMENT – ELIGIBILITY DETERMINATION FOR INDIGENT DEFENSE SERVICES, as previously submitted, is unchanged.

OR

- This information is provided to this court below in support of this Petition or Request:

Public Assistance:

- I currently receive the following type(s) of public assistance:  
 TANF \$ .....  Medicaid  Supplemental Security Income \$ .....  
 SNAP (food stamps) \$ .....  Other (specify type and amount) .....  
 I do not receive public assistance.

Employment:

- I am employed.  
 I am not currently employed and it has been ..... months since I was last employed.

Employer(s)

Occupation

Defendant .....  self-employed .....

Spouse .....  self-employed .....

Number of Dependents .....

Household Net Income:

	<u>Defendant</u>	<u>Spouse</u>
Take-Home Pay (after taxes, etc.)	\$ .....	\$ .....
Pay Period (weekly, every 2 weeks, twice monthly, monthly)	\$ .....	\$ .....
Other Income Sources (specify) .....	\$ .....	\$ .....
Income Contribution of Dependents	\$ .....	\$ .....
<b>TOTAL NET INCOME =</b>		<b>\$ .....</b>

**Defendant** **Spouse**

**Assets:**

Bank Accounts/Cash on Hand \$ ..... \$ .....  
Other Assets (specify) .....

..... with a value of ..... \$ ..... \$ .....

Real Estate - \$ ..... NET VALUE \$ ..... \$ .....

Motor Vehicles ..... YEAR AND MAKE ..... YEAR AND MAKE ..... \$ ..... \$ .....

Other Personal Property: (describe) ..... \$ ..... \$ .....

**TOTAL ASSETS =** \$ .....

**Debts Owed (amount paid per month):**

Car payment \$ ..... \$ .....

Rent/mortgage payment \$ ..... \$ .....

Credit card payments \$ ..... \$ .....

Other monthly payments (not including court debt payments) \$ ..... \$ .....

**TOTAL MONTHLY DEBTS =** \$ .....

**EXCEPTIONAL EXPENSES (Total Exceptional Expenses of Family)**

Medical Expenses (list only unusual and continuing expenses) ..... \$ .....

Court-ordered child support payments/alimony ..... \$ .....

deducted from paycheck  not deducted from paycheck

Child-care payments (e.g. day care) ..... \$ .....

Other (describe): ..... } \$ .....

**TOTAL EXCEPTIONAL EXPENSES** \$ .....

**THIS STATEMENT IS MADE UNDER OATH, ANY FALSE STATEMENT OF A MATERIAL FACT TO ANY QUESTIONS CONTAINED HEREIN SHALL CONSTITUTE PERJURY UNDER THE PROVISIONS OF VA. CODE § 18.2-434. THE MAXIMUM PENALTY FOR PERJURY IS CONFINEMENT IN THE STATE PENITENTIARY FOR A PERIOD OF TEN YEARS.**

I hereby state that the above information is correct to the best of my knowledge.

..... DATE ..... DEFENDANT

Sworn to and signed before me this

..... day of ....., 20.....  CLERK  DEPUTY CLERK

**FOR NOTARY PUBLIC'S USE ONLY:**

State of .....  City  County of .....

Acknowledged, subscribed and sworn to before me this ..... day of ....., 20 .....

..... NOTARY REGISTRATION NUMBER

..... NOTARY PUBLIC  
(My commission expires: .....)

**ORDER FOR REQUEST TO MODIFY EXISTING PAYMENT AGREEMENT**

Upon request to modify an existing payment agreement,

- the request is granted based upon a good faith showing of need, and the new payment agreement is set forth on form
- DC-210, ACKNOWLEDGMENT OF SUSPENSION OR REVOCATION OF DRIVER'S LICENSE
- CC-1379, ACKNOWLEDGMENT OF SUSPENSION OR REVOCATION OF DRIVER'S LICENSE/ORDER AND NOTICE OF DEFERRED PAYMENT OR INSTALLMENT PAYMENTS.
- the request is denied, and the current payment agreement continues in full force and effect.

..... DATE .....  JUDGE  CLERK  DEPUTY CLERK

Virginia:

In the Circuit Court of the City of Richmond, John Marshall Courts Building

**FORM MOTION TO SATISFY FINES AND COSTS**  
**BY PERFORMING COMMUNITY SERVICE**

Pursuant to §19.2-354 and §19.2-354.1 of the Code of Virginia

Commonwealth of Virginia,

v.

Full Name: \_\_\_\_\_,

*Defendant.*

Case Number(s) for the matters that resulted in the owed fines and costs:

\_\_\_\_\_  
\_\_\_\_\_

COMES NOW the Defendant, *pro se*, and hereby moves this Honorable Court pursuant to §19.2-354(C) of the Code of Virginia to authorize the performance of community service hours at a 501 (c) 3 organization to defray the fines and costs assessed as owing in this matter or these matters under the terms of the Court's Community Service Plan established pursuant to §19.2-354(C).

The Defendant acknowledges receipt of the required Notice of Payment Alternatives for Fines and Costs which outlines the terms and conditions of the Court's Community Service Program. The Defendant further acknowledges that, to avoid default, the Office of the Clerk must be contacted by phone at (804)646-6553 to learn the status of this request.

\_\_\_\_\_  
Signature of Defendant.

\_\_\_\_\_  
\_\_\_\_\_  
Mailing address of Defendant.

Certificate of Mailing

I hereby certify that a true and exact copy of the forgoing motion was (circle one) hand-delivered/mailed first-class to the Office of the Commonwealth's Attorney at 400 N. 9<sup>th</sup> Street, Suite 100, Richmond, VA 23219 on this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of Defendant.

**PETITION FOR PAYMENT AGREEMENT  
FOR FINES AND COSTS OR  
REQUEST TO MODIFY EXISTING AGREEMENT**

Commonwealth of Virginia VA. CODE § 19.2-354.1

Case No(s) .....

- General District Court  Circuit Court  
 Juvenile and Domestic Relations District Court

CITY OR COUNTY .....

COURT ADDRESS .....

Commonwealth of Virginia

v. ....

DEFENDANT/JUVENILE

.....

ADDRESS OF DEFENDANT/JUVENILE .....

SOCIAL SECURITY NO. ....

CITY .....

STATE .....

ZIP .....

TELEPHONE NO. ....

- I respectfully ask the court to allow me to pay the fines, costs, forfeiture, restitution (if not otherwise ordered) and/or penalty owed of \$ ....., plus any additional court-appointed attorney fee, if applicable,  
 in periodic payments OR  
 in one payment due in full on a future date  
 and I shall try to make periodic payments until that future date AND/OR  
 by doing community service work to earn credit for finer and costs only, if available.  
 I respectfully ask the court to change my existing payment agreement for the following reasons:

Court Debt Owed in Other Courts:

- I currently owe unpaid fines, costs, forfeiture, restitution, and/or penalty in ..... other courts.  
 I owe a total of \$ ..... in those other courts.  I do not know the total of unpaid court debt owed.  
TOTAL OWED  
 I pay a total of \$ ..... per month towards that unpaid court debt.  
 I do not have unpaid court debt in other courts.

Financial Information:

The information provided to this court by defendant on Form DC-333, FINANCIAL STATEMENT – ELIGIBILITY DETERMINATION FOR INDIGENT DEFENSE SERVICES, as previously submitted, is unchanged.

OR

This information is provided to this court below in support of this Petition or Request:

Public Assistance:

- I currently receive the following type(s) of public assistance:  
 TANF \$ .....  Medicaid  Supplemental Security Income \$ .....  
 SNAP (food stamps) \$ .....  Other (specify type and amount) .....  
 I do not receive public assistance.

Employment:

- I am employed.  
 I am not currently employed and it has been ..... months since I was last employed.

Employer(s) .....

Occupation .....

Defendant .....  self-employed .....

Spouse .....  self-employed .....

Number of Dependents .....

Defendant

Spouse

**Household Net Income:**

Take-Home Pay (after taxes, etc.) \$ ..... \$ .....

Pay Period (weekly, every 2 weeks, \$ ..... \$ .....  
twice monthly, monthly)

Other Income Sources (specify) ..... \$ ..... \$ .....

Income Contribution of Dependents \$ ..... \$ .....

**TOTAL NET INCOME =** \$ .....



**Defendant**

**Spouse**

**Assets:**

Bank Accounts/Cash on Hand  
Other Assets (specify)

\$ .....

\$ .....

with a  
value of

\$ .....

\$ .....

Real Estate - \$ .....  
NET VALUE

\$ .....

\$ .....

Motor  
Vehicles .....  
YEAR AND MAKE YEAR AND MAKE

Other Personal Property: (describe) .....

\$ .....

\$ .....

**TOTAL ASSETS =** \$ .....

**Debts Owed (amount paid per month):**

Car payment \$ .....

\$ .....

Rent/mortgage payment \$ .....

\$ .....

Credit card payments \$ .....

\$ .....

Other monthly payments (not including court debt payments) \$ .....

\$ .....

**TOTAL MONTHLY DEBTS =** \$ .....

**EXCEPTIONAL EXPENSES (Total Exceptional Expenses of Family)**

Medical Expenses (list only unusual and continuing expenses) ..... \$ .....

Court-ordered child support payments/alimony ..... \$ .....

[ ] deducted from paycheck [ ] not deducted from paycheck

Child-care payments (e.g. day care) ..... \$ .....

Other (describe): ..... } \$ .....

**TOTAL EXCEPTIONAL EXPENSES** \$ .....

**THIS STATEMENT IS MADE UNDER OATH, ANY FALSE STATEMENT OF A MATERIAL FACT TO ANY QUESTIONS CONTAINED HEREIN SHALL CONSTITUTE PERJURY UNDER THE PROVISIONS OF VA. CODE § 18.2-434. THE MAXIMUM PENALTY FOR PERJURY IS CONFINEMENT IN THE STATE PENITENTIARY FOR A PERIOD OF TEN YEARS.**

I hereby state that the above information is correct to the best of my knowledge.

.....  
DATE

Sworn to and signed before me this

..... day of ....., 20.....

.....  
DEFENDANT

.....  
[ ] CLERK [ ] DEPUTY CLERK

**FOR NOTARY PUBLIC'S USE ONLY:**

State of ..... [ ] City [ ] County of .....

Acknowledged, subscribed and sworn to before me this ..... day of ....., 20 .....

.....  
NOTARY REGISTRATION NUMBER

.....  
NOTARY PUBLIC  
(My commission expires .....) )

**ORDER FOR REQUEST TO MODIFY EXISTING PAYMENT AGREEMENT**

Upon request to modify an existing payment agreement,

- [ ] the request is granted based upon a good faith showing of need, and the new payment agreement is set forth on form
  - [ ] DC-210, ACKNOWLEDGMENT OF SUSPENSION OR REVOCATION OF DRIVER'S LICENSE
  - [ ] CC-1379, ACKNOWLEDGMENT OF SUSPENSION OR REVOCATION OF DRIVER'S LICENSE/ORDER AND NOTICE OF DEFERRED PAYMENT OR INSTALLMENT PAYMENTS.
- [ ] the request is denied, and the current payment agreement continues in full force and effect.

.....  
DATE

.....  
[ ] JUDGE [ ] CLERK [ ] DEPUTY CLERK

Virginia:

In the Circuit Court of the City of Richmond, John Marshall Courts Building  
**FORM MOTION FOR COMMUNITY SERVICE CREDIT**  
**FOR WORK PERFORMED WHILE INCARCERATED**  
Pursuant to §19.2-354(C) of the Code of Virginia

Commonwealth of Virginia,  
v.

Full Name: \_\_\_\_\_,

*Defendant.*

Case Number(s) for the matters that resulted in the owed fines and costs:

\_\_\_\_\_.

\_\_\_\_\_.

COMES NOW the Defendant, *pro se*, and hereby moves this Honorable Court pursuant to §19.2-354(C) of the Code of Virginia to grant community service credit towards fines and costs for the following work performed while incarcerated:

- Work performed as required by a community corrections alternative program pursuant to §19.2-316.4.
- Work performed building or maintaining the roads or performing public works approved by the Director pursuant to §53.1-59.
- Work performed during work release from a state prison pursuant to §53.1-60.
- Work performed at a local jail that was authorized by a circuit or district court pursuant to §53.1-128.
- Work performed pursuant to a workforce program of a local jail that was authorized by the local governing body pursuant to §53.1-129.
- Work performed during work-release from a local jail pursuant to §53.1-131.

The Defendant filed with this Motion with an original letter of the sponsor of the program, certifying the hours and dates of work or that the accompanying documentation of the hours and dates of work are true and accurate. The letter provides the name, contact information, and signature of the employee providing the original letter.

\_\_\_\_\_,  
Signature of Petitioner.

\_\_\_\_\_,  
\_\_\_\_\_,  
Mailing address of Petitioner.

Certificate of Mailing

I hereby certify that a true and exact copy of the forgoing motion and accompanying documentation was mailed first-class to the Commonwealth's Attorney at 400 N. 9<sup>th</sup> Street, Ste. 100, Richmond, VA 23219 on this day of \_\_\_\_\_(month), \_\_\_\_\_ (year).

\_\_\_\_\_,  
Signature of Petitioner.