

**Franklin County General District Court**  
**P.O. Box 569**  
**Rocky Mount, VA 24151-0569**

**Payment Plans (DC-210) Policy and Procedure**

Payment is due upon conviction. Any defendant who cannot pay their fines and costs within 90 days may apply to the Court for a payment agreement. If the defendant requests more than 90 days to pay, there will be a one-time fee of \$10.00 added per agreement. The Form DC-210 is an agreement that's used to inform the defendant of the amount of fines and costs owed along with the extended fine and cost due date and this amount should be paid in full by the date indicated on the form. The defendant is required to sign Part I, Order for Payment Agreement, of Form DC-210, Acknowledgement of Suspension or Revocation of Driver's License, when requesting a deferred payment.

If the defendant does not pay the account in full by the given due date or enter into a new payment agreement, the account will be considered delinquent and the delinquent amounts owed shall be increased by seventeen (17%) percent to help offset the cost of collections. No interest shall accrue for 180 days from the date of conviction, during any period of incarceration, or for 180 days from release of incarceration if the sentence included an active period of incarceration.

**Initial Payment Agreement:** There is no down payment required to enter into a payment agreement; however, you may make a down payment if you wish to do so.

**Subsequent Payment Agreement:** When a defendant has previously defaulted on a payment agreement, the defendant will be required to make a down payment as follows:

- Total amount due is \$500 or less--10% of the amount owed
- Total amount due is more than \$500--5% down payment or \$50.00--whichever is greater

Time to pay agreements or extensions may not be set up online. If you live more than 50 miles from the Court, you may request a time to pay agreement by mail or by facsimile (540.483.3036) by submitting a signed letter indicating that you live more than 50 miles away and need additional time to pay. Please mail to Franklin County General District Court at the address shown above.

**Restitution:** State law requires that all payments be applied to restitution before fines and costs. If your case has been referred for collection enforcement, the increased rate fee must be collected at the time of the restitution payment.

**Address Change:** A defendant who enters into a payment agreement shall promptly inform the Court in writing of any change of mailing address during the term of the agreement.

**A 4% convenience fee is added each time a payment is made with a debit or credit card.**

**Community Service for Fines and Costs:** Community service is an option for payment of fines and costs if the defendant is unable to make payments. All community service must be completed through a non-profit organization and a letter from that organization must be addressed to this Court and received before credit will be given. Community service is not an option for restitution.