


# LEE COUNTY GENERAL DISTRICT COURT

## PAYMENT AGREEMENT POLICIES

1. **Thirty Days to Pay.** Anyone owing court fines, costs, etc., ("fines and costs"), as part of a conviction or other final disposition of a matter in this Court is allowed Thirty (30) days to pay those fines and costs in full.
2. **If You Need More Than Thirty Days to Pay.** You must enter into a Payment Agreement with the Court. If you need more than Ninety (90) days to pay, a one-time \$10 fee is added to your costs.
3. **Types of Payment Agreements Available:**
  - (A) **Deferred Payment Agreement**  
You simply agree to pay all fines and costs in full by a future date set by the Court. No installment payments are necessary.
  - (B) **Modified Deferred Payment Agreement**  
You agree to pay all fines and costs in full by a future date set by the Court, but also agree to use your best efforts to make regular payments towards the fines and costs.
  - (C) **Installment Payment Agreement**  
You agree to make a monthly or periodic payment of a set amount towards your fines and costs until they are paid in full. The Court or Clerk will provide a date by which the fines and costs must be paid in full.
  - (D) **Community Service Work**  
Indigent defendants or those who are unable to realistically make meaningful payments may request to work off their fines and costs through Community Service, if available. You are not permitted to "work off" Restitution.
4. **Modification of Existing Payment Agreement.** A person under an existing Payment Agreement may petition the Court in writing to modify that agreement. An agreement may be modified upon a good faith showing of need.
5. **Single Cost Agreement.** Upon request, all fines and costs owed to this Court, even on unrelated cases, may be combined for payment under a single Payment Agreement.
6. **Those in Default on Prior or Existing Agreements.** The Court will consider requests for a new Payment Agreement even if you have defaulted on a prior agreement. However, the Court requires a down payment on fines and costs owed before allowing a new agreement. If one's fines and costs are \$500 or less, a down payment of ten (10) percent is owed. If more than \$500, a down payment of five (5) percent or \$50, whichever is greater, is required.
7. **The Court Authorizes the Clerk** to establish and approve an initial Payment Agreement of up to twelve (12) months. Judge approval is required for agreements of greater than twelve months. Upon default of an existing agreement, the Clerk may approve a new Payment Agreement of up to ninety (90) days once the required down payment has been met. Judge approval is required for any new Payment Agreement of more than ninety days following a default.

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**ORDER:** The above policies are adopted for the Lee County General District Court, pursuant to Rule 1:24 of the Rules of the Supreme Court of Virginia, as of July 1, 2019.



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Shawn L. Hines, Judge

**LEE COUNTY GENERAL DISTRICT COURT**  
**PETITION FOR PAYMENT AGREEMENT FOR FINES AND COSTS**  
*or REQUEST TO MODIFY EXISTING PAYMENT AGREEMENT.*

CASE NO. \_\_\_\_\_ DATE OF PETITION: \_\_\_\_\_

COMMONWEALTH v. \_\_\_\_\_

DEFENDANT'S ADDRESS: \_\_\_\_\_

DEFENDANT'S SSN: \_\_\_\_\_

DEFENDANT'S TELEPHONE NUMBER: \_\_\_\_\_

I cannot pay the fines, costs, forfeiture, restitution and/or penalties in these cases in full at this time or within thirty (30) days. Total fines, costs, etc., are \$ \_\_\_\_\_ for these cases. I respectfully petition the Court to allow me to pay these fines, costs, etc., in the following manner:

	In one lump sum payment due on a future date set by the Court under a Deferred Payment Agreement. I request _____ Months to pay my fines and costs in full.
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↳	Additionally, I shall use my best efforts to make periodic payments on my fines and costs until that future date (but am not required to do so, under a Modified Payment Agreement).
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OR

	In monthly or periodic payments under an Installment Payment Agreement. The Court will set a future date by which all my fines and costs must be paid in full.
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OR

	By Community Service Work, if available, to earn credits towards part or all of my fines and costs. I understand that Restitution cannot be worked off by Community Service Work.
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<input type="checkbox"/>	I am already enrolled in a Payment Agreement, but am petitioning the Court to <b>MODIFY</b> my Payment Agreement. (You will need to state your reasons to the judge or clerk).
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**Signature of Petitioner:** \_\_\_\_\_

# ORDER

The Petition to enter/modify a Payment Agreement is GRANTED. Petitioner must complete Form DC-210 as part of this Payment Agreement.

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**DEFERRED PAYMENT AGREEMENT**

The Court grants \_\_\_\_\_ Days/Months to pay all fines and costs. No monthly payments are necessary. Fines and costs are due in full \_\_\_\_\_, 20\_\_\_\_.

**Modified Deferred Payment Agreement**

As part of my Deferred Payment Agreement, petitioner agrees to make his/her best efforts to pay \$ \_\_\_\_\_ per month towards fines and costs until paid in full.

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**INSTALLMENT PAYMENT AGREEMENT**

The Court grants the request for an installment payment agreement. Petitioner agrees to pay \$ \_\_\_\_\_ a month towards fines and costs until \_\_\_\_\_, 20\_\_\_\_, when fines and costs are required by the Court to be paid in full.

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**COMMUNITY SERVICE WORK**

The Court grants Petitioner's request to work off fines and costs through Community Service, if available. The Court grants \_\_\_\_\_ Days/Months to satisfy all fines and costs.

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**My Existing Payment Agreement is Modified by the Court as follows:**

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

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SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

[ ] JUDGE      [ ] CLERK