

CLERK'S OFFICE

Clarke County Circuit Court

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Procedures to collect fines and fees

When an individual is convicted of a felony or misdemeanor in the Circuit Court, court imposed fines and/or court costs will be assessed against the defendant.

- All costs and fines assessed by the Court are due and payable in full at the time the Court pronounces judgment unless the Judge directs otherwise;
- Payment is made in full at the time of sentencing or a deferred payment date or an installment plan is established; and
- If the debtor is unable to pay the total amount due, the Court follows an established procedure to ensure that the debtor understands the total dollar amount owed, the mechanics of making payments and the consequences of failing to pay as agreed.
- The Court encourages the use of Community Service hours to pay fines and costs. The conversion rate is \$7.50 per hour.

Actions if the Debtor fails to pay as agreed:

An individual who does not promptly pay fines and court costs will be subject to the following:

- Unpaid costs and fines constitute a judgment against the debtor in favor of the Commonwealth and are docketed as such;
- If the Debtor fails either to pay in full by the agreed upon due date or to meet the obligations of the installment payment plan, the Clerk will file an abstract with the Department of Motor Vehicles to effect a suspension of the debtor's driver's license and the registration certificate and license plates of any automobile registered solely in the name of the debtor;
- At any point past the final judgment date and the exhaustion of appeals, the outstanding debt should be forwarded to the Commonwealth's Attorney or his/her designee; and
- No less frequently than annually, all outstanding debts are referred to the Department of Taxation's Debt Set-Off Program.

Payments for fines and/or court costs are accepted Monday through Friday 9:00 a.m. to 4:30 p.m., excluding holidays. Payments may be made in person in the Circuit Court Clerk's Office, U. S. Postal Service, or use the Court's drop box. You will always be given a receipt for your payments.