



Clerk's Office
Prince George Circuit Court
Prince George, Virginia

Bishop Knott Jr., Clerk
Post Office Box 98
Prince George, Virginia 23875
Telephone (804) 733-2640

PRINCE GEORGE CIRCUIT COURT

COURT FINES, COSTS AND RESTITUTION PAYMENT INFORMATION

Fines and/or court costs are assessed against individuals convicted of a felony, misdemeanor or traffic infraction. All fines and court costs are assessed in accordance with the Code of Virginia and are due when imposed unless the defendant enters into a payment plan agreement approved by the court or otherwise specified in a court order. Judgment for the amount of fines and costs is entered against the defendant and interest accrues on the balance due.

Payment plans are signed at the Clerk's Office, Monday through Friday, from 8:30 a.m. to 4:00 p.m. or before a notary public if the payment agreement is signed outside of the Clerk's Office.

The total fines, costs and restitution must be paid in full by a monthly installment payment plan set up according to the following guidelines chart:

Amount of fines and costs	Monthly Installments:
\$0 to \$500	6 months
\$501-\$1,000	12 months
\$1,001 - \$3,000	24 months
\$3,001 - \$5,000	36 months
\$5,000 +	48 months

There is a \$100.00 initial down payment for the first agreement and a \$200.00 down payment for the second agreement. The court will allow a maximum of two deferred payment agreements. Upon the second default, the matter will be referred to the collection agency, the Virginia Department of Taxation. Guidelines for the second payment plan is at the discretion of the clerk or his appointee and will depend on the amount previously paid and the amount still owed to the court. If a payment schedule has not been ordered by the court for any restitution owed, it will be incorporated into the above stated guidelines.

Individuals who do not promptly pay fines and court costs when due may be subject to the following:

. Unpaid fines and court costs are reported to the Department of Taxation for Set-Off Debt Collection: After proper notice, any tax refund or lottery proceeds due the defendant will be sent to the Clerk's Office to pay off the debt.

. Unpaid fines and court costs are reported to the Department of Taxation, which acts as a debt collector for the Circuit Court.

. Notice of any unpaid fines and/or court costs is sent to the Department of Motor Vehicles, which will automatically suspend the defendant's operator's license if payment is not made.

The following are accepted methods of payment for Fines, Costs and Restitution:

1) Cash

2) Personal Checks:

Your name and address must be printed on your check and include your phone number

3) Company Checks from your employer

4) Money Orders, Cashiers Checks and Certified Checks

Make checks payable to the Clerk of Circuit Court

(DEBIT AND/OR CREDIT CARDS ARE NOT ACCEPTED)

OTHER INFORMATION:

Always indicate clearly to which account (case number and defendant name) payment is to be credited. This information is important if there are multiple accounts for the same defendant. If you do not know the case number, call (804) 733-2640.

If paying by mail, a self-addressed stamped envelope is required if you request a receipt.

In Person:

Payments made by made at the Clerk's Office between 8:30 a.m. and 4:30 p.m.

By Mail:

Payments may be sent to:

Prince George Circuit Court

Post Office Box 98

Prince George, VA 23875