

COMMONWEALTH OF VIRGINIA:

IN THE GENERAL DISTRICT COURT OF THE COUNTY OF CHESTERFIELD

ORDER

Pursuant to 19.2-354 & 46.2-395 of the Code of Virginia as amended the Clerk of Court, and/or her deputies, is hereby authorized to establish and approve the conditions of all deferred and installment agreements for persons seeking additional time to pay or persons seeking reinstatement of a suspended license for non-payment of fines, costs, forfeitures, restitution, or payments lawfully assessed against him, pursuant to the following guidelines:

- a. When entering into deferred payment arrangements an individual must make full payment of the total amount due according to the following payment schedule:

| | |
|------------------------|-----------------------------|
| \$ 1.00 - \$149.99: | additional 30 days |
| \$ 150.00 - \$299.99 : | additional 60 days |
| \$ 300.00 - \$499.99 : | additional 90 days |
| \$ 500.00 - \$999.99 : | additional 6 months |
| \$ 1000.00 and above: | additional 12 months to pay |

When entering into installment payment arrangements individuals must commit to making a minimum payment of a fixed amount on a weekly, bi-weekly, or monthly basis until full payment is made on the total amount due. All persons entering into deferred or installment payment plans are eligible to discharge all or part of any fines and costs owed by earning credits for the performance of community service work. Each hour of community service work performed will be credited at the current federal minimum wage rate. To receive credit for community service work an individual must: (1) volunteer for a non-profit organization registered as a 501(c)(3) with the Internal Revenue Service; (2) submit an original letter [copies should not be accepted] on the letterhead of the non-profit organization signed and notarized by a representative of that organization stating the number of volunteer hours performed and listing the dates the volunteer service was performed; and (3) submit such letter to the Clerk's office on or before the payment due date. The community service option is only available to discharge fines and costs and may not be used to discharge an individual's other financial obligations.

b. Unpaid fines and costs are turned over to the collections process after forty (40) days. Any persons whose fines and costs have been referred to collections are also eligible to enter into a payment plan. Entry into a time to pay plan will extend the due dates of all fines and costs, regardless of amount, even if the account is in collections. When a person enters into a payment plan, the District Court will assess a one-time fee of ten dollars (\$10) to cover the costs of management of the defendants account until such account is paid in full. However, once fines and costs are over forty (40) days old and have been transferred to collections, they will not be assessed the ten dollar (\$10) fee. If a person is not able to abide by the initial agreement, they must contact the Clerk's office, prior to the suspension date, for an extension on the initial deferred agreement. If an individual defaults, their privilege to drive in the Commonwealth will be suspended, however upon the defendant paying the reinstatement fee to DMV, they are eligible to enter into a subsequent payment plan with the Court.

This directive is in effect until further notice.



Pamela O'Berry, Chief Judge

Entered this 13th day of October 2016



COMMONWEALTH of VIRGINIA

Pamela O'Berry
Chief Judge
Thomas L. Vaughn
Judge
James J. O'Connell, III
Judge
Keith N. Hurley
Judge
Matthew D. Nelson
Judge

12TH JUDICIAL DISTRICT
CHESTERFIELD GENERAL DISTRICT COURT
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Linda J. Moore
Clerk of Court

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INSTRUCTIONS FOR COMPLETING COMMUNITY SERVICE TO PAY FINES AND COSTS

All persons entering into deferred or installment payment plans are eligible to discharge all or part of any fines and costs owed by earning credits for the performance of community service work. To receive credit for community service these instructions must be followed.

Each hour of community service work performed will be credited at the current federal minimum wage rate.

To receive credit for community service work the defendant must:

1. Volunteer for a non-profit organization registered as a 501(c)(3) with the Internal Revenue Service.
2. Submit an original letter, copies will not be accepted, on the letterhead of the non-profit organization signed and notarized by a representative of that organization stating the number of volunteer hours performed and listing the dates the volunteer service was performed
3. Submit the original letter to the Clerk's office on or before the payment due date. The Court will not grant any extensions or exceptions for letters that are not timely received.
4. The community service option is only available to discharge fines and costs and may not be used to discharge the defendant's other financial obligations.