



COMMONWEALTH of VIRGINIA

Amy B. Tisinger, Judge
W. Dale Houff, Judge

Shenandoah County General District Court
215 Mill Road, Suite 128
Woodstock, Virginia 22664
Telephone: (540) 459-6130
(For TDD Users-Call VRC 1-800-828-1120)
Fax: (540) 459-7279

Tamara L. Heishman
Court Clerk

SHENANDOAH COUNTY GENERAL DISTRICT COURT

TIME TO PAY POLICY (EFFECTIVE DECEMBER 1, 2017)

Any person needing longer than the default thirty (30) days to pay fines, costs and/or other monies assessed or owed to this Court shall sign a DC-210 Time to Pay Agreement with a deferred payment plan. This Court does not engage in installment payment plans. The Defendant shall be assessed a one time fee not to exceed Ten Dollars (\$10.00) allowed by law per Virginia Code 19.2-354 if time to pay needed is over 90 days in order to cover the costs of the management of Defendant's account until such account is paid in full. Under the deferred payment plan, the Defendant always certainly has the opportunity to pay any portion to the Court during the course of time until the final payment date for the deferred payment; Defendant can certainly pay off prior to the due date if able to do so.

Due dates are to be determined by assessing the specific financial conditions of the Defendant. This can be done orally or by completing a DC-211 Petition for Payment Agreement for Fines and Costs. Both are to be done in person at our office. Under extraordinary/unusual circumstances, if not able to appear in person, any person not appearing personally at the office must be dealt with solely and only by the Clerk.

If the original default thirty (30) days has lapsed and no time to pay agreement was in place OR if there has been a default on a previously negotiated time to pay agreement, the Defendant has the option to reestablish a new payment plan. However, a down payment to reestablish a subsequent payment plan will be required as detailed below:

- Amount owed is \$499.99 or less requires a down payment of Ten Percent (10%) of the total amount owed.
- Amount owed is \$500.00 or more requires a down payment of Five Percent (5%) of the total amount owed OR \$50.00, whichever is greater.

No person having defaulted on TWO prior time to pay agreements will be authorized further reestablishment of any payment plans unless authorized by the Clerk or a judge of this Court for good cause shown.

Amy Beth Tisinger
Judge

Tamara L. Heishman
Clerk