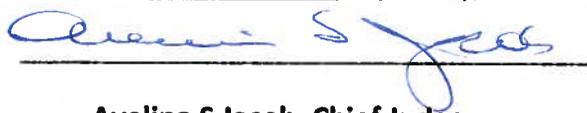


# DEFERRED OR INSTALLMENT PAYMENT AGREEMENT POLICY AND ORDER FOR LOUDOUN COUNTY JUVENILE AND DOMESTIC COURT

*The Code of Virginia automatically gives each Defendant thirty (30) days to pay court costs/fines/restitution. (Va. Code Section 19.2-354)*

1. Each person requesting additional time to pay his/her court costs/fines/restitution may make that request directly to the judge at the time of his/her sentencing. The judge will consider the defendant's financial circumstances and will grant an appropriate amount of time for the defendant to pay his/her court costs/fines/restitution. All requests are considered by a judge.
2. If a defendant wishes to request additional time to pay his/her court costs/fines/restitution at a time other than at his/her sentencing hearing (including within first thirty (30) days following sentencing), the defendant must fill out a financial form at the Clerk's Office as well as a motion requesting additional time to pay. The Clerk will docket the Defendant's request on an 8:30am docket and a judge will consider the Defendant's request.
3. A defendant may request additional time to pay his/her court costs/fines/restitution in all types of cases.
4. This court does not require a down payment by the Defendant to obtain a deferred payment or installment payment agreement.
5. If additional time to pay is granted by the Court, the Court will give the defendant a new due date for all outstanding court costs/fines and restitution that are owed. The defendant may either make partial payments in increments decided upon by the defendant or make one lump sum payment in the amount of the balance owed on or before the due date.
6. If additional time to pay is granted by the Court, the Court will assess a one-time fee in the amount of \$ 10 to cover the costs of management of the defendant's account until such account is paid in full. (Va. Code Section 19.2-354).
7. In the event that a defendant owes restitution in addition to court costs/fines, this Court shall apply any partial payments first to restitution, and then to court costs/fines.
8. In certain cases, the Court may approve the defendant being able to satisfy his/her court costs and fines (not restitution) through participation in the Loudoun County Community Work Force Program.
9. If a defendant's fines and costs have been referred to the collection process under Virginia Code Section 19.2-349, the defendant may still request additional time to pay.
10. Time to pay beyond a final compliance date will not be granted.

Entered this 15<sup>th</sup> day of July, 2015



**Avelina S Jacob, Chief Judge**