

**POLICY AND ORDER FOR THE GUIDELINES FOR COLLECTIONS OF UNPAID FINES
AND COSTS AND THE SUSPENSION OF DRIVING PRIVILEGES FOR THE
STAFFORD JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT**

Pursuant to Virginia Code §19.2-354, the Stafford Juvenile and Domestic Relations District Court has the following guidelines in place regarding the performance of time to pay agreements between the Court and the litigants.

Defendants who are unable to pay their fines or costs within 30 days will be required to execute a district court form DC-210 (Acknowledgement of Suspension or Revocation of Driver's License). Upon completion of the DC-210, the Court shall assess a one-time \$10.00 fee to cover the cost of the installment/deferred payment. No down payment required.

The required form DC-210 sets forth information which explains the conditions for suspension of a Virginia Driver's License. Any person requesting time to pay will be required to read carefully those provisions on the form and will also be required to sign the form acknowledging that they have read and understand the provisions of the time to pay agreement. If fines and costs are owed to additional courts, a request must be made to each court that has accounts with unpaid balances.

Any person who has defaulted on an initial time to pay agreement and makes a subsequent request to extend the time to pay agreement may be required to complete a statement stating the reason or reasons why the original time to pay agreement needs to be extended and make a down payment of \$25.00 or more based on your circumstances and amount owed. Requests will be approved by the court on an individual, case by case basis.

If the defendant's defaults for a third time a motion requesting further time to pay must be filed and a hearing will be set to be heard by the Court.

In the event that your driver's license becomes suspended due to failure to pay fines and costs; upon approval and payment of Department of Motor Vehicles reinstatement fee, the defendant's driver's license shall be restored and no driver's suspension will occur provided the defendant remains compliant on his or her deferred or installment plan.

This policy is effective immediately and will be posted in the Clerk's Office and also provided to the Office of the Executive Secretary of the Supreme Court of Virginia to be included on the court's website.

James B. Thompson, Clerk