

**VIRGINIA: IN THE JUVENILE AND DOMESTIC RELATIONS COURT OF  
WYTHE COUNTY**

**COURT POLICY FOR TIME TO PAY AGREEMENTS ON DELINQUENT FINE  
AND COST ACCOUNTS**

Pursuant to Virginia Code Section 19.2-354; 19.2-354.1, this Court adopts the following policy concerning time to pay agreements on delinquent accounts:

- 1) The Defendant shall submit a written financial statement, on a form developed by the Executive Secretary of the Supreme Court, setting forth the defendant's financial resources and obligations or conduct an oral examination of the defendant to determine his financial resources and obligations.
- 2) The Defendant shall attach a copy of his Virginia Driving record/transcript from the Virginia Division of Motor Vehicles to his financial statement.
- 3) Failure to submit the proper documentation to the Court will result in a denial of the motion.
- 4) Any down payment shall be a minimal amount to demonstrate the defendant's commitment to paying the fines and costs.
- 5) In the case of an installment payment agreement, the required down payment may not exceed (i) if the fines and costs owed are \$500 or less, 10 percent of such amount or (ii) if the fines and costs owed are more than \$500, 5% of such amount or \$50.00 whichever is greater.
- 6) A defendant may make a larger down payment than what is provided by this subsection.
- 7) All fines and costs that a defendant owes for all cases in any single court may be incorporated into one payment agreement, unless otherwise ordered by the court in specific cases. A payment agreement shall include only those outstanding fines and costs for which the limitations period set forth in Code Section 19.2-341 of the Code of Virginia as amended has not run.
- 8) A mandatory Court appearance is required for an administrative hearing before a Judge of this Court. No consideration shall be given to telephone or mail requests unless approved by the Judge.

I, the undersigned Judge of this Court do hereby adopt the foregoing as a policy of this Court on this July 1, 2017.

A handwritten signature in black ink, appearing to read 'B. Dalton', written over a horizontal line.

Bradley G. Dalton, Judge