

**ISLE OF WIGHT COUNTY CIRCUIT COURT**  
**NOTICE OF PAYMENT ALTERNATIVES**  
**Payment Agreement for Collection of Fines, Costs, and Restitution**

Pursuant to Virginia Code Section 19.2-354, the Court has authorized the Clerk of this Court to establish and approve, in conformity with VA Code Section 19.2-354 and Rule 1:24 of the Rules of Supreme Court of Virginia, individual deferred or installment payment agreements for defendants convicted of, or found not innocent in the case of a juvenile, and ordered to pay fines, costs and/or restitution for, traffic infractions or violations of any criminal law of the Commonwealth or of any political subdivision of the Commonwealth.

Having been convicted, you are liable for the payment of Court Costs and, if Ordered, Restitution. You may petition the Court to make payments on fines/costs/restitution in these ways:

1. ***Installment Payment Agreement***- you agree to pay a fixed monthly payment based upon your financial circumstances.
2. ***Deferred Payment Agreement*** – you agree to have the balance of Costs and Restitution paid IN FULL by a specific date certain.
3. ***Modified Deferred Payment Agreement***– you agree to pay the balance of Costs and Restitution IN FULL by a specific date certain. Between now and that date you will use your best efforts to make periodic payments.
4. ***Community Service Agreement*** – Community Service is supervised by the Department of Community Corrections, or Probation and Parole, and may be arranged through said Departments. This allows you to discharge all or part of your fines and/or costs (*not Restitution, interest or collections fees*), by earning credits for performance of community service work. (Note: work performed as part of a Court-ordered program will not qualify). **\*\*See Attached Form**

All monetary payments are first applied to Restitution and Restitution Interest until satisfied and then applied to Court Costs. If Restitution is Ordered to be paid “*jointly and severally*” with another Defendant, then each Defendant is under the obligation to pay the entire balance.

Please contact my office (757) 365-6233 if you have any questions.

*Effective July 1, 2021*

Laura E. Smith, Clerk  
Isle of Wight County Circuit Court

**COMMUNITY SERVICE PROGRAM to DISCHARGE COURT COSTS  
FOR INCARCERATED APPLICANTS, §19.2-354**

Isle of Wight County Circuit Court hereby establishes a program by which Court fines and costs (not restitution) may be discharged by Defendants through earning credits for performing **Community Service which has been pre-approved by the Court**, in three steps; *Request, Approval, and Confirmation*.

"*Community Service*" is defined as supervised work which benefits a governmental, educational, civic and/or non-profit entity. Community Service does not include work performed as a requirement for the completion of a Court-Ordered program.

Incarcerated petitioners may only receive credit for community service work performed in accordance with the provisions of § 19.2-316.4, 53.1-59, 53.1-60, 53.1-128, 53.1-129, or 53.1-131.

Carl E. Eason, Jr., Chief Judge

APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Name of agency where community service will be performed: \_\_\_\_\_

Address of agency: \_\_\_\_\_

Type of work you will be performing: \_\_\_\_\_

How the work will benefit the community: \_\_\_\_\_

I hereby certify that the work to be performed will be:

\_\_\_\_ as part of the Community Corrections Alternative Program, pursuant to Section 19.2-316.4

\_\_\_\_ maintenance of roads, streets or other public works pursuant to Section 53.1-59.

\_\_\_\_ as part of a work release program authorized by Section 53.1-60.

\_\_\_\_ as part of a workforce established by local governing body pursuant to Section 53.1-128.

\_\_\_\_ pursuant to an order of a circuit court entered pursuant to Section 53.1-129.

\_\_\_\_ as part of work release program authorized by 53.1-131.

I hereby request the Court's approval to perform community service as set forth above.

Date: \_\_\_\_\_

\_\_\_\_\_

Petitioner

SUPERVISOR'S APPROVAL

On behalf of \_\_\_\_\_ (agency name), I consent to the above work being performed, will supervise the work and will accurately report the hours worked to the Court. **I further certify that the work to be performed will be as part of one of the authorized programs as indicated by the applicant above.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name & Title

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

COURT DECISION

I approve / disapprove of this Community Service plan at the hourly rate of the current minimum wage.

Date: \_\_\_\_\_

\_\_\_\_\_  
Judge

**CERTIFICATION OF COMMUNITY SERVICE PERFORMED**

Name of person performing community service: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Name and title of person supervising community service: \_\_\_\_\_

Name of agency where community service was performed: \_\_\_\_\_

Dates community service was performed: \_\_\_\_\_

Having supervised \_\_\_\_\_ in the performance of their community service work described above, under the penalty of perjury, I swear or affirm that I supervised the work being performed and that \_\_\_\_\_ hours were worked by this Petitioner.

Date: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature

Phone No. \_\_\_\_\_

**Return Certification to:**

**Laura E. Smith, Clerk  
Isle of Wight County Circuit Court  
P.O. Box 110  
Isle of Wight, VA 23397**

**COMMUNITY SERVICE PROGRAM to DISCHARGE COURT COSTS  
FOR NON-INCARCERATED APPLICANTS, §19.2-354**

Isle of Wight County Circuit Court hereby establishes a program by which Court fines and costs (not restitution) may be discharged by Defendants through earning credits for performing **Community Service which has been pre-approved by the Court**, in three steps; *Application*, *Approval*, and *Confirmation*.

"*Community Service*" is defined as supervised work which benefits a governmental, educational, civic and/or non-profit entity. Community Service does not include work performed as a requirement for the completion of a Court-Ordered program.

Carl E. Eason, Jr., Chief Judge

APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Name of agency where community service will be performed: \_\_\_\_\_

Address of agency: \_\_\_\_\_

Type of work you will be performing: \_\_\_\_\_

How the work will benefit the community: \_\_\_\_\_

I hereby request the Court's approval to perform community service as set forth above.

Date: \_\_\_\_\_

Petitioner

SUPERVISOR'S APPROVAL

On behalf of \_\_\_\_\_ (agency name), I consent to the above work being performed, will supervise the work and will accurately report the hours worked to the Court.

Date: \_\_\_\_\_

Name & Title

Phone: \_\_\_\_\_

Signature

COURT DECISION

I approve / disapprove of this Community Service plan at the hourly rate of the current minimum wage.

Date: \_\_\_\_\_, Judge

**CERTIFICATION OF COMMUNITY SERVICE PERFORMED**

Name of person performing community service: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Name and title of person supervising community service: \_\_\_\_\_

Name of agency where community service was performed: \_\_\_\_\_

Dates community service was performed: \_\_\_\_\_

Having supervised \_\_\_\_\_ in the performance of their community service work described above, under the penalty of perjury, I swear or affirm that I supervised the work being performed and that \_\_\_\_\_ hours were worked by this Petitioner.

Date: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature

Phone No. \_\_\_\_\_

**Return Certification to:**

**Laura E. Smith, Clerk  
Isle of Wight County Circuit Court  
P.O. Box 110  
Isle of Wight, VA 23397**