



COMMONWEALTH of VIRGINIA

JEFFERY L. CAMPBELL
Judge
TRAVIS B. LEE
Judge
R. LUCAS HOBBS
Judge

Bristol General District Court

497 CUMBERLAND STREET
COURTHOUSE, ROOM 208
BRISTOL, VIRGINIA 24201-4393
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KATHY J. TROTTER
Clerk

PAYMENT PLAN POLICY FOR BRISTOL GENERAL DISTRICT COURT

Payment of all court costs, fines, restitutions and penalties is due immediately upon conviction. After 90 days, any unpaid balance will be sent to collections, with a collections fee imposed, if no payment plan has been established. Interest will be imposed on unpaid balances beginning on the 181st day after final judgement, except while the defendant is making full and timely payments on a deferred payment plan pursuant to an order of this Court.

Pursuant to VA Code Sections § 19.2-354 and 19.2-358

If a defendant is unable to pay costs, fines, restitutions, and/or penalties imposed by the Court within 90 day of the conviction date, the defendant may request to enter into a 90-day Deferred, Modified Deferred, or Installment plan payment agreement, also referred to as Time To Pay plan (TTP).

A DC-211, Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement, must be completed by the defendant and signed under oath for the Judge's consideration. Multiple charges may be included into one 90-day deferred payment agreement. A DC-210 must be signed by the defendant and a one-time \$10 Time to Pay fee will be assessed for each account upon the granting of an initial 90-day TTP plan. Any defendant who enters into a payment agreement shall be required to provide a social security number and shall promptly inform the court of any change of mailing address during the term of the agreement.

If a defendant defaults on the payment agreement or requests a subsequent 90-day TTP plan, the Court will require the following down payment:

- 10% of the total balance if amount due is less than \$500
- 5% of the total balance OR \$50 (whichever is greater) when the amount due is \$501 or more

Utilizing form DC-211, a defendant may petition the Court to request to discharge some or all fines and costs owed by earning credits for the performance of community service work. Terms and conditions of this program will be provided to the defendant upon the Judge's approval of the petition. Community Service cannot be used to pay off any owed restitutions.

Interest will not accrue on an account following the approval of a TTP agreement so long as it is in effect, unless the account becomes delinquent as a result of failure to comply with all terms and conditions of the plan. A default on any payment agreement could result in added interest and collections fees, and an additional down payment requirement for a subsequent payment agreement.

This Payment Plan Policy applies to Bristol General District Court only.

Entered this 20 day of July, 2023


Travis B. Lee, Chief Judge