



# COMMONWEALTH of VIRGINIA

DISTRICT JUDGES

CHIEF JUDGE  
TAMEEKA M. WILLIAMS

ROBERT L. FOLEY  
JAMILAH D. LECRUISE  
ERIKKA M. MASSIE  
MICHAEL C. ROSENBLUM  
LEONDRAS J. WEBSTER

NORFOLK GENERAL DISTRICT COURT

City of Norfolk Courthouse  
150 St. Paul's Boulevard  
Norfolk, Virginia 23510

Division: (757) 664-

CLERK OF COURT  
JENNIFER L. MORGAN

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## Payment Agreement Guidelines

Traffic and criminal fines and court costs are due the day of sentencing. With the exception of HOT Lane violations (46.2-819.1 Section J), defendants who are unable to make full payment on the day of sentencing will have 90 days from the trial date to pay in full. Defendants who are unable to pay in full within 90 days may enter into a payment agreement with the Norfolk General District Court within the initial 90 days. The Norfolk General District Court will defer the due date for six months for payment agreements and a one-time \$10 account management fee will be assessed. In the event a defendant defaults on said payment agreement because of a change in circumstances, then a request for a new payment agreement will be considered by the court and a down payment will be required. If the defendant owes court-ordered restitution, the defendant is required to pay such restitution in accordance with the restitution order.

Once cases have transmitted to collections, defendants may contact the Court Debt Collections Office at 804-367-0016 regarding payment arrangements.

## Guidelines for Community Service Work to Satisfy Fines and Costs

Defendants may request community service work to satisfy outstanding fines and court costs with the Norfolk General District Court Monday-Friday between 2pm-4pm. If the defendant would like to be considered for community service work to satisfy fines and costs, please report to Room 1131 for a financial print out of the fines and costs owed to Norfolk General District Court. Once the office confirms the defendant owes fines and costs with the court, the clerk's office (on the third floor) will conduct a financial interview to confirm eligibility under the guidelines for community service work. Once eligibility is confirmed, the defendant is required to go to a non-profit organization to establish the community service and return to the clerk's office within seven days with a letter from the non-profit organization on letterhead confirming that they are allowing community service for the defendant. The letter also must provide the name of the non-profit organization and contact information with a name and phone number for the clerk's office to verify. Once verification is complete, the clerk's office will provide the defendant with a court date to return before the presiding judge to receive approval for the community service work. Please note that community service work cannot be performed in lieu of payment for court-ordered restitution.

Effective July 1, 2023