



**Arlington Juvenile and Domestic Relations District Court**  
**17TH JUDICIAL DISTRICT**

GEORGE D. VAROUTSOS  
CHIEF JUDGE

ROBIN L. ROBB  
JUDGE

AMY K. BURNHAM  
CLERK

**Arlington County Justice Center**  
**1425 North Courthouse Road, 4th Floor**  
**Arlington, Virginia 22201**

**Mailing Address: P.O. Box 925, Arlington, Virginia 22216**  
**Telephone: (703) 228-4495**

Pursuant to §§ 19.2-339 through -368 and § 46.2-395 of the Code of Virginia and Rule 1:24 of the Rules of the Supreme Court of Virginia, the following policy has been adopted effective July 1, 2017 for the Arlington County Juvenile & Domestic Relations District Court:

This policy was developed to establish payment guidelines that facilitate payment by defendants of their financial obligations to avoid the suspension of driver's licenses or other sanctions. This policy shall be applied to any person who owes any fines, court costs, penalties, restitution or other financial responsibility assessed against them by this Court. The term costs will refer to any fines, court costs, penalties, restitution or other financial responsibilities assessed by this court.

At the time of the assessment, if a person cannot pay the costs within thirty (30) days, then they may request additional time to pay costs from the judge during the court hearing.

After the court hearing, requests to enter into a payment agreement or modify an existing agreement shall be made using form DC-211 Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement. Reasonable requests for additional time to pay shall be granted by the Clerk of Court or the Clerk's designee.

Requests to complete community service in lieu of costs must be made to the judge at a court hearing or in writing using form DC-211 Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement. The judge will review these requests and consider them on a case by case basis. If granted by the judge, community service hours may be completed in lieu of paying costs with the exception of restitution and the collection fee through the Sheriff's Work Force or Offender Aid and Restoration (OAR) at the rate of \$15 per hour. It is the responsibility of the defendant to provide proof of completion of community service hours to the Clerk.

Requests to modify Orders for Restitution (form DC-317) must be made to the judge at a court hearing or in writing. The judge will review these requests and consider them on a case by case basis.

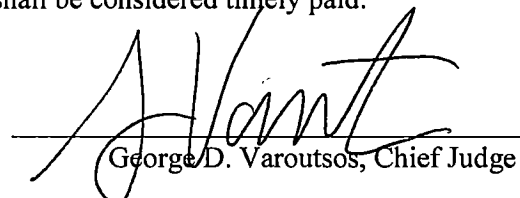
Any person, whose driver's license has been suspended as a result of non-payment of costs with this court and who enters into a payment agreement, shall have their driver's license restored.

The Clerk of Court will assess a one-time fee of \$10 to cover the costs of management of the person's account for due dates more than 90 days from sentencing.

Payments received within ten (10) days of the due date shall be considered timely paid.

8-4-17

Date

  
George D. Varoutsos, Chief Judge