

# Commonwealth of Virginia



JUDGES

DONALD M. HADDOCK, JR., CHIEF JUDGE  
SONYA L. SACKS

CLERK OF COURT  
MARION W. JACKSON

## Alexandria General District Court

*EIGHTEENTH JUDICIAL DISTRICT*

*Franklin P. Backus Courthouse*

*520 King Street*

*Alexandria, Virginia*

The City of Alexandria General District Court deferred or installment payment guidelines and community service terms and conditions to discharge fines and costs as of July 1, 2024, are as follows:

Whenever a defendant is sentenced to pay a fine and or court costs, and the defendant is unable to make payment in full within 90 days of conviction, or other disposition authorized by law, the defendant shall have the opportunity to enter into an Order for payment agreement to make periodic installment payments, pay on a particular due date, or a modified deferred payment agreement to pay those fines and costs. The City of Alexandria General District Court authorizes its clerk to enter a deferred, modified deferred, or installment payment agreement with the defendant using Form DC-210.

All fines and costs that a defendant owes for all cases in this 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 Virginia Code Section 341 has not run. Restitution payments are to be paid in accordance with the court's Order for Restitution previously entered.

In determining the amount and length of time to pay under a deferred, modified deferred, or installment payment agreement and the amount of the payments, this court shall consider the defendant's financial resources and obligations, including any fines and costs the defendant owes in other courts. In assessing the defendant's ability to pay, this court will conduct a verbal inquiry of the defendant and or the use of form DC-211.

Upon entering into a Payment Agreement, this court may assess a one-time fee of \$10 if the fines and/or costs will not be paid in-full within 90 days.

This Court does not require a defendant to make a down payment upon entering a deferred, modified deferred, or installment payment agreement. Nothing prevents a defendant from voluntarily making a down payment upon entering any payment agreement.

A defendant who has defaulted on a payment agreement may petition the court for a subsequent payment agreement. In such cases, this court will require a down payment to enter into a subsequent payment agreement. In the case of the fines and costs owed being \$500 or less, the required down payment may not exceed 10% of such amount owed or, if the fines and costs owed are more than \$500,

the required down payment may not exceed 5% of such amount owed or \$50, whichever is greater. A defendant may choose to make a larger down payment.

Community service work is an option to defray fines and costs. Any portion of the community service completed will be credited to the defendant's obligations at a rate of \$15.00 per hour. Contact Volunteer Alexandria (703-836-2176) for an appointment to be referred for community service work. Volunteer Alexandria will provide a letter for the court upon completion of the community service hours. The Clerk of the Alexandria General District Court has a referral form to take to your appointment. Community service will not be credited against any amount owed as restitution, the interest which has accrued on restitution, and any collection fee required.

If a defendant's sole source of income is a social security payment or supplemental security income, that defendant is exempt from making payments towards fines and costs until the defendant has another source of income. The account will not be sent to collections and interest will not accrue while a defendant's sole financial income is through social security benefits. Should circumstances change and there is an additional source of income, the defendant must contact the clerk's office to enter into a payment agreement. If you are convicted and qualify for this exemption, you must fill out a DC-210 (Fines and Costs Payment Agreement/Acknowledgment of Driver's License Status) indicating your current financial status, and DC-211 (Petition for payment Agreement for fines and costs or Request to Modify Existing Agreement). Restitution is never exempt and must be paid as ordered by the Court. Failure to pay restitution in a timely manner will result in the account being sent to collections.

**Information to share with defendant regarding payment when they appear at the customer service window after court:** If account is not paid in full within 90 days (without payment plan), the case will go to collections and the collection fee (499) will be assessed. Also, if the account is not paid in full by 180 days, on the 181<sup>st</sup> day, the account will begin to accrue interest.