

**LOUISA COUNTY JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT  
TIME TO PAY POLICY**

Virginia Code Section 19.2-354 grants the Court the authority to establish a payment plan for individuals owing court fines and/or costs.

Defendants unable to pay the total balance due within ninety (90) days of disposition of the case, may request a Time to Pay (TTP) agreement be established with the Court. A TTP agreement will allow the defendant to request additional time in order to pay the Court the monies owed. A one-time fee of \$10.00 will be assessed upon entrance into a payment plan with the Court. If the defendant has multiple cases which were finalized at the same time, only one \$10.00 fee will be assessed.

Each defendant is required to complete a Financial Statement (DC333) to determine his/or her specific financial conditions before determining the frequency and amount of installment payments. It is the responsibility of the defendant to notify Louisa County Juvenile and Domestic Relations District Court staff of any unpaid fines and costs owed to more than one court upon entrance into a payment plan so the Court can take into consideration the financial conditions of the defendant and their ability to pay. If the defendant owes restitution and fines/or costs, payments shall be applied to the restitution first.

TTP will be limited to 6 months to pay during which time all fines and costs will be due in full. An additional TTP may be granted, PROVIDED:

1. A down payment is made toward the fines and/or costs. If the fines are \$500.00 or less, then 10% of the fines/costs are owed. If the fines/costs are over \$500.00, then 5% of the fines/costs, or \$50.00 (whichever is greater) are owed
2. Regular monthly payments have been made
3. Monthly installments are required

Any defendant who enters into a TTP shall promptly inform this Court of any change of mailing address during the term of the TTP.

Community Service work is an option to defray fines/costs if available and approved by the Judge. Community service work will not be credited against any amount owed as restitution or the interest which has accrues on restitution. Community service hours will be credited in the amount of Federal Minimum Wage. Community service must be performed through a **non-profit organization**. There may be no conflict in supervision, such as, a family member, friend, pastor or intimate partner. If you wish to perform community service you must file he appropriate motion with he court listing the company and contact information of where you plan on performing the community service. Once approved by the Judge, it is the responsibility

of the defendant to provide valid proof of completion of the community service hours to the clerk's office on company letterhead and contact information for verification purposes.

Effective July 1, 2024: A defendant whose sole source of income is a Social Security benefit or Supplemental Security Income may fill out form DC210 or notify the court in writing and will not be required to pay until they have another resource of income. Upon receipt, the account will be updated and will be given an indefinite due date. The account does not transmit to collections and is not subject to tax set off collections. **This does not apply to the restitution portion of the account and is NOT exempt and is subject to collection efforts.** Interest and 499 collection fees assessed prior to the court being notified in writing and/or the DC-210 being completed, will not be forgiven.