

VIRGINIA:

IN THE THIRTEENTH JUDICIAL DISTRICT JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT FOR THE CITY OF RICHMOND

TIME TO PAY ORDER

VA. Code §§ 19.2-354, 19.2-354.1 and 19.2-358 grants the Court the authority to establish a payment plan process for individuals owing the court of fines and costs. The policy below applies only to cases that are disposed in the Richmond J&DR District Court.

Defendants unable to pay the total balance due within thirty (30) days of disposition of the case, may request additional time by completing a Petition for Payment Agreement (DC-211). A one-time fee of \$10.00 will be assessed upon entrance into a payment plan with the Court if the defendant is unable to make the full payment within ninety (90) days. If the defendant has multiple cases which were finalized at the same time, only one \$10 fee will be assessed for all cases. The court will assess the specific financial conditions of each defendant before determining a reasonable length of time and any required down payment.

Each defendant is required to appear in person to complete a Petition for Payment Agreement for Fines and Costs or Request to Modify Existing Agreement (DC-211) at the Clerk's Office. In certain circumstances, the Clerk may allow the defendant to submit the petition via mail.

It is the responsibility of the defendant to notify Richmond J&DR District Court staff of any unpaid fines and costs owed to more than one court upon entrance into a payment plan so that the court can take into consideration the specific financial conditions of the defendant and their ability to pay within the established guidelines.

Re-entry into payment plans upon default will only be considered upon the request of the defendant. The Court will at the time of the request, take into consideration any change in the defendant's financial conditions. The Court shall require a down payment which shall not exceed \$10.00 or 10% of the amount owed, whichever is less.

If the defendant is financially unable to pay fines and costs, they can request the court to accept community service in lieu of payment. The defendant must appear in person to file with the court the required paperwork. In certain circumstances, the Clerk may allow the defendant to submit the petition via mail.

Only one TTP agreement will be granted by the clerk per defendant. Defendants seeking to enter into subsequent payment agreements will have their cases reviewed and approved by the Judge.

The Court pursues unpaid debts through a private collection's entity. The defendant will be responsible for any collection fee assessed on delinquency accounts. Any tax overpayment owed to a defendant may be intercepted and paid to the Court.

BY ORDER OF THIS COURT:

A handwritten signature in blue ink, appearing to be 'Brice E. Lambert', is written over a horizontal line.

The Honorable Brice E. Lambert, Chief Judge
Richmond Juvenile & Domestic Relations District Court

Date Entered: 4/29/25