CIRCUIT COURT
CITY OF CHARLOTTESVILLE

315 EAST HIGH STREET
CHARLOTTESVILLE, VIRGINIA 22902-5195
(434) 970-3766

GUIDELINES FOR COURT COSTS, RESTITUTION, AND INSTALLMENT PLANS

1. For purposes of Installment Plans, the Clerk of Court designates the following staff members to sign in her stead:
    a. David A. Schmidt, Chief Deputy Clerk
    b. Dianne P. Pugh, Deputy Clerk

2. When a defendant requests to enter into an installment plan to pay his or her court costs, he or she shall meet with Dianne P. Pugh, Deputy Clerk, to fill out a Petition for Installment Payment of Fine and Costs.

3. The Clerk of Court, or her Designee, has the authority to enter the Order of Installment Plan so long as the terms of the Plan adhere to the following conditions:
    a. The total amount of court costs shall be paid in full within three (3) years of the start date of the installment plan.
    b. The agreed upon monthly payment is no less than $50 per month unless documented extenuating circumstances exist. Even with a lower monthly payment, the amount of court costs must still be paid in full within three (3) years.
    c. The start date shall not be more than 45 days from the date the Order is entered.
    d. The defendant may be allowed by the Clerk of Court, or her Designee, four (4) years to pay if he is paying at least $100 per month from the beginning of his payment plan.

4. When the court costs cannot be paid in full within three (3) years, only the Judge has the authority to enter the Order of Installment Plan. In these situations, the Judge may place the defendant on an Installment Plan that has a graduated schedule to attempt to pay the court costs in full within three (3) years or as soon thereafter as practicable.

5. If the defendant's sole financial resource is a Social Security benefit or Supplemental Security Income, they are not required to pay until they have another resource or income. As long as their sole income remains unchanged, their account will not go to collections. However, any restitution that you may have been ordered to pay is not included in this exemption of payment, and restitution is due as the Court has ordered.

Claude V. Worrell, II, Judge

Llezelle A. Dugger, Clerk

Effective July 1st, 2024