Amount Owed	Down Payment
$500.00 or less	10%
$500.01 – and up	greater of 5% or $50.00

Once the down payment is made, the payment schedule shall comply with Paragraph 2.D.i. above.

E. Determining schedule and amounts

In de ining the length time to pay under a deferred, modified deferred, or installment payment agreement and the amount of the payments, the Clerk shall take into account the defendant's financial resources and obligations, including any fines and costs owe by the defendant in other courts.

F. Timeliness of payments

Any payment which is received within 10 days of the date due is considered timely made.

3. Modifying isting ment agreement

At any time during the duration of a payment agreement, the defendant may request a modification of the agreement in writing on Form DC-211, PETITION FOR PAYMENT AGREEMENT FOR FINES AND COSTS OR REQUEST TO MODIFY EXISTING AGREEMENT, and the Clerk may grant such modification based on a good faith showing of need.

4. Alternate payment scl lule

In the rare or unusual case where there are extenuating circumstances, a defendant may petition the Court to establish an alternate payment schedule. Any alternate payment schedule is subject to the approval of the Court.

5. Combined payment agreements

Al nts that dant owes for all cas with outstandi be incorporated into one payment agreement, unless otherwise ordered Court in specific ca .

However, a payment agreement shall include only those outstanding amounts for which the limitations period set forth in Virginia Code § 19.2-341 has not run.

6. Priority of payments

Any money collected pursuant to the payment agreement shall be used first to satisfy outstanding restitution and any collection costs associated with restitution prior to being used to satisfy any other fine, forfeiture, penalty, or cost owed.

7. Con nity service

A. Fi and costs

The defendant may discharge all or part of the fine or costs by earning credits for the performance of community service work before or after imprisonment.[1]

B. Restitution

Community vice is not authorized to discharge restitution.

C. Supervision of community service

i. *Supervi l Probation or Parole*. While a endant is on supervised probation or parole, the probation or parole officer shall approve and monitor the community service.

ii. *Local Community-based Probation*. While a defendant is on local community-based probation, the local probation officer shall approve and monitor the community service.

iii. *Not on active probation*. When a defendant is not being supervised by a probation agency, the defendant may perform community service for any nonprofit organization or governmental agency. In order to be accepted and credited, the defendant must submit paperwork documenting the number of hours performed and the dates those hours were formed; together with a letter, on the agency's letterhead with an original signature of the person supervising the community service, verifying that the community service listed was actually performed and the defendant received no compensation for that community service. The Clerk y refuse to c dit any community service performed that does this

[1] For community service *during* imprisonment, *see* Order regarding *Community Service During Imprisonment* entered December 10, 2020.

D. Rate credi are earned

Unless higl ıte is set by the supervising agency in Paragraph 7.C. above, the defendant shall earr lit for community service in an amount equal to the higher of the federal or state minimum wage per hour of community service performed.

8. Address change

A defendant who enters into an installment or deferred payment : ment shall p nptly inf(e court of any char : of mailir address during the te the agre(ent.

9. Good behavior

Pursuant to Vi nia Code § 19.2-357, a defendant who enters into an installment deferred payment agreement shall be of peace and good behavior until the fine and costs are paid.

10. Default

A defendant who fails to pay as ordered may be fined or imprisoned pursuant to Virginia Code § 19.2-358.

11. Effective date

This Order shall take effect on July 1, 2021.

The Clerk is DIRECTED to post this Order in the clerk's office and on the court's website, if a website is available, and forward a copy to the Executive Secretary of the Supreme Court.

Entered this 1st day July, 2021.

Jeffrey W. Shaw, Judge