

VIRGINIA: IN THE CIRCUIT COURT FOR THE CITY OF HAMPTON

IN RE: DEFERRED OR INSTALLMENT PAYMENT AGREEMENT GUIDELINES

When an individual is convicted of a felony, misdemeanor and/or traffic infraction in the Circuit Court, court-imposed fines and/or court costs will be assessed against the defendant in accordance with the Code of Virginia. Fines and costs are due at the time of sentencing unless the defendant enters into a deferred or installment payment agreement approved by the Court.

The Clerk of this Court will implement the following guidelines for establishing deferred or installment payment agreements for the collection of restitution, fines and court costs.

- Down payment of \$50 required if defendant defaulted on previous agreement.
- Defendant, if unable financially to make payments, may petition the court to participate in a community service program to receive credit against their deferred or installment payment plan.
- The defendant shall promptly inform the court of any change of mailing address during the term of the agreement.
- Any request to amend or extend the payment agreement prior to default shall be accepted at the discretion of the Clerk.
- If incarcerated at the time of sentencing, the defendant upon his/her release shall contact the Clerk's Office for information on establishing a payment plan.
- Unpaid balances are reported to the Department of Taxation for Set-Off Debt Collection and the City of Hampton Treasurer's Office, who acts as the Court Collection Agent. This may lead to income garnishments and tax return garnishments.

Mailing Address: Hampton Circuit Court
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Hampton, VA 23669

Telephone: (757) 727-6105

Office Hours: 8:30am – 4:00pm