

COMMONWEALTH OF VIRGINIA:

IN THE GENERAL DISTRICT COURT OF THE CITY OF COLONIAL HEIGHTS

ORDER

Pursuant to §19.2-354, §19.2-354.1, and §46.2-395 of the Code of Virginia as amended Rule 1:24 of the Rules of the Supreme Court of Virginia the Clerk of Court, and/or her deputies, is hereby authorized to establish and approve the conditions of all deferred, modified deferred, and installment payment agreements for persons seeking additional time to pay fines, costs, forfeitures, or payments lawfully assessed against him, pursuant to the following guidelines:

- a. All persons who are unable to pay their fines and costs in full within ninety (90) days of sentencing must be provided the opportunity to enter into a deferred payment agreement, modified deferred payment agreement, or installment payment agreement. In determining the length of time to pay, you must consider an individual's financial resources and other obligations of that individual. Any payment or approved proof of community service received within ten (10) days of its due date must be considered timely made. You are authorized to approve an installment agreement for a period of up to three (3) years. Deferred payment agreements and modified deferred payments agreements are limited to the following payment schedule.
- b. When entering into deferred payment agreement an individual must make full payments of the total amount due according to the following payment schedule:

\$ 1.00 - \$149.99:	Additional 30 days to pay
\$ 150.00 - \$299.99:	Additional 60 days to pay
\$ 300.00 - \$499.99:	Additional 90 days to pay
\$ 500.00 - \$999.99:	Additional 6 months to pay
\$ 1000.00 and above:	Additional 12 months to pay

When entering into a modified deferred payment agreement individuals must agree to use best efforts to make a minimum payment of a fixed amount on a weekly, bi-weekly, or monthly basis during the period of time established pursuant to the above deferred payment schedule. When entering into an installment payment agreement individuals must commit to making a minimum payment of a fixed amount on a weekly, bi-weekly, or monthly basis until full payment is made on the total amount due.

All persons entering into deferred, modified deferred, or installment payment agreements are eligible to discharge all or part of any fines and costs owed by earning credits for the performance of community service work. Each hour of community service work performed will be credited at the current federal minimum wage rate.

To receive credit for community service work an individual must: (1) volunteer for a non-profit organization registered as a 501(c)(3) with the Internal Revenue Service; (2) submit an original letter [copies should not be accepted] on the letterhead of the non-profit organization signed and notarized by a representative of that organization stating the number of volunteer

hours performed and listing the dates the volunteer service was performed; and (3) submit such letter to the Clerk's office on or before the payment due date. The community service option is only available to discharge fines and costs and may not be used to discharge and individual's other financial obligations.

- c. Unpaid fines and costs are turned over to the collections process after one-hundred eighty (180) days. Any persons whose fines and costs have been referred to collections are also eligible to enter into a payment plan. Entry into a payment plan will extend the due dates of all fines and costs, regardless of amount, even if the account is in collections. If a person is not able to abide by a payment agreement, during the duration of the agreement, they must contact the Clerk's office to request a modification of the agreement in writing on a financial form. The Court may grant such modification after a good faith showing of need. A good faith showing of need only exists when the financial statement submitted for the modification, when compared to the financial statement originally submitted, establishes the individual's financial position has worsened from the time the original financial statement was submitted.
- d. The Court must consider all requests for subsequent payment agreements after default. All individual's requesting a subsequent payment agreement must make the request in writing on a financial form which is available on the internet. In all such requests the Court must consider any change in that person's circumstances from the time the original payment plan was entered. The Court should not approve any subsequent payment plan unless that person establishes such a change in circumstances. A change of circumstances only exists when the financial statement submitted for the subsequent payment plan request, when compared to the financial statement originally submitted, establishes the individual's financial situation has improved from the time of the original financial statement was submitted. Any person who has defaulted on a payment agreement and seeking approval for a subsequent payment agreement must make a down payment. If the total amount owed is \$500 or less, the down payment must be 10% of the total amount owed. If the total amount owed is more than \$500, the down payment must be 5% or \$50, whichever is greater.
- e. If your sole financial resource is a Social Security benefit or Supplemental Security Income, then you are not required to pay until you have another source of income. As long as your sole income remains unchanged, your account will not go to collections. Please understand that any restitution you may have been ordered to pay is NOT included in this exemption of payment and is due as the court has ordered.

This directive is in effect until further notice.



James J. O'Connell, Chief Judge

Entered this ____ day of July 2024