

### PAYMENT PLAN POLICY

Payment of fines and costs is generally expected on the day the case is finalized. Any Defendant who cannot pay all fines and costs on that date may request a Deferred Payment Plan, an Installment Payment Plan or a Modified Deferred Payment Plan. A Defendant may also perform community service to satisfy fines and costs. Restitution, however, may not be satisfied by community service.

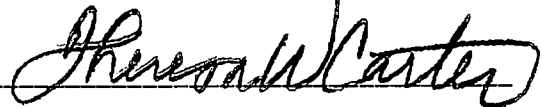
1. **Deferred Payment Plan** – The Defendant agrees to pay the full amount of the fines and costs at the end of the term stated in the Payment Plan and no installment payments are required. Failure to make payment in full by the due date will result in a default of the Payment Plan.
2. **Installment Payment Plan** – The Defendant agrees to make monthly or other periodic payments until the fines and costs are paid in full. Failure to make payments as agreed will result in a default of the Payment Plan.
3. **Modified Deferred Payment Plan** – The Defendant agrees to use best efforts to make monthly or other periodic payments and agrees that all fines and costs shall be paid in full at the end of the stated term. Failure to make payment in full by the due date will result in a default of the Payment Plan.

The Court will hear motions for a Payment Plan at the time the case is finalized, or on any date the Court is scheduled to hear criminal or traffic matters. There is a one-time fee of ten dollars (\$10.00) for the Payment Plan if the final due date extends past ninety (90) days from the date the case is finalized. If the Defendant defaults on the Payment Plan, additional Payment Plans may be granted upon the approval of the Court and may require a down payment.

Community Service may be performed to satisfy fines and costs owed. The Defendant shall receive credit for community service at the rate of twelve dollars (\$12.00) per hour. Community service must be performed at an agency approved by the local community probation office, or if the local probation office does not supervise community service, at a non-profit organization. The Court will hear motions for the option to perform community service at the time the case is finalized, or on any date the Court is scheduled to hear criminal or traffic matters.

If the Defendant completes a request for a Payment Plan and indicates that his or her sole source of income is received from Social Security or Supplemental Security, the Defendant is not required to pay fines and costs. The Defendant's account will not be sent to Collections, and interest will not accrue, while this is the only source of income for the Defendant. If another source of income becomes available, the Defendant should contact the Clerk's Office and enter into a Payment Plan. Restitution is not exempt from payment and must be paid as ordered by the Court. Failure to pay restitution may result in the account being sent to Collections.

**ORDER:** The above policies are approved for this Court as of July 1, 2024, pursuant to Virginia Code Sections 19.2-354, 19.2-354.1 and 19.2-355.



Judge Theresa W. Carter  
General District Court