

Payment Agreement Policy
Greene General District and Juvenile & Domestic Relations District
Court

Effective July, 2024

Per VA Code §19.2-354

- Fines and costs are due the day of court. If you cannot pay the day of court, and need more than 90 days to pay, you will need to request a deferred payment plan with the Clerk's office. This plan will state that payment in full is due by "X" date.
- Any payment agreements over 90 days will be assessed an additional \$10 Time-to-Pay Fee.
- If your fines/costs have not been paid within 90 days and you have not entered into a deferred payment plan, your financial account will accrue interest and/or collection fees and be subject to garnishment.
- If a deferred payment plan becomes past due, the Clerk's office can set up an installment payment plan. The monthly payment will be decided after verbal inquiry of your finances.
- For any subsequent payment plan, you MUST pay 5% up front plus the initial monthly payment.
- You may request community service in lieu of monetary payment. This does not include payment for restitution.
- Restitution due dates are set by the Judge as part of the case disposition. That can only be changed by the Judge.
- Please let the Court know if your sole financial resource is a Social Security benefit or Supplemental Security Income. You will be exempt from making payments until you have another form of income. Fees/Costs will not go to Collections. Restitution is not exempt & is subject to collection efforts.

VIRGINIA: IN THE COMBINED DISTRICT COURT OF GREENE COUNTY

**ORDER FOR COMMUNITY SERVICE CREDIT
TOWARD DISCHARGE OF FINES AND COSTS**

Pursuant to the authority granted to the Court in §19.2-354(C), of the Code of Virginia, it is ORDERED that the Greene County Combined District Court establishes the following program to provide an option to any person upon whom a fine and costs have been imposed to discharge all or a part of that obligation by Community Service. In accordance with amendments to §19.2-354(C), credit may only be granted for Community Service work performed in programs specified by the statute while incarcerated.

GENERAL PROVISIONS FOR ALL COMMUNITY SERVICE

Credit for Community Service can only be applied to fines and costs. Community Service cannot be applied toward restitution obligations. However, credit for Community Service for fines or costs may be earned even though a restitution balance is still owed.

Credit for Community Service will not be granted for Community Service hours performed as part of a Sentencing Order of the court.

The Community Service must be performed after the offense date.

Defendant/Applicant shall include the case number for case(s) upon which credit is requested for Community Service towards costs and/or fines. If defendant/applicant does not include a case number, then credit shall be applied to the oldest case number first.

Defendant/Applicant must certify under penalty of perjury that he/she has not requested nor received credit for the submitted hours to satisfy a sentence, nor was credit requested or received towards fines and costs in any other court, nor been paid for hours submitted to the court (except by DOC)

COMMUNITY SERVICE OUTSIDE OF INCARCERATION

The Community Service must be performed for a *bona fide* charity or Community Service program (non-profit).

For Community Service performed, the rate of credit towards fines and costs shall be at the rate set by the Virginia minimum wage in effect at the time the work is performed.

In order to receive credit for Community Service, the defendant/applicant must submit the completed Request for Community Service form and a letter from the charity or Community Service program on that group's letterhead (including the address and phone number) listing the dates and hours of service performed, as well as the total of Community Service hours performed, and shall include the original signature of the person with that agency who supervised the work performed.

COMMUNITY SERVICE WHILE INCARCERATED

Pursuant to §19.2-354(C), credit for Community Service performed while incarcerated can only be credited for work performed by inmates in the following programs:

- Community Corrections Alternative Program VA Code §19.2-316.4
- County Workforces VA Code §53.1-128
- Court-ordered workforces VA Code §53.1-129
- Work release from a local jail VA Code §53.1-131
- Work release from a prison VA Code §53.1-60
- State prisoners working for inmates VA Code §53.1-58

For Community Service while incarcerated, the defendant/applicant must complete a Request for Community Service form which also must be completed by an official of the Department of Corrections or local/regional jail and must contain an original signature of that official and indicate the specific program and code section applicable for the work program from the list above. There must be a printout of the hours worked and must indicate the amount paid, if any, for the work performed.

For Community Service performed while incarcerated, the rate of credit towards fines and costs shall be the Virginia minimum wage in effect at the time the work was performed, less any pay received by the inmate for the work performed.

Any false documents filed with the Court seeking credit for fines and costs may be punished as Forgery of a Public Document, in violation of Va Code §18.2-168. Such a charge is a Class 4 felony, punishable by a maximum of ten years imprisonment.

ENTERED this 2nd day of _____, 2025.

K. Andrew Sneathern, GDC Judge

ENTERED this 10th day of April, 2025.

Peter K. Griffith, JDR Judge

GREENE COUNTY COMBINED DISTRICT COURT

REQUEST FOR APPROVAL OF COMMUNITY SERVICE WORK PERFORMED TO DISCHARGE FINES AND COSTS WHILE INCARCERATED Pursuant to §19.2-354(C)

Commonwealth of Virginia

Case No(s) _____

V

(Full Name)
Defendant

COMES NOW the Defendant, and hereby moves this Honorable Court pursuant to §19.2-354(C) of the Code of Virginia to grant community service credit towards fines and costs for the following work performed while incarcerated.

I performed a total of _____ community service hours between the dates of _____ and _____ as confirmed by the facility below and as shown on the attached document(s).

I have not submitted and will not submit the same community service hours attached hereto to any other court for credit against fines and costs.

I hereby certify that all the above is true and correct under penalty of perjury.

Signature of Defendant/Applicant

Date

TO BE COMPLETED BY REPRESENTATIVE OF DOC, DETENTION OR JAIL:

The Defendant/Applicant participated in the following listed program(s) and performed _____ hours set forth on the attached document(s).

____ Community Corrections Alternative Program VA Code §19.2-316.4

____ County workforces VA Code §53.1-128

____ Court-ordered workforces VA Code §53.1-129

____ Work release from a local jail VA Code §53.1-131

____ Work release from a prison VA Code §53.1-60

____ State prisoners working for localities VA Code §53.1-59

Signature of Facility Representative

Date

Title of Facility Representative

Facility Phone Number

I ____ approve ____ disapprove of this community service request for court fines/costs credit at the hourly rate of \$12.41/hr.

Date

Judge